

Ordinance No. 120261

Council Bill No. 113545

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE, relating to City employment, to be known as the **Fourth Quarter 2000 Salary Ordinance**, establishing new titles and/or salaries in various departments; adopting a new salary range for a title that is limited to positions in the City's Supported Employment Program; creating new salary rates; adjusting a Pay Band in the Legislative Department; designating positions to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 7, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

2/7/01

CF No. _____

Date Introduced:	JAN 29 2001	
Date 1st Referred:	To: (committee)	Finance, Budget & Economic Development Committee
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
2-12-01	9-0	
Date Presented to Mayor:	Date Approved:	
2-13-01	2/22/01	
Date Returned to City Clerk:	Date Published:	T.O. <input checked="" type="checkbox"/> F.T. _____
2/22/01	PAS	
Date Vetoes by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

2-12-01 PAS

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

Jan Drago

Councilmember

DRAGO

Committee Action:

2/7/01

(2/7)

Do pass as amended 5-0

Drago

McPhee

Conlin

Wills

Waters

2-12-01 Passed 9-0

This file is complete and ready for presentation to Full Council.

Committee:

(initial/date)

Law Department

*(E) Approved
Amended
Full Text loaded*

Law Dept. Review

OMP
Review

(D)
City Clerk
Review

Electronic
Copy Loaded

Indexed

ORDINANCE 120261

1
2 AN ORDINANCE, relating to City employment, to be known as the **Fourth Quarter**
3 **2000 Salary Ordinance**, establishing new titles and/or salaries in various departments;
4 adopting a new salary range for a title that is limited to positions in the City's Supported
5 Employment Program; creating new salary rates; adjusting a Pay Band in the
6 Legislative Department; designating positions to be exempt from civil service, and
7 amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 7, also known as the
8 Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

9 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

10 **SECTION 1. NEW TITLE AND/OR SALARY.** As recommended by the
11 Personnel Director, the following titles and rates are established, effective as of the date
12 shown in respective reports, letters, or memoranda of understanding/agreement.

13 **Department:** Ethics and Elections Commission
14 **Title:** Campaign Finance Auditor
15 **Salary Rate:** \$21.31 \$24.17 \$25.05 \$26.04 \$27.10 (Salary Range 34.5A)
16 (2000 rates)
17 **Report:** 00-4621
18 **Effective:** 1-1-2001

19 **Department:** Seattle Transportation
20 **Title:** Bridge Carpentry and Maintenance Lead
21 **Salary Rate:** \$21.32 (2000 rate)
22 **Report:** Memorandum of Agreement dated 10-19-2000
23 **Effective:** 3-31-2000

24 **Department:** City Light
Title: Mechanical Supervisor, Generation
Salary Rate: \$26.04 \$27.10 \$28.14 \$29.26 \$30.36 (Salary Range 37.5A)
(2000 rates)
Report: 00-4654
Effective: 1-1-2001



1 To provide opportunity for salary growth and to ensure equal treatment, position
2 incumbents will be assigned to the appropriate step determined by the number of
3 service hours completed in the title by January 3, 2001 as follows:

<u>Number of hours in title</u>	<u>Step</u>
Less than 1044 hours	1
1044 – 3132 hours	2
Over 3132 hours	3

4
5
6 Consistent with existing legislation, the title of Office/Maintenance Aide remains exempt
7 from Civil Service and bargaining unit representation. Use of this title is limited to
8 positions in the City's Supported Employment Program.

9 **SECTION 3. ADJUSTING A PAY BAND IN THE LEGISLATIVE DEPARTMENT.**

10 As recommended by the Personnel Director, the Legislative Assistant pay band, which
11 was inadvertently missed on the Pay Bands Programs Ordinance #120187, is hereby
12 adjusted as shown below, effective 1-3-01:

<u>Legislative Pay Band Title</u>	<u>2000 Pay Band Rates</u>	<u>2001 Pay Band Rates</u>
Legislative Assistant	\$10.50 – \$36.70	\$10.91 - \$38.13

14 **SECTION 4. DESIGNATING POSITIONS AS EXEMPT FROM CIVIL SERVICE**

15 **STATUS.** As recommended by the Personnel Director in the Classification
16 Determination specified and attached hereto, one position is designated as exempt from
17 civil service as noted below:
18

19 //

20 //

21 //

22 //



1 position (#00026344) in Seattle Public Utilities: Information Technology Professional B
to Information Technology Professional A, Exempt (report #00-4677).

The S.M.C. 4.13.010 (known as the Exemptions Ordinance 120166), Section 7, is
hereby amended as follows:

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
7. Executive	<u>Administrative Staff Assistant (OOH) (PosNo. 00017417)</u>

SECTION 5. The heads of respective departments affected by this ordinance
are hereby authorized to use unexpended and unencumbered funds accumulating in
their respective 2000 Budgets to pay the compensation authorized herein.

SECTION 6. The heads of respective departments are authorized to fill such
positions subject to civil service and personnel rules and laws.

SECTION 7. Any act consistent with this authority and prior to the effective date
of this ordinance is hereby ratified and confirmed.

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City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

DATE: January 16, 2001

TO: Honorable Margaret Pageler, President
Seattle City Council

FROM: Norma McKinney
Personnel Director 

SUBJECT: Proposed Legislation – Fourth Quarter 2000 Salary Ordinance

Title of the Legislation: AN ORDINANCE, relating to City employment, to be known as the Fourth Quarter 2000 Salary Ordinance, establishing new titles and/or salaries in various departments; adopting a new salary range for a title that is limited to positions in the City's Supported Employment Program; creating new salary rates; adjusting a Pay Band in the Legislative Department; designating positions to be exempt from civil service, and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 7, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

Summary of the Legislation: As recommended by the Personnel Director, submitted for approval are: one new title, one restored title, salary change for temporary work of the pay bands intermittent titles, and one new salary based on Classification and Compensation reports as well as Labor Relations negotiations; a new title in Supported Employment Program; new salary for the Municipal Judicial Officers based on a Classification and Compensation salary report; adjusting the Legislative Assistant pay band in the Legislative Department; Classification Determination reports for Seattle Public Utilities and Office of Housing resulting in designation to two titles which is exempt from civil service and amending the Exemptions Ordinance accordingly.

The costs associated with the new salary reports on this ordinance will be reflected through the individual position actions in the annual reporting.

If you have any questions or need additional information regarding this ordinance, please contact Nancy Schaefer, Classification/Compensation Director, at 386-9081. Thank you.

NM:NS

Attachment: Fourth Quarter 2000 Salary Ordinance

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793

Tel: (206) 684-7664, TDD: (206) 684-7888, Fax: (206) 684-4157, <http://www.ci.seattle.wa.us>

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ATTACHMENT A contains referenced classification/
compensation report recommendations and other
documentation as indicated in the ordinance.



ATTACHMENT A

SECTION 1



COMPENSATION DETERMINATION REPORT

Date: November 3, 2000 Report No.: 00-4621

CLASSIFICATION IDENTIFICATION

Classification Title: Campaign Finance Auditor
Ordinance Title: Campaign Finance Auditor
Bargaining Unit: 030 Current Salary: New Title

RECOMMENDED ACTION

Action: Salary Change New Salary
Recommended Salary: \$23.31 - \$27.10 Range: 34.5 A
Bargaining Unit: 030 Legislation Required: Yes (New Title)
Effective Date: January 1, 2001 to coincide with the 2001 Budget.

Recommended: Steven Aspiras *SA* Sr. Classification/Compensation Analyst
Approved: Edie Jorgensen *EJ* Classification/Compensation Supervisor
Nancy Schaefer *NS* Classification/Compensation Director
Norma McKinney *NM* Personnel Director



Source of Request:

This new position was reviewed as a result of a budget request from the Executive Director of the Ethic & Elections Commission. The request is based on the increasing demand for Internet disclosure, that required EEC's IT Professional to spend all of his time programming and working with the Web site. As a result, the EEC has requested a new permanent position to continue performing the auditing function that the IT Professional-B (previously a Senior Management Systems Analyst) performed.

Background:

As part of the 2001 Budget, the EEC's Executive Director submitted a budget request for a permanent position to continue auditing all City campaigns. From July of 1999 through March of 2000, EEC had a Temporary Employment Service (TES) position performing the work, and most recently was hiring a TES for September 1 through December 31, 2000. For the 2001 Budget, EEC would like to have a permanent position continue the compliance auditing functions. However, they have filled the position with a TES Research & Evaluation Assistant II title, that in a closer review of duties would seem inappropriate, but the closest available title they could use.

To better reflect the work, a new title of Campaign Finance Auditor is recommended and a review of titles with similar responsibilities was reviewed to internally slot the salary/compensation. Various titles were reviewed and a comparison chart completed (see attached). Based on this comparison, the salary range of 34.5A was found comparable for internal alignment.

External (Market) Comparison:

The Executive Director stated it would be hard to find regional jurisdictions with a comparable position, and gave us other national cities, such as Los Angeles, New York and San Francisco as being cities that might have matches. Using the Internet site www.munisource.org, access to the largest collection of municipal government related information on the web was used to locate related class specifications and salaries. The information gathered was reviewed and considered, however, internal alignment was the basis for setting the salary since the external jurisdictions reviewed are normally not used by the city.

Internal Comparison:

A review of existing titles verified that only a few classes existed that did similar work. As found on the comparison chart, only Civil Rights Analyst, the Tax Auditor series and positions in the Strategic Advisor - Audit title did similar work. However, the responsibilities of the Civil Rights Analyst dealt more with complaint investigation and did not require any type of financial auditing while at the other end of the spectrum, the Strategic Advisor - Audit, had responsibilities at a much larger scale auditing the performance of the overall City government. The closest series that compared was the Tax Auditor series that is specific to tax compliance audits of accounting records and financial reports of corporations, individuals, partnerships, and non-profit and other organizations to determine compliance. Just as the Senior Tax Auditor is responsible for assisting management in selecting accounts for audits and issuing audit assignments the subject position is the only position performing the campaign compliance function for E&E. It has more autonomy to structure and plan the work and compared similarly to the Senior Tax Auditor that independently plans coordinates and conducts complex and/or large audits.

Recommendation:

Based on information gathered in the review for the salary and new title of Campaign Finance Auditor, the recommended salary is \$23.31 - \$27.10 (range 34.5A). This recommendation is made in conjunction with the 2001 Budget, therefore it should be effective January 1, 2001.





City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

LABOR RELATIONS
JAN 11 2001
RECEIVED

October 19, 2000

Joel Dressler
Union Representative
P.N.W. District Council of Carpenters
2512 2nd Ave., Rm. 216
Seattle, WA 98121

Subject: Wage Adjustment for Bridge Carpentry and Maintenance Lead
to that of a Carpenter

Dear Mr. Dressler:

This will affirm that the City and Union agree the wage for the Bridge Carpentry and Maintenance Lead title (2 positions) at Seattle Transportation Department will be the same as the single-step wage of the Carpenter. The Bridge Carpentry and Maintenance Lead title now has a three-step wage range with the top step being less than the single-step wage of the Carpenter. The difference between the top step of the Bridge Carpentry and Maintenance Lead title and the Carpenter title is \$.61 (based on the 2000 wage rates) and the wage adjustment (as noted below) for Bridge Carpentry and Maintenance Lead title will be effective back to March 31, 2000, the date the Carpenter positions were reclassified to the Bridge Carpentry and Maintenance Lead title.

82717

Bridge Carpentry and Maintenance Lead \$21.32 Effective March 31, 2000

There will be no change in wage for the new hires (anticipated to happen in November 2000) at Seattle Transportation Department for the two positions since they were employed as Carpenters at the Carpenter wage, and those hires will be given the Bridge Carpentry and Maintenance Lead title retrospective to their date of employment after the Council legislation becomes effective.

Personnel Division, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793

Tel: (206) 684-7664, TDD: (206) 684-7888, Fax: (206) 684-4157, <http://www.ci.seattle.wa.us>

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Joel Dressler
October 18, 2000

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Please indicate your approval of the above by signing below, keeping a copy for your file, and returning the original to me.

Sincerely,

Pat LeMay
Pat LeMay
Labor Negotiator

I approve:

Joel Dressler 10 Jan 01
Joel Dressler Date
Union Representative
P.N.W. District Council of Carpenters
Regional

cc: Dave Chew

g/labor/pat/dressler/tr101800.doc/10/18/2000 11:35 AM



CONFIDENTIAL



City of Seattle Executive Services Department
Personnel Division

MEMORANDUM

DATE: December 29, 2000

Report No. 00-4654
Ref Asgn No. 00-4653 and 4277

TO: NORMA MCKINNEY, PERSONNEL DIRECTOR

VIA: NANCY SCHAEFER, CLASSIFICATION/COMPENSATION DIRECTOR
JOHN PEARSON, CLASSIFICATION/COMPENSATION SUPERVISOR

FROM: SHARON LEE NICHOLSON, CLASSIFICATION/COMPENSATION ANALYST

SUBJECT: RECOMMENDATION FOR COMPENSATION RELATED TO
MECHANICAL SUPERVISOR, GENERATION (REVISED CLASSIFICATION),
NONREPRESENTED SUPERVISOR OF ELECTRICAL AND OTHER TRADES
PERSONNEL AT THE SKAGIT GENERATION PROJECT

Background

The classification and compensation review for this work was conducted on behalf of the City Light Department and in connection with a reorganization of the Skagit Generation Operations that coincided with the 2001 City Budget process.

This class of work existed previously at the Skagit site and was assigned to Bargaining Unit 076 as a nonrepresented supervisor of electrical personnel. During reorganization several years ago, the work was redesigned and the title deleted from the City's pay system.

Analysis

In connection with the 2001 budget process the department submitted a Position Description Questionnaire (P5) covering supervision of the mechanical shop at the Skagit. Our review of the PDQ and discussions with department management indicated that the former classification (*Mechanical Supervisor-Skagit*) would be appropriate for the work described in the P5. Overall, the



CONFIDENTIAL

December 29, 2000

breadth and scope of the work of the new mechanical supervisor job as described in the P5 is consistent with the obsolete class specification.

SUMMARY

Since the work described by the obsolete classification (*Mechanical Supervisor-Skagit*) has been restored, the classification specification has been revised and retitled to *Mechanical Supervisor, Generation*.

This action is to recreate a previously existing class and therefore, we recommend that the pay title also be recreated with a similar differential between supervisor and subordinates. Prior to elimination, the pay title was about 6% above the *Communications Electrician II* and about 1% above the *Communications Electrician JIC-Skagit*. The table below shows the relationship between the *Mechanical Supervisor-Skagit* and its highest paid subordinates in 1998 and the relationship between those titles and the proposed *Mechanical Supervisor, Generation*. You will note placement of the proposed pay title on Salary Range 37.5A for consistency with the City's current salary ranges.

1998 Salary Rates	Step 1	Step 2	Step 3	Step 4	Step 5	% of Mech Supv-Skagit Rate
Mech Supv-Skagit	23.52	24.46	25.45	26.42	27.52	No Salary Range
Comm Electr II			24.76	25.36	25.96	94%
Comm Electr JIC-Skagit					27.35	99%

2000 Salary Rates	Step 1	Step 2	Step 3	Step 4	Step 5	% of Mech Supv-Gen Rate
Proposed Mech Supv, Gen	26.04	27.10	28.14	29.26	30.36	Salary Range 37.5A
Comm Electr II			26.91	27.57	28.22	93%
Comm Electr JIC-Skagit					29.72	98%

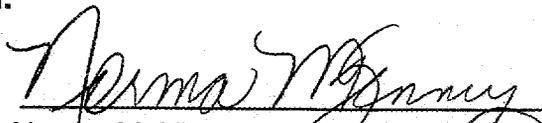
RECOMMENDATION

Based on our review of the work of this restored class, the revised class specification and the relationship between this position and its subordinates, we recommend creating the following ordinance title and hourly rates

Mechanical	Step 1	Step 2	Step 3	Step 4	Step 5	
Supervisor-Generation	26.04	27.10	28.14	29.26	30.36	Salary Range 37.5A

We also recommend placement of this position in BU076. The effective date of this action should be the effective date of the 2001 budget.

Approved:



Norma McKinney, Personnel Director



Date





COMPENSATION DETERMINATION REPORT

Date: January 2, 2001 Report No.: 01-4736

CLASSIFICATION IDENTIFICATION

Classification Title: Manager and Strategic Advisor (various groupings)
Ordinance Title: Manager1-int, Strat Advisor1-int Current Salary: \$22.44
Manager2-int, Strat Advisor2-int Current Salary: \$26.51
Manager3-int, Strat Advisor3-int Current Salary: \$30.58
Bargaining Unit: 145

RECOMMENDED ACTION

Action: Salary Change No Change
Recommended Salary: Manager1-int, Strat Advisor1-int \$23.14
Manager2-int, Strat Advisor2-int \$27.33
Manager3-int, Strat Advisor3-int \$31.53
Bargaining Unit: 145 Legislation Required: Yes
Effective Date: 1/3/2001

Recommended: Edie Jorgensen Classification/Compensation Supervisor

Approved: Nancy Schaefer Classification/Compensation Director

Norma McKinney Personnel Director



Source of Request and Background: Council recently approved the adjustments to the salary bands for the Strategic Advisor and Manager classifications. These changes included expansion of the band width to allow greater flexibility in matching individual jobs to their appropriate markets. Salary administration requirements for temporary titles would have caused a reduction in the rate available to recruit and retain necessary temporary employment in these critical jobs.

Analysis:

Temporary employment offers the City an avenue to attract and utilize specialized talent for short term projects or to fill in for extended absences of the regular workforce. Temporary wage rates have typically been assigned the initial rate offered by the regular title, and a premium is paid in lieu of certain benefits. The premium advances with the accumulation of temporary hours.

At this time, through the widening of the bands for the Strategic Advisor and Manager classifications, the minimum rate for these classifications begins lower than the existing 2000 rate. The actual changes to the regular rate involved an increase of 3.1%, which was recommended as the market adjustment to be granted to satisfactory employees. It would be consistent to implement a rate that reflects the same increase to the rate for temporary workers in order to remain reasonably linked to the market.

Recommendation:

We recommend an increase in the hourly rate paid for temporary work for the Strategic Advisor and Manager classifications as indicated in the table below, which reflects a 3.1% increase from 2000 to 2001, effective 1/3/2001.

	2000 rate	2001 recommended rate
Strategic Advisor 1-int /Manager 1-int	\$22.44	\$23.14
Strategic Advisor 2-int /Manager 2-int	\$26.51	\$27.33
Strategic Advisor 3-int /Manager 3-int	\$30.58	\$31.53

Until superceded by an alternate salary administration mechanism, we further recommend that temporary title pay rates are kept consistent with adjustments to the compensation plan for the broad band titles.





COMPENSATION DETERMINATION REPORT

Date: January 2, 2001 Report No.: 01-4737

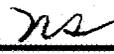
CLASSIFICATION IDENTIFICATION

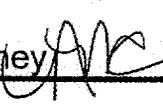
Classification Title: Information Technology Professional A, B and C
Ordinance Title: Info Technol Prof A-int **Current Salary:** \$ 30.58
Info Technol Prof B-int **Current Salary:** \$26.51
Info Technol Prof C-int **Current Salary:** \$22.44
Bargaining Unit: 155

RECOMMENDED ACTION

Action: Salary Change No Change
Recommended Salary: Info Technol Prof A-int \$31.96
Info Technol Prof B-int \$27.70
Info Technol Prof C-int \$23.45
Bargaining Unit: 155 **Legislation Required:** Yes
Effective Date: 1/3/2001

Recommended: 
Edie Jorgensen Classification/Compensation Supervisor

Approved: Nancy Schaefer  Classification/Compensation Director

Norma McKinley  Personnel Director



Source of Request and Background: Council recently approved the adjustments to the salary bands for the Information Technology Professional classifications. These changes included expansion of the band width to allow greater flexibility in matching individual jobs to their appropriate markets. Salary administration requirements for temporary titles would have caused a reduction in the rate available to recruit and retain necessary temporary employment in these critical jobs.

Analysis:

Temporary employment offers the City an avenue to attract and utilize specialized talent for short-term projects or to fill in for extended absences of the regular workforce. Temporary wage rates have typically been assigned the initial rate offered by the regular title, and a premium is paid in lieu of certain benefits. The premium advances with the accumulation of temporary hours.

At this time, through the widening of the bands for the Information Technology Professional classifications, the minimum rate for these classifications begins lower than the existing 2000 rate. The actual changes to the regular rate involved an increase of 4.5%, which was recommended as the market adjustment to be granted to satisfactory employees. It would be consistent to implement a rate that reflects the same increase to the rate for temporary workers in order to remain reasonably linked to the market.

Recommendation:

We recommend an increase in the hourly rate paid for temporary work for the Information Technology Professional classifications as indicated in the table below, which reflects a 4.5% increase from 2000 to 2001, effective 1/3/2001.

	2000 rate	2001 recommended rate
Info Technol Professional C-int	\$22.44	\$23.45
Info Technol Professional B-int	\$26.51	\$27.70
Info Technol Professional A-int	\$30.58	\$31.96

Until superceded by an alternate salary administration mechanism, we further recommend that temporary title pay rates are kept consistent with adjustments to the compensation plan for the broad band titles.



SECTION 2



CITY OF SEATTLE

ESD/Personnel Division

Dwight D. Dively, Director

Norma McKinney, Personnel Director

MEMORANDUM

DATE: November 13, 2000

TO: Norma McKinney, Personnel Director

VIA: Nancy Schaefer, Class/Comp Director
Edie Jorgensen, Class/Comp Supervisor *ES*

FROM: Susie Farrell, Personnel Analyst *SF*
Gail Thompson, Personnel Analyst

SUBJECT: Supported Employment Salary Review

The Office/Maintenance Aide title was created to give persons with disabilities an opportunity to succeed in the workplace. Many of the employees in this program would not be able to work without the special considerations afforded by this class. Many learn and grow once given the opportunity.

At a recent meeting, you concurred with a recommendation to increase the one step salary to a three step range. At this meeting, it was requested that the salary range for the Office/Maintenance Aide title be reviewed. A salary review was conducted and the results of that survey follow.

External (market) comparison

It has been established that the State of Washington, King County and the City of Vancouver have supported employment programs.

King County uses a regularly classified title of Administrative Office Assistant. The State of Washington continues to use the same entry-level title of Office Trainee for most of their supported employees. These two jurisdictions are not a good match, because classifications encompass a range of clerical duties which is broader than the jobs designed for supported employees in the Office/Maintenance Aide title. The City of Vancouver has created a title and salary very similar to Seattle's, with a more narrowly defined scope.



The pay rates for the four jurisdictions with a Supported Employment Program are shown in the following table:

Jurisdiction	Regular Title	Min hourly rate	Mid hourly rate	Max hourly rate
King County	Admin. Office Ass't	\$11.57	\$13.12	\$14.66
State of WA	Office Trainee	\$8.66	\$9.76	\$10.85
	SE Title			
City of Vancouver	Departmental Aide	\$7.41	\$8.41	\$9.45
City of Seattle	Office/Maint. Aide	\$8.27	\$8.59	\$8.96

The City of Vancouver title is the only close match to the City's classification. Their title of Departmental Aide is a good match to the Office/Maintenance Aide title. One match is not enough to determine whether a salary is competitive with the market, however, the market information will be considered when making a final salary recommendation.

Note: Because of the small number of matches, a market rate cannot be established using this information.

Internal Alignment

The following is a comparison of current classification titles in the City:

High School Intern

This is a title for students who wish to work at the City as part of their curriculum for a few hours a day or during the summer on a temporary basis. Like the jobs for supported employees, a body of work is created especially for the student, containing some routine work tasks and some work to challenge the student. Sometimes the work is a special project created for the student. The intention is to give the student a taste of working in an office environment and a chance to explore career opportunities with the City. This position pays \$6.50 per hour (minimum wage) and students receive no benefits.

The Office/Maintenance Aide title was created for supported employees who wish to work at the City. Like the jobs for high school interns, a body of work is created specifically for the supported employee. Incumbents in this class begin employment performing one or a few routine tasks with continual supervision. There is no defined body of work except that which is created for the employee. However, over a period of time as the work is done satisfactorily, more duties can be added until a comfort level is reached. There is an expectation that the work is on-going and would need to be performed by others if the position were not there. Therefore, it is appropriate that this class is compensated higher than the High School Intern class.

Office Aide

This is the City's entry level clerical title. Incumbents, under close supervision, perform a defined body of work. Incumbents must be able to perform the entire body of work and



meet minimum qualifications to be hired in this class. Open competition is required in hiring for this class of work.

The class of Office/Maintenance Aide performs one or a few routine tasks under continual supervision. The work is not defined, except that which is created for the employee. If the supported employee is able to assume more tasks, they can be added as initial tasks are mastered. Therefore, it is appropriate the Office/Maintenance Aide be paid less than the City's entry level clerical class, which has a pre-defined body of work and minimum qualifications. However, should the supported employee advance to the level of the Office Aide, this title could provide a career ladder to regular City employment.

Summary:

A market survey has been done and only one match was found. Vancouver's matching title of Departmental Aide pays less than Office/Maintenance Aide.

An internal comparison shows the Office/Maintenance Aide class pays higher than the High School Intern wage and lower than the City's entry level class, which is appropriate based on the above explanation. However, the top step of the Office Maintenance Aide title is more than 20% less than the bottom step of the Office Aide. This difference is far too great. The difference in duties is not significant enough to justify a 20% increase upon promotion to Office Aide.

The Office/Maintenance Aide title currently has only one step. To provide internal equity, it is recommended that a range for the Office Maintenance Aide title be developed. A three-step range for this title would make the pay program similar to the three-step range for other City titles such as Office Aide. The pay range should be adjusted so that the differential between top step of Office/Maintenance Aide and the bottom step of the Office Aide is smaller. The steps between the two classes will show a more equitable progression if the salary for the Office/Maintenance Aide is increased to range 8.5C as shown below, providing approximately a 4% difference between the salaries of the two classes.

Title	Range	Min	Mid	Max
Office/Maint. Aide	8.5C	\$ 9.45	\$ 9.79	\$10.19
Office Aide	11.5C	\$10.52	\$10.89	\$11.36

Recommendation:

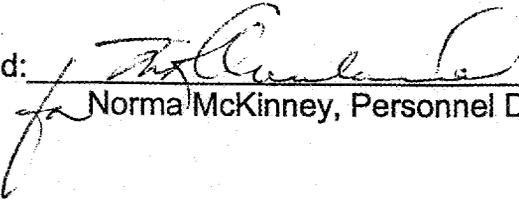
It is recommended that a three-step salary range for Office/Maintenance Aide be set at range 8.5C to provide alignment in salaries between the Office/Maintenance Aide and Office Aide classes. This action should be effective January 3, 2001.

In addition, it is recommended that placement of the City's current employees in the Office/Maintenance Aide title be as follows:



Number of hours in title	Step
Less than 1044 hours	Step 1
1044 – 3132 hours	Step 2
Over 3132 hours	Step 3

This placement coincides with advancement which would have occurred had the employees been originally hired into a three-step range. This will provide for equitable placement and some career opportunity for employees moving to the new range.

Approved: 
Norma McKinney, Personnel Director

Date: 12-29-00



SECTION 3

City of Seattle Executive Services Department
Personnel Division



MEMORANDUM

DATE: December 1, 2000

TO: Norma McKinney, Personnel Director

VIA: Dean Barnes *[Signature]*
Director, Employee Services

[Signature]
Nancy Schaefer, Class/Comp Director
John Pearson, Class/Comp Supervisor

FROM: Carl Swanson, Classification/Compensation Analyst *[Signature]*

SUBJECT: Salary Report #00-4450, Municipal Judicial Officers

This Salary Report is in response to a request from the Municipal Court to review the Municipal Judicial Officers salaries. In response to previous requests from the Municipal Court, salary reviews have been done in 1998 and in 1999 (Salary Reports #98-2501 and #99-3129 respectively). In Salary Report #98-2501, dated January 8, 1999, it was recommended and approved that the Seattle Municipal Judge salary match that of the State District Court Judge. In that report, the primary comparison for our Municipal Judge was the State District Court Judge. This was due to some similarities in the work and the fact that the Municipal Court had indicated that this salary relationship was the area they wanted us to focus on. Courts of limited jurisdiction include district and municipal courts. District Courts are county courts. Municipal courts are those created by cities and towns.

District Courts: District courts have jurisdiction over both criminal and civil cases. They have criminal jurisdiction over misdemeanors, gross misdemeanors, and criminal traffic cases. These include driving while under the influence of intoxicating liquor or drugs (DUI), hit-and-run, and driving with a suspended driver's license. Jurisdiction in civil cases includes, among others, damages for injury to individuals or personal property and penalty and contract disputes in amounts of up to \$50,000. District courts also have jurisdiction over traffic and non-traffic infractions, a civil proceeding for which a monetary penalty – but no jail sentence – may be imposed.



District courts may also issue domestic violence and anti-harassment protection orders. They also have jurisdiction to hear change-of-name petitions and certain lien foreclosures.

Municipal Courts: Violations of municipal or city ordinances are tried in municipal courts. Some cities contract with district courts to handle such cases. As in district courts, a judge may impose fines of up to \$5,000, a year in jail, or both. In terms of size and complexity, the Seattle Municipal Court is greater than any comparable Washington municipal jurisdiction.

In the process of preparing Salary Report #98-2501, we reviewed the judicial salaries of the past twenty years. From 1978 – 1998 Seattle has paid the Municipal Judges more than the District Court Judges (1978 – 1987), less than the District Court Judges (1990 – 1998) and the exact same as the District Court Judges (1988 – 1989). Overall, we had paid at or above the District Court level more than we had paid below that level.

Salary Report #98-2501 summarized the external market salary survey that was conducted using the total compensation methodology. The market consists of the five other full-time municipal courts in Washington: Bremerton, Everett, Olympia, Renton and Tacoma. That survey showed that we were then paying 4.77% below the market average, but 21.56% below what the District Judges were paid, and 22% below what the Tacoma Municipal Judges were paid.

Then, as now, the Tacoma Municipal Judge salary is based on that of the State District Court Judge. We recently confirmed that as of September 1, 2000, the Tacoma Municipal Judge salary will be exactly the same as that of the State District Court Judge: \$105,972 annually. We can find no reason for the Seattle Municipal Judge salary to be set at a lower level than that of the Tacoma Municipal Judge, especially considering that Tacoma is a smaller jurisdiction.

The District Court Judge salary rate is set by the Washington State Citizen's Commission on Salaries for Elected Officials. The Commission meets biennially and recommends salary changes for various elected State officials.

By matching the Municipal Judge salary rate to that of the State District Court Judge, an orderly and regular salary review process was provided. As recommended in Salary Report #98-2501, any change to the District Court Judge's salary rate should be matched with a corresponding change to the Municipal Judge salary rate. However, noted in that report, was that the City's economic climate does not necessarily parallel that of the State. There may be times in the future when the State will not recommend an increase when the City might deem an increase appropriate. Conversely, there might be a time when the State will recommend an increase that the City may not be able to match. In June of 1999, this proved to be the case, and the City chose not to implement a salary increase.



Some background on the 1999 salary issues is helpful. Salary Report #98-2501 was effective January 6, 1999. Just under five months later, on June 4, 1999, the Washington State Citizen's Commission recommended a new 1999 - 2000 salary schedule for the District Court Judges, among others. District Court Judges got a 7% increase as of September, 1999, and a 3% increase as of September, 2000.

The Commission defended the raises as necessary to keep qualified people running for office. The Seattle Times newspaper reported this story.

Members said that they felt compelled to approve raises in light of data showing that pay for Washington's public officials lags behind compensation in other states of similar size.¹

The 1999 phase of this new State salary schedule went into effect September 2, 1999. Accordingly, it was appropriate to recommend a corresponding change to the salary for Municipal Judge. This was done in Salary Report #99-3129.

The new 1999 annual salary for the District Court Judge was \$102,885. This equates to \$49.27/hour. In 2000, the salary went to \$105,972 or \$50.75 per hour.

For convenient reference, the September, 1999, **State** judicial officer salaries were:

Court/Title	Hourly Salary	Monthly Salary	Annual Salary
Supreme Court Justice	\$57.47	\$10,000	\$120,000
Appeals Court Judge	\$54.59	\$9,500	\$114,000
Superior Court Judge	\$51.86	\$9,025	\$108,300
District Court Judge	\$49.27	\$8,573	\$102,885

The September, 2000, **State** judicial officer salaries are:

Court/Title	Hourly Salary	Monthly Salary	Annual Salary
Supreme Court Justice	\$59.19	\$10,300	\$123,600
Appeals Court Judge	\$56.23	\$9,785	\$117,420
Superior Court Judge	\$53.42	\$9,295	\$111,549
District Court Judge	\$50.75	\$8,831	\$105,972

Salary Report #98-2501 maintained the existing salary ratio between the Municipal Judge and the Magistrate. As the Municipal Judge salary changes, it was recommended that the Magistrate salary also change sufficiently to keep that relationship intact.

¹ Seattle Times, May 23, 1999



Salary Report #99-3129 recommended that effective September 15, 1999, (the beginning of the first pay period after the effective date of the State increases) the salaries for the Seattle Municipal Judicial Officers were to be increased to keep pace with the State Judicial Officers.

Salary Report #99-3129 further recommended that in 2000, the salaries for the Seattle Municipal Judicial Officers were to increase again, as the State Judicial Officers salaries increased.

Note that the State Judicial Officers salaries are set as flat annual rates. The *hourly* rates for the State annual judicial salaries shown in this salary report, are based on a conversion to hourly rates using the City's number of work hours per year (2088).

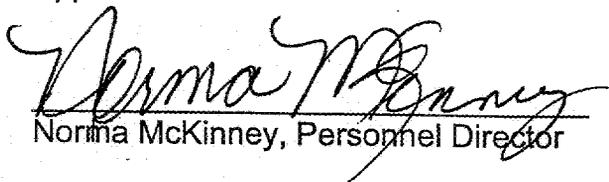
Salary Report # 99-3129 was not implemented, in light of the 21% salary increase already awarded the Municipal Judge and Magistrate series in January of 1999 (Salary Report #98-2501), and because of the concern for the financial impact of Initiative 695. Note that Salary Report #99-3129 was a review of both 1999 and 2000 Municipal Judicial Officers' salaries. This was because the State Judicial Officers' salaries are reviewed, and recommendations are made, on a biennial basis. It was appropriate to make a biennial recommendation for the Municipal Judicial Officers as well. Therefore, an additional review for 2000 is not necessary.

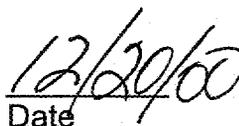
Inasmuch as it has already been approved that (a) the Municipal Judge salary match that of the District Court Judge, (b) the District Court Judge salary as of September 1, 2000 was increased as shown above, (c) the relationship between the Municipal Judge and the Magistrate series' salaries continues unaltered, it is recommended that the Municipal Judicial Officers' salaries be as follows:

TITLE	SALARY RATE	SALARY GRADE
Municipal Judge	\$50.75/hour	AOM
Municipal Judge-Pro Tempore-Day	\$50.75/hour	APB
Municipal Judge-Pro Tempore-Night	\$50.75/hour	APC
Magistrate	\$38.59- 40.20- 41.87- 43.54- 45.29	AXD
Magistrate, Supervising	\$40.94- 42.64- 44.42- 46.20- 48.04	AXG
Magistrate-Pro Tempore-Day	\$38.59/hour	APA

This will result in a 10% annual increase in pay, with our Municipal Judges at par with the District Court Judges, and our Magistrates series increased proportionately.

Approved:


Norma McKinney, Personnel Director


Date



SECTION 4



CITY OF SEATTLE

Personnel Department

Norma McKinney, Personnel Director

Classification & Compensation Unit

Date: January 2, 2001
To: Norma McKinney via Nancy Schaefer *MS*
From: Edie Jorgensen
Subject: Item for the Fourth Quarter 2000 Ordinance – Legislative Assistant

Among all the changes that occurred in preparing for the different time frames of Council consideration of broad band title adjustments, an inadvertent error occurred.

The Legislative Assistant Broad Band was NOT listed on the Broad Band Ordinance that Council approved with the Budget Package in late November. I hope to correct that oversight by having the adjustment for that title on the Fourth Quarter 2000 Salary Ordinance.

In the creation of that broad band, its rates were developed by mirroring various titles available in the regular titles of the salary schedule. The titles for non-represented titles were granted a 3.9% cost of living adjustment consistent with the cost of living adjustment negotiated with the Coalition of Unions.

I propose that the rates for the Legislative Assistant be adjusted by 3.9% in order to maintain the rates and differentials upon which they were designed, and that you authorize us to proceed with implementation of these rate adjustments.

Approved: _____

Norma McKinney
Norma McKinney, Personnel Director



CITY OF SEATTLE
PERSONNEL
DEPARTMENT

CLASSIFICATION DETERMINATION REPORT

Date: 1/2/2001 Report No.: 00-4677

POSITION IDENTIFICATION

Department: Seattle Public Utilities
Classification Title: Information Technology Professional B
Ordinance Title: Information Technology Professional B
Position Number: 00026344
Bargaining Unit: 155 Current Salary: \$25.69 - \$38.53 (Range:na)

RECOMMENDED ACTION

Classification Title: EXEMPT
Ordinance Title: Information Technology Professional A , Exempt
Bargaining Unit: 155
Legislation Required: No Recommended Salary: \$29.64 - \$44.46 hr.
Remarks: 2001 rates Redesignation effective November 13, 2000
reflected on report

INCUMBENT STATUS

Incumbent:
Current Standing: Information Technology Professional B
Recommended Standing: EXEMPT
In recommended standing, incumbent status is: N/A
 Regular Probationary Temporary (exam required)
Authority: Personnel Rule
 2.3.100 2.3.200 2.3.300
Remarks:

Recommended: Steven Aspiras Sr. Classification/Compensation Analyst

Approved: John Pearson Classification/Compensation Supervisor

Nancy Schaefer Classification/Compensation Director

Norma McKinney Personnel Director



Source of Request/Position Identification:

This position was reviewed as a result of a request submitted by Seattle Public Utilities (SPU). This request is based on the position becoming SPU's technical expert responsible for SPU's production application environment. It provides planning, review, leadership and direction to a staff of eight (8) senior systems support analysts and application administrators. Previously the subject position provided leadership for four senior systems support analysts performing application maintenance, installation, problem analysis and resolution.

Analysis and Recommendation:

Scope of Review: This position was reviewed by a team of analysts for the appropriate level in the Information Technology Professional broad band. The point factor analysis yielded 690 points. Information Technology Professional A is the most appropriate allocation due to the review of the description of primary work duties. The subject position is the technical expert for planning, reviewing and directing project activities to upgrade the Utility's work management system, Maximo. This includes version upgrades involving changes to the Maximo Oracle database schema, as well as new interface to the City's Customer Management System (CCSS). This position also provides technical expert planning, reviewing and directing project activities for development of the Utility's new Production Quality Assurance Unit. Primary Technical points changed from 250 to 500.

Secondary technical points were not given since the position no longer is involved in operating environments for project activities for migration of Hyperion Essbase database data, migration of budget data from City Light to SPU's Novell server, installation of ESSbase software and configuration on NT server, and installation and configuration of Comshare BudgetPlus application. The position had points raised in project management (60 to 100) and communications (30 to 60). However, in matrix the points were lowered from 60 to 30 based on the position changing from leading the Budget Project group to only serving as a member on different boards.

The points for each dimension are listed below.

Point Factor Dimensions:

Primary Technical	Secondary Technical	Project Management	Communications	Matrix	Market Premium
500	0	100	60	30	NA

Recommendation:

Based on the duties and responsibilities, we recommend that this position be redesignated as Information Technology Professional A. The effective date of this action is November 13, 2000, the date that coincides with the signature dates on the PDQ.





CLASSIFICATION DETERMINATION REPORT

Date: June 18, 1999	Report No.: 99-2863	
POSITION IDENTIFICATION		
Department:	Office of Housing	
Classification Title:	Administrative Specialist II	
Ordinance Title:	Administrative Specialist II - BU	
Position Number:	017417	
Bargaining Unit:	035	Current Salary: \$14.29 – 16.62 (Range:22.5A)

RECOMMENDED ACTION		
Classification Title:	CS Exempt	
Ordinance Title:	Administrative Staff Assistant	
Legislation Required:	Yes	
Bargaining Unit	030	Recommended Salary: \$18.59 – 21.69 (Range: 29.5A)
Action:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Title Change Only <input checked="" type="checkbox"/> Resignation (exempt only) <input type="checkbox"/> No Change	

INCUMBENT STATUS		
Incumbent:	Vacant	
Current Standing:		
Recommended Standing:	NA - Exempt	
In recommended standing, incumbent status is:		
Regular	Probationary	Temporary
[] 2.3100;	[] 2.3.200;	[] 2.3.300.
Remarks:		

Recommended: Steven Aspiras SA Sr. Classification Analyst

Approved: Edie Jorgensen MJ Classification Supervisor

Nancy Schaeffer NS Classification/Compensation Director

Norma McKinney NM Personnel Director



This position was reviewed as a result of a departmental request. Position No. 017417 is located in the Director's Office of the Office of Housing/Executive Department. This Office was created via the 1999 Budget. The Office of Housing manages preservation and development of low-income multi-family housing, coordinates affordable housing development, and creates homeownership opportunities.

Scope of Review:

This review consisted of an analysis and evaluation of the of the following:

- the Position Description Questionnaire (PDQ) dated 4/20/99;
- 4/29/99 memo requesting review and evaluation for exempt status;
- comparisons of class specifications in the Executive Assistant and Administrative Support class series;
- comparison to similar positions;
- review of the organization unit affecting the subject position;
- position history records and related classification files.

Background:

According to departmental management, the duties and responsibility of the subject position increased from those of Administrative Specialist II to that of Administrative Staff Assistant with the need for the position to provide confidential executive level support to the director, manage the office functions, and provide assistance on coordination of other internal operations.

NOTE: *For a more complete listing of the subject position's responsibilities, see the Position Description Questionnaire (PDQ), dated and submitted for purposes of this review.*

Summary of Work

This position previously provided Administrative Specialist II level support to the Multi-Family Housing Unit. The creation of the new department necessitated that this position provide professional level support to the Director and Program Support Unit Manager to relieve them of lower level duties and enable them to concentrate on other priorities.

The position will manage office functions for a 60 person department; provide confidential support to the Director of the Office of Housing; write and edit letters and reports for the Director's signature; and provide assistance on other internal operation functions such as assisting the Program Support Unit Manager on coordination of the budget; and conducting research for special projects.

Analysis:

The class series of Administrative Support and Executive Assistant were chosen for this review. The work of these classes is characterized in this manner:

Administrative Support - Positions in this class perform a variety of administrative and clerical support task, or specialized tasks to support a specific program or function. This class consist of five levels and they are distinguished from one another by their respective degrees of difficulty, responsibility, accuracy required and the types and



natures of contacts. For purposes of this matter, class specifications in the last three levels were reviewed. The work is described in this manner:

- Administrative Specialist II - Positions allocated to this class perform the full range of administrative support functions for high level management or specialized tasks in support of a special function or program. Work at this level requires advanced knowledge of general office practices and procedures and requires comprehensive knowledge of departmental or program policies and procedures. Assignments are completed independently with minimal guidance and some work assignments require handling complicated tasks where the cost of correcting errors would be substantial in either time or money. The work requires solving special problems and making reliable decisions, only sensitive issues and problems are referred to management.
- Administrative Specialist III - Positions allocated to this class perform highly complex and diverse specialized program support activities, or supervise a group of employees engaged in administrative or specialized support activities. The work of this class requires a thorough knowledge of general office practices and procedures, specialized office equipment and/or specialized knowledge of policies, procedures and practices applicable to the assigned program area. Incumbents are expected to have a detail working knowledge of highly complex procedures and regulations such as legally perceived contract or program provisions, codes and ordinances.
- Administrative Support Supervisor - Positions allocated to this class **plan, organize, assign and evaluate the work of clerical support staff; complete special projects; and may provide administrative support duties to higher level management.** The work requires knowledge of pertinent programs and projects and a wide range of concepts, principles and experience in applying assigned tasks, with close review and correction of non-routine work.

The work of position in the Executive Assistant series are defined as a mixture of administrative duties, usually performed by other administrative fields, in which no one specialty field constitutes a majority of the duties. For purposes of this review, the class specification describing the first level was chosen.

- Administrative Staff Assistant-Positions in this class **conduct research and data collection** for special assignments; **coordinate, prepare and monitor the unit's budget** and **coordinate special programs or projects; coordinate a variety of general office functions; and oversee the work of subordinate staff.** Positions at this are expected to use judgment to make decisions about day-to-day office, budgetary, and personnel problems and/or activities and to interpret and apply policies and procedures to day-to-day situations.

Analysis:

In order to determine the most relevant class series and title we compared the duties and responsibilities assigned to the subject position with those characterized within the above classes. The following is a result of that comparison:



According to the most current PDQ, the primary focus of the subject position is to provide executive level support to the director, manage the office functions, and provide assistance on coordination of other internal operations. Through our analysis, we found that the subject position is relied upon to support the Director, manage the office functions, and provide assistance on coordination assist the with a variety of administrative and operational matters. We also found that this work is best described within the Administrative Staff Assistant class. Positions within this class coordinate and monitor the budget and special programs or projects; coordinate a variety of general office functions; conduct research and data collection for special assignments; and oversee the work of subordinate staff. Positions within this class are also expected to use judgment and to make decisions about day-to-day office, budgetary and personnel problems and/or activities, and to interpret and apply policies and procedures to day-to-day situations.

The duties and responsibilities assigned to the subject position most closely resemble those assigned to positions allocated to the class of Administrative Staff Assistant. This position is looked at as an extension of the director in dealing with the Mayor's office, Council staff, outside organizations, and office staff. The employee will often handle correspondence, documents, and calls of a confidential nature. Therefore, we also recommend the position be exempt from Civil Service.

RECOMMENDATION

Based on the duties and responsibilities of the position, I recommend that the subject position be redesignated to the title of Administrative Staff Assistant. This action should become effective April 30, 1999, the date of the initial request.



ORDINANCE _____

1
2 AN ORDINANCE, relating to City employment, to be known as the **Fourth Quarter**
3 **2000 Salary Ordinance**, establishing new titles and/or salaries in various departments;
4 adopting a new salary range for a title that is limited to positions in the City's Supported
5 Employment Program; creating new salary rates; adjusting a Pay Band in the
6 Legislative Department; designating positions to be exempt from civil service, and
7 amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 7, also known as the
8 Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

9
10 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

11 **SECTION 1. NEW TITLE AND/OR SALARY.** As recommended by the
12 Personnel Director, the following titles and rates are established, effective as of the date
13 shown in respective reports, letters, or memoranda of understanding/agreement.

14 **Department:** Ethics and Elections Commission
15 **Title:** Campaign Finance Auditor
16 **Salary Rate:** \$21.31 \$24.17 \$25.05 \$26.04 \$27.10 (Salary Range 34.5A)
17 (2000 rates)
18 **Report:** 00-4621
19 **Effective:** 1-1-2001

20 **Department:** Seattle Transportation
21 **Title:** Bridge Carpentry and Maintenance Lead
22 **Salary Rate:** \$21.32 (2000 rate)
23 **Report:** Memorandum of Agreement dated 10-19-2000
24 **Effective:** 3-31-2000

Department: City Light
Title: Mechanical Supervisor, Generation
Salary Rate: \$26.04 \$27.10 \$28.14 \$29.26 \$30.36 (Salary Range 37.5A)
(2000 rates)
Report: 00-4654
Effective: 1-1-2001



Departments: Various
Titles: Manager1-intermittent Manager2-intermittent Manager3-intermittent
Salary Rate: \$23.14 (2001 rate) \$27.33 (2001 rate) \$31.53 (2001 rate)
Report: 01-4736
Effective: 1-3-2001

Departments: Various
Titles: Strategic Advisor 1 – intermittent Strategic Advisor 2 – intermittent Strategic Advisor 3 – intermittent
Salary Rate: \$23.14 (2001 rate) \$27.33 (2001 rate) \$31.53 (2001 rate)
Report: 01-4736
Effective: 1-3-2001

Departments: Various
Titles: Information Technology Professional A – intermittent Information Technology Professional B – intermittent Information Technology Professional C – intermittent
Salary Rate: \$31.96 (2001 rate) \$27.70 (2001 rate) \$23.45 (2001 rate)
Report: 01-4737
Effective: 1-3-2001

The Personnel Director shall adjust these temporary titles' pay rates consistent with the adjustments for the broad band titles.

SECTION 2. NEW SALARY RANGE FOR TITLE OF OFFICE/MAINTENANCE

AIDE. Adopting a new salary range for the title of Office/Maintenance Aide as recommended by the Personnel Director, and specifying guidelines for assigning pay to existing position incumbents. Per the attached report, the following title and pay are established as indicated below:

Department: Varies
Title: Office/Maintenance Aide
Salary Rate: \$9.82 - \$10.17 - \$10.59 (Range 8.5C), 2001 rates
Salary Report: #00-4556
Effective: 1-3-2001



To provide opportunity for salary growth and to ensure equal treatment, position incumbents will be assigned to the appropriate step determined by the number of service hours completed in the title by January 3, 2001 as follows:

<u>Number of hours in title</u>	<u>Step</u>
Less than 1044 hours	1
1044 – 3132 hours	2
Over 3132 hours	3

Consistent with existing legislation, the title of Office/Maintenance Aide remains exempt from Civil Service and bargaining unit representation. Use of this title is limited to positions in the City's Supported Employment Program.

SECTION 3. NEW SALARY RATES. As recommended by the Personnel Director, the following salary rates are established, effective September 1, 2000, as shown in Salary Report #00-4450, Municipal Judicial Officers. The following titles will not be eligible to receive Cost-of Living Adjustments.

<u>Department</u>	<u>Titles</u>	<u>New Salary Rates</u>
Municipal Court	Municipal Judge	\$50.75/hour
Municipal Court	Municipal Judge-Pro Tempore-Day	\$50.75/hour
Municipal Court	Municipal Judge-Pro Tempore-Night	\$50.75/hour

<u>Department</u>	<u>Titles</u>	<u>New Salary Rates</u>
Municipal Court	Magistrate	\$38.59-40.20-41.87-43.54-45.29/hour
Municipal Court	Magistrate, Supervising	\$40.94-42.64-44.42-46.20-48.04/hour
Municipal Court	Magistrate-Pro Tempore-Day	\$38.59/hour



1 **SECTION 4. ADJUSTING A PAY BAND IN THE LEGISLATIVE DEPARTMENT.**

2 As recommended by the Personnel Director, the Legislative Assistant pay band, which
3 was inadvertently missed on the Pay Bands Programs Ordinance #120187, is hereby
4 adjusted as shown below, effective 1-3-01:

5

<u>Legislative Pay Band Title</u>	<u>2000 Pay Band Rates</u>	<u>2001 Pay Band Rates</u>
6 Legislative Assistant	\$10.50 – \$36.70	\$10.91 - \$38.13

7

8 **SECTION 5. DESIGNATING POSITIONS AS EXEMPT FROM CIVIL SERVICE**

9 **STATUS.** As recommended by the Personnel Director in the Classification
10 Determination specified and attached hereto, one position is designated as exempt from
11 civil service as noted below:

12 1 position (#00026344) in Seattle Public Utilities: Information Technology
13 Professional B to Information Technology Professional A, Exempt (report #00-4677).

14

15 The S.M.C. 4.13.010 (known as the Exemptions Ordinance 120166), Section 7, is
16 hereby amended as follows:

17

<u>Employing Unit</u>	<u>Title of Exempt Position</u>
18 7. Executive	<u>Administrative Staff Assistant (OOH) (PosNo. 00017417)</u>

19 **SECTION 6.** The heads of respective departments affected by this ordinance
20 are hereby authorized to use unexpended and unencumbered funds accumulating in
21 their respective 2000 Budgets to pay the compensation authorized herein.



1 **SECTION 7.** The heads of respective departments are authorized to fill such
2 positions subject to civil service and personnel rules and laws.

3 **SECTION 8.** Any act consistent with this authority and prior to the effective date
4 of this ordinance is hereby ratified and confirmed.

5 **SECTION 9.** This ordinance shall take effect and be in force thirty (30) days from
6 and after its approval by the Mayor, but if not approved and returned by the Mayor
7 within ten (10) days after presentation, it shall take effect as provided by Municipal Code
8 Section 1.04.020.

9 **PASSED** by a two-thirds (2/3's) vote of the members of the City Council the
10 _____ day of _____, 2001, and signed by me in open session in
11 authentication of its passage this _____ day of _____, 2001.

12 _____
13 Margaret Pageler, City Council President

14 Approved by me this _____ day _____, 2001.

15 _____
16 Paul Schell, Mayor

17 Filed by me this _____ day of _____, 2001.

18 _____
19 Judith Pippin, City Clerk

20 (SEAL)



STATE OF WASHINGTON – KING COUNTY

--SS.

128466
City of Seattle, Clerk's Office

No. ORD.TITLES

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CTOT:120260-120262,64,65

was published on

03/07/01



Subscribed and sworn to before me on

03/07/01


Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication



State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council on February 12, 2001, and published here by title only, will be mailed upon request, or can be accessed electronically at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

ORDINANCE NO. 120260

AN ORDINANCE relating to the Police Department; authorizing supplemental agreements with the Seattle Housing Authority for enhanced police services for public housing communities; increasing the 2001 Budget of the Police Department by making a reimbursable appropriation; and extending positions; all by a three-fourths vote of the City Council.

ORDINANCE NO. 120261

AN ORDINANCE, relating to City employment, to be known as the Fourth Quarter 2000 Salary Ordinance, establishing new titles and/or salaries in various departments; adopting a new salary range for a title that is limited to positions in the City's Supported Employment Program; creating new salary rates; adjusting a Pay Band in the Legislative Department; designating positions to be exempt from civil service; and amending the Seattle Municipal Code (S.M.C.) 4.13.010, Section 7, also known as the Exemptions Ordinance (120166); all by a 2/3 vote of the Council.

ORDINANCE NO. 120262

AN ORDINANCE relating to the Police Department; authorizing agreements with the Washington State Department of Transportation for traffic control during construction of the SR-519 project; accepting the money when received; increasing the 2001 Budget of the Police Department by making a reimbursable appropriation; and ratifying and confirming prior acts; all by a three-fourths vote of the City Council.

ORDINANCE NO. 120264

AN ORDINANCE relating to the Department of Parks and Recreation; increasing the budget of the Department of Parks and Recreation in recognition of the purchase of rights associated with Interbay Family Golf Centers, Inc.; making a reimbursable appropriation from the Emergency Subfund; authorizing the Superintendent to enter into an interim agreement for the operation of the golf center at Interbay, and authorizing the Superintendent to initiate a new Request for Proposal process to select a new contractor for the long-term operation and maintenance of the golf center; all by a three-fourths vote of the City Council.

ORDINANCE NO. 120265

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIPPIN, City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, March 7, 2001. 3/7(128466CI)