

Ordinance No. 122321

Council Bill No. 115782

AN ORDINANCE relating to City employment, to be known as the **Third Quarter 2006 Salary Ordinance**, establishing new titles and salaries; specifying administration for a title; authorizing the execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 and establishing new titles and/or salaries retroactive to 2003 associated with the Permit Specialist classification series consistent with the Letter of Agreement; designating certain positions as exempt from, and returning one position to, Civil Service status; all by a 2/3 vote of the City Council.

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: J. McIver
Councilmember

Committee Action:

2
Passed as amended RM, DD 210 December 13 2006

1-8-07 Passed 7-0
(Excused: Della, Rasmussen)

CF No. _____

Date Introduced:	11.13.06	
Date 1st Referred:	To: (committee)	
	Finance & Budget	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
	7-0	
Date Presented to Mayor:	Date Approved:	
	1-16-07	
Date Returned to City Clerk:	Date Published:	T.O. <input checked="" type="checkbox"/>
	7 pgs.	F.T. <input type="checkbox"/>
Date Vetoed by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

This file is complete and ready for presentation to Full Council. Committee: _____ (Initial/date)

Law Department

Law Dept. Review

OMP Review

City Clerk Review

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Indexed

ORDINANCE 122321

AN ORDINANCE relating to City employment, to be known as the Third Quarter 2006 Salary Ordinance, establishing new titles and salaries; specifying administration for a title; authorizing the execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 and establishing new titles and/or salaries retroactive to 2003 associated with the Permit Specialist classification series consistent with the Letter of Agreement; designating certain positions as exempt from, and returning one position to, Civil Service status; all by a 2/3 vote of the City Council.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Establishing One New Title and Salary. As recommended by the Personnel Director, the following title and salary rate is established as shown, effective as of the dates shown:

Department:	Personnel
New Title:	Apprentice
New Salary Range:	\$13.00 - \$32.00
Report:	#06-9174
Effective:	January 1, 2007

Section 2. Administrative Provisions for Apprentice Title: The Director of Personnel is authorized to fill, or loan to other appointing authorities to fill, positions assigned to the title of Apprentice. These positions will be funded by the appointing authorities who utilize the positions out of their existing budget authority. The Personnel Director will determine the appropriate classification of positions assigned to the Apprentice title.



1 **Section 3. Authorizing the Letter of Agreement.** As requested by the Personnel Director
2 and recommended by the Mayor, the Mayor, or his designee is hereby authorized for and on
3 behalf of the City of Seattle to sign and/or execute the Letter of Agreement between City of
4 Seattle Department of Planning and Development and International Federation of Professional
5 and Technical Engineers, Local 17, attached hereto as Exhibit A, and incorporated herein by
6 reference.
7

8 **Section 4. Establishing New Titles and Salaries as stipulated by the Letter of**
9 **Agreement.** As stipulated in Exhibit A, identified as "Letter of Agreement between City of
10 Seattle Department of Planning and Development and International Federation of Professional
11 and Technical Engineers, Local 17," the following titles and salary rates are established as
12 shown, effective as of the dates shown and pay authorized back to the effective dates:
13
14

15 Department: Department of Planning and Development

16 New Title: Permit Specialist I

17 Salary Range: \$21.45 - \$22.28 - \$23.17 - \$24.07 - \$25.04 (30.0)

18 Report: Letter of Agreement

19 Effective: May 7, 2003
20
21
22

23 Department: Department of Planning and Development

24 New Title: Permit Specialist I

25 Salary Range: \$21.88 - \$22.73 - \$23.63 - \$24.55 - \$25.54 (30.0)

26 Report: Letter of Agreement

27 Effective: December 31, 2003
28



1 Department: Department of Planning and Development
2 New Title: Permit Specialist I
3 Salary Range: \$22.43 - \$23.30 - \$24.22 - \$25.16 - \$26.18 (30.0)
4 Report: Letter of Agreement
5 Effective: December 29, 2004
6

7
8 Department: Department of Planning and Development
9 New Title: Permit Specialist I
10 Salary Range: \$22.95 - \$23.84 - \$24.78 - \$25.74 - \$26.78 (30.0)
11 Report: Letter of Agreement
12 Effective: December 28, 2005
13
14

15 Department: Department of Planning and Development
16 New Title: Permit Specialist II
17 Salary Range: \$23.17 - \$24.07 - \$25.04 - \$26.03 - \$26.99 (32.0)
18 Report: Letter of Agreement
19 Effective: May 7, 2003
20

21 Department: Department of Planning and Development
22 New Title: Permit Specialist II
23 Salary Range: \$23.63 - \$24.55 - \$25.54 - \$26.55 - \$27.53 (32.0)
24 Report: Letter of Agreement
25 Effective: December 31, 2003
26
27
28



1 Department: Department of Planning and Development

2 New Title: Permit Specialist II

3 Salary Range: \$24.22 - \$25.16 - \$26.18 - \$27.21 - \$28.22 (32.0)

4 Report: Letter of Agreement

5 Effective: December 29, 2004

8 Department: Department of Planning and Development

9 New Title: Permit Specialist II

10 Salary Range: \$24.78 - \$25.74 - \$26.78 - \$27.84 - \$28.87 (32.0)

12 Report: Letter of Agreement

13 Effective: December 28, 2005

15 **Section 5. Establishing New Salaries as stipulated by the Letter of Agreement. As**

16 stipulated in Exhibit A, identified as "Letter of Agreement between City of Seattle Department of
17 Planning and Development and International Federation of Professional and Technical
18 Engineers, Local 17," the following salary rates for the following titles are established as shown,
19 effective as of the dates shown and pay authorized back to the effective date:
20

21 Department: Department of Planning and Development

22 Title: Permit Specialist Supervisor

23 New Salary Range: \$25.04 - \$26.03 - \$26.99 - \$28.04 - \$29.14 (34.0)

24 Old Salary Range: \$24.54 - \$25.57 - \$26.51 - \$27.48 - \$28.57 (33.5)

25 Report: Letter of Agreement

26 Effective: May 7, 2003



1 Department: Department of Planning and Development

2 Title: Permit Specialist Supervisor

3 New Salary Range: \$25.54 - \$26.55 - \$27.53 - \$28.60 - \$29.72 (34.0)

4 Old Salary Range: \$25.03 - \$26.08 - \$27.04 - \$28.03 - \$29.14 (33.5)

5 Report: Letter of Agreement

6 Effective: December 31, 2003

8
9 Department: Department of Planning and Development

10 Title: Permit Specialist Supervisor

11 New Salary Range: \$26.18 - \$27.21 - \$28.22 - \$29.32 - \$30.46 (34.0)

12 Old Salary Range: \$25.66 - \$26.73 - \$27.72 - \$28.73 - \$29.87 (33.5)

13 Report: Letter of Agreement

14 Effective: December 29, 2004

15
16
17
18 Department: Department of Planning and Development

19 Title: Permit Specialist Supervisor

20 New Salary Range: \$26.78 - \$27.84 - \$28.87 - \$29.99 - \$31.16 (34.0)

21 Old Salary Range: \$26.25 - \$27.34 - \$28.36 - \$29.39 - \$30.56 (33.5)

22 Report: Letter of Agreement

23 Effective: December 28, 2005

24
25
26 **Section 6. Designating Certain Positions as Exempt from Civil Service Status. As**
27 recommended by the Personnel Director in the Classification Determination Report specified
28



below, four positions are designated as exempt from Civil Service as noted, pursuant to SMC

4.13.010:

- 1 position (#00026345) in the Seattle Public Utilities Department; Information Technology Professional - C redesignated to Information Technology Professional - A, Exempt (Report #05-8411).
- 1 position (#00026395) in the Seattle Public Utilities Department; Assistant Civil Engineer III redesignated to Executive 3 (Report #06-8779).
- 1 position (#00024655) in the Department of Executive Administration; Manager 3, Finance, Budget & Accounting redesignated to Strategic Advisor 3, Exempt (Report #06-8654).
- 1 position (#10002576) in the Department of Information Technology; Strategic Advisor 2, Information Technology redesignated to Information Technology Professional - A, Exempt (Report #06-8662).

Section 7. Returning One Position from Exempt to Civil Service Status. As

recommended by the Personnel Director in the Classification Determination Report specified below, one position is hereby returned to Civil Service as noted:

- 1 position (#00020474) in the Municipal Court; Bailiff reallocated to Administrative Staff Analyst (Report #06-8691).

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



LETTER OF AGREEMENT
BETWEEN
CITY OF SEATTLE
DEPARTMENT OF PLANNING AND DEVELOPMENT
AND
INTERNATIONAL FEDERATION OF
PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 17

The City and I.F.P.T.E, Local 17 have agreed to the following terms in the matter of the Permit Specialist reclassification study initiated by the Department of Planning and Development.

This proposal is directly related to and a continuation of the agreement entered into between the City and Local 17 with regard to the Permit Technician class series.

1. Recognition

The City recognizes Local 17 as the exclusive bargaining representative for all regular/probationary full-time, part-time or temporary employees in the titles of the Permit Specialist I and Permit Specialist II, as the duties being specified to these new titles are currently performed by Local 17. This title will be accreted to Local 17's Technical Unit.

2. Seniority

- Per the agreement entered into at negotiations for the Permit Technician portion of this study, time in the Technician series will be counted toward seniority for the purposes of lay-off order for all members moving into the Specialist series as part of this agreement. All new members of the PS I series will have the same effective date for entry into the class, April 15, 2006. Retroactive pay for PS I work performed prior to this date will be calculated separately as out-of-class pay and will not count as time served in the class. For those incumbents who are underfilling a PS I position under the previous agreement, the effective date in the class will be the date it is determined by management that they have fulfilled the expectations of their training plan and are promoted.



- In case of layoff, current PSs, who will be classified as PS IIs under the new structure, will be able to bump members in the PS I classification based on total time in both the PS and PT series. This is in alignment with the previous agreement in which the parties determined that the PTs entering the PS I class could carry PT service credit for purposes of lay-off order.
- New Permit Specialist Supervisors will also carry forward time in the PT series for purposes of layoff order. All new PS supervisors will have the same effective date for entry into the class, April 15, 2006. Retroactive pay for PS supervision work performed prior to this date will be calculated separately as out-of-class pay and will not affect time served in the class.
- Permit Specialist Supervisors classified under this agreement will have bumping rights to the Permit Technician Supervisor classification. If more than one PS Supervisor position is slated for lay-off, and given the existence of only one PT supervisor position, the least senior PS supervisor would be able to bump the least senior member of the PS I classification. Under this agreement, no bumping to the PS II class by a PS supervisor classified under this agreement is allowed, since the incumbents have not and are not intended to supervise or perform the work of the PS II class under the current organizational structure. Due to the unusual nature of these recommendations, the names of the class members affected by this agreement are specifically listed in the attached Appendix.

3. New Wages

The following lists the new 2006 salary ranges:

Permit Specialist I – range 30.0

Permit Specialist II – range 32.0 (an increase of approx. 2%)

Permit Specialist Supervisor – range 34.0 (an increase of approx. 2%)

Jobtitle	Range	2003	2004	2005	2006
Permit Specialist I	30.0	\$21.45	\$21.88	\$22.43	\$22.95
		\$22.28	\$22.73	\$23.30	\$23.84
		\$23.17	\$23.63	\$24.22	\$24.78
		\$24.07	\$24.55	\$25.16	\$25.74
		\$25.04	\$25.54	\$26.18	\$26.78



Jobtitle	Range	2003	2004	2005	2006
Permit Specialist II	32.0	\$23.17	\$23.63	\$24.22	\$24.78
		\$24.07	\$24.55	\$25.16	\$25.74
		\$25.04	\$25.54	\$26.18	\$26.78
		\$26.03	\$26.55	\$27.21	\$27.84
		\$26.99	\$27.53	\$28.22	\$28.87
Jobtitle	Range	2003	2004	2005	2006
Permit Specialist, Supervisor	34.0	\$25.04	\$25.54	\$26.18	\$26.78
		\$26.03	\$26.55	\$27.21	\$27.84
		\$26.99	\$27.53	\$28.22	\$28.87
		\$28.04	\$28.60	\$29.32	\$29.99
		\$29.14	\$29.72	\$30.46	\$31.16

The effective date of the wage increases offered will align with the effective date of the Technician agreement, May 7, 2003.

4. Retroactive Pay

Retroactive pay will be calculated for all work falling within any of the Permit Specialist classifications. Hours calculated as out-of-class pay prior to the common effective date of entry to the series for incumbents, April 15, 2006, will count toward step placement.

As part of the agreement, the May 7, 2003 date will represent a "firewall", meaning that no appeals for an earlier retroactive pay effective date will be entertained.



The following represents the estimated hours of work eligible for retroactive pay from 5/7/03 – 8/1/06:

EMPLOYEE NAME	Current Working Title	Future Title	ELIGIBLE ASSIGNMENT	APPRX DATE OF ASSIGN	Retro HRS
Stephanie Commandest	Permit Tech	Permit Spec I*	LU intake	April-July, '04 Dec-Apr, '04;	640
Debra Mobley**	Permit Tech	Permit Tech, Sr	LU intake; PR intk	3/21/05-8/1/06 Aug-Nov, '04;	3565.5
Jan Lord Diane Freeman**	Permit Tech	Permit Spec I	LU intake; PR intk	3/21/05-8/1/06	3477
Kym Williams	Permit Tech	Permit Tech, Sr	LU intk	5/7/03-3/21/05	3873.5
Kym Williams	Permit Tech	Permit Spec I	PR intk	5/7/03-1/26/05	3639.5
Cynthia Devereaux	Permit Spec	Permit Spec II	PS I&R	1/27/05-8/1/06	3200
Cynthia Devereaux	Permit Tech	Permit Spec I	PR intk	5/7/03-1/26/05	3649.5
Marlon Bailey	Permit Spec	Permit Spec II	PR intk	1/27/05-8/1/06	3231.5
Parminder Rekhi	Permit Tech	Permit Spec I	PR intk	5/7/03-8/1/06	7024.5
Terri Sutton	Permit Tech	Permit Spec I	PR intk	5/7/03-8/1/06	6759.5
Kenyattah Reed	Permit Tech	Permit Spec I	PR intk	5/7/03-8/1/06	7560.5
Christine White	Permit Tech	Permit Spec I	PR intk	5/7/03-8/1/06	6760
Cristina Gallardo	Permit Tech	Permit Spec I	PR intk	4/15/06-8/1/06	705
Maria Cruz Betty Wasielewski	Permit Tech	Permit Spec I	PR intk	6/1/06-8/1/06	359
Myung Song	Permit Tech	Permit Spec I	PR intk	1/1/06-8/1/06	1191.25
Kelly Romulo Sandra Montgomery	Permit Tech	Permit Spec I	PR intk	2/1/06-8/1/06	941.5
Myra Stallworth	Permit Tech	Permit Spec I	addr	5/7/03-8/1/06	6917.5
Zach Davies**	Permit Tech	Permit Spec I	addr	5/7/03-8/1/06	6738
Jim Ach	Permit Tech	Permit Spec I	LU int	5/7/03-8/1/06	6493.25
Judy Singh	Permit Tech	Permit Spec I	LU int/addr	7/30/03-8/1/06	6802.5
Tonya Capps	Permit Tech	Permit Tech, Sr	addr	5/7/03-4/28/06	6171.5
	Permit Spec	Permit Spec II	PS I&R	5/7/03-8/1/06	6807
	Permit Spec	Permit Spec II	PS I&R	5/7/03-8/1/06	6891.5
	Permit Spec	Permit Spec II	PS I&R	1/26/05- 1/24/06	2185.5

Attachment 1

9/21/2006

Exhibit A



The following represents the estimated hours of work eligible for retroactive pay from 5/7/03 – 8/1/06:

David Newcombe	Permit Spec Permit Tech, OOC PT supervisor	Permit Spec II Permit Specialist Supervisor	PS I&R	1/25/06-5/9/06	603.5
Jamie Holland	Permit Tech, OOC PT supervisor	Permit Specialist Supervisor	LU intk/Addr	5/7/03-8/1/06	6552.75
Lloyd Dow	Permit Tech Senior, OOC PT supervisor	Permit Specialist Supervisor	PR intk	5/7/03-8/1/06	7112.5
Marcus Davis	PT supervisor	Supervisor	PR intk	5/7/03-8/1/06	7363
Sherri Brown	Permit Tech	Permit Spec I*	na	na	na
Tina Capestany	Permit Tech	Permit Spec I*	na	na	na
Cristina Gallardo	Permit Tech	Permit Spec I*	na	na	na
Christine White	Permit Tech	Permit Spec I*	na	na	na

*underfill with training plan

**Employee included for retroactive pay calculations only. Not subject to any other provisions of this agreement.

Diane Sugimura, Director
Department of Planning & Development

Jennifer Tran
Local 17, Union Representative

Pat LeMay
Labor Negotiator



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Personnel Department	Nancy Schaefer/684-7874 Sandra Philbrook/684-7878	Karen Grove/684-5805

Legislation Title:

AN ORDINANCE relating to City employment, to be known as the Third Quarter 2006 Salary Ordinance, establishing new titles and salaries; specifying administration for a title; authorizing the execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 and establishing new titles and/or salaries retroactive to 2003 associated with the Permit Specialist classification series consistent with the Letter of Agreement; designating certain positions as exempt from, and returning one position to, Civil Service status; all by a 2/3 vote of the City Council.

This legislation seeks to 1) establish a new title and salary, specifying administration for a title; 2) execute a Letter of Agreement between the City of Seattle's Department of Planning and Development and the International Federation of Professional and Technical Engineers, Local 17, creating the titles of Permit Specialist I and Permit Specialist II, establishing salary ranges for those titles, and adjusting the salary range of the existing title of Permit Specialist Supervisor; 3) establish four positions as exempt from Civil Service status and return one position from exempt to Civil Service status; all by a 2/3 vote of the City Council.

- **Background:** *(Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):*

The Personnel Department submits legislation on a quarterly basis known as the "Quarterly Salary Ordinance." This legislation effects actions which require Council approval for creation of new titles and/or salaries and Civil Service/exempt status changes. This ordinance creates one new title and salary, Apprentice, specifying administration for the Apprentice title; executes a Letter of Agreement between the City of Seattle's Department of Planning and Development and the International Federation of Professional and Technical Engineers, Local 17 ("I.F.P.T.E., Local 17"), creating the titles of Permit Specialist I and Permit Specialist II, establishing salary ranges for those titles, and adjusting the salary range of the existing title of Permit Specialist Supervisor based on a study initiated by the City of Seattle's Department of Planning and Development for a salary and classification review of the Permit Specialist series in response to the increased complexity of job duties that resulted from the Department's internal reorganization; exempts four positions from Civil Service status that meet the

exemption criteria of a particularly high degree of professional responsiveness and individual accountability, a confidential or fiduciary relationship with the appointing authority, or judicial positions requiring insulation as a third branch of government; and returns one position from exempt to Civil Service status, due to the position no longer meeting the exemption criteria. The titles are identified in Attachment 1 to the Fiscal Note.

The Department of Planning and Development is not requesting additional funds and is using savings from 2003 through 2006 to cover the retroactive pay and future costs for the period between 2003 and 2006. The Department's current 2006 budget has sufficient funds to cover all costs associated with this legislation in 2006. The estimated costs for 2007-2008 are included in the 2007-2008 Proposed Budget. The costs associated with the Permit Specialist reorganization assume all positions are filled on an annualized basis and may not take into account vacancies.

- Please check one of the following:

This legislation does not have any financial implications. (Stop here and delete the remainder of this document prior to saving and printing.)

This legislation has financial implications. Please see Attachment 1 for details.

Attachment 1: Estimated Costs for Implementation of the 3Q06 Salary Ordinance

Appropriations: This table should reflect appropriations that are a direct result of this legislation. In the event that the project/ programs associated with this ordinance have appropriations that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below.

Fund Name and Number	Department	Budget Control Level*	2006 Appropriation	2007 Anticipated Appropriation
TOTAL				

*See budget book to obtain the appropriate Budget Control Level for your department.

Notes:

Anticipated Revenue/Reimbursement: Resulting From This Legislation: This table should reflect revenues/reimbursements that are a direct result of this legislation. In the event that the issues/projects associated with this ordinance/resolution have revenues or reimbursements that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below the table.

Fund Name and Number	Department	Revenue Source	2006 Revenue	2007 Revenue
TOTAL				

Notes:

Total Regular Positions Created Or Abrogated Through This Legislation, Including FTE Impact: This table should only reflect the actual number of positions created by this legislation. In the event that positions have been, or will be, created as a result of previous or future legislation or budget actions, please provide details in the Notes section below the table.

Position Title and Department*	Fund Name	Fund Number	Part-Time/Full Time	2006 Positions	2006 FTE	2007 Positions**	2007 FTE**
TOTAL							

* List each position separately

** 2007 positions and FTE are total 2007 position changes resulting from this legislation, not incremental changes. Therefore, under 2007, please be sure to include any continuing positions from 2006

Notes:

- **Do positions sunset in the future?** (If yes, identify sunset date):

Spending/Cash Flow: *This table should be completed only in those cases where part or all of the funds authorized by this legislation will be spent in a different year than when they were appropriated (e.g., as in the case of certain grants and capital projects). Details surrounding spending that will occur in future years should be provided in the Notes section below the table.*

Fund Name and Number	Department	Budget Control Level*	2006 Expenditures	2007 Anticipated Expenditures
TOTAL				

* See budget book to obtain the appropriate Budget Control Level for your department.

Notes: See Attachment 1 to this Fiscal Note

- **What is the financial cost of not implementing the legislation?** (Estimate the costs to the City of not implementing the legislation, including estimated costs to maintain or expand an existing facility or the cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs if the legislation is not implemented.)
- **What are the possible alternatives to the legislation that could achieve the same or similar objectives?** (Include any potential alternatives to the proposed legislation, such as reducing fee-supported activities, identifying outside funding sources for fee-supported activities, etc.)

None

- **Is the legislation subject to public hearing requirements:** *(If yes, what public hearings have been held to date, and/or what plans are in place to hold a public hearing(s) in the future.)*

No

- **Other Issues** *(including long-term implications of the legislation):*

None

Please list attachments to the fiscal note below:

Attachment 1: Estimated Costs for Implementation of the 3Q06 Salary Ordinance

Department	Report	New Position Title	Potential Positions Impacted	2006*
Miscellaneous Reclassification s				
SPU	#06-8411	IT Professional - A, Exempt1	1	\$33,155
SPU	#06-8779	Executive 32	1	\$17,216
DEA	#06-8654	Strategic Advisor 3, Exempt1	1	(\$2,627)
DOIT	#06-8662	IT Professional - A, Exempt1	1	\$9,581
MC	#06-8691	Administrative Staff Analyst3	1	\$30,893
			Subtotal	\$88,218
DPD Reclassification s resulting from Department Reorganization				
DPD	LOA	Permit Specialist I4	18	\$201,941
DPD	LOA	Permit Specialist II4	6	(\$73,559)
DPD	LOA	Permit Specialist Supervisor4	3	\$65,969

	Subtotal	\$194,352
	Total	\$283,457

Costing Assumptions:

* 2006 costs include any retroactive pay based on effective date in Class Determination Report(s), including any 20 salary and benefit costs (statutory benefits are 15.68%). 2005 costing is based on a 2.5% COLA; 2006 costing is on a 2.3% COLA.

** Step program costs for 2007 are projected at 3.4% and include a statutory benefits projection of 15.68%.

¹Positions in discretionary pay programs are costed from midpoint to midpoint of the old and new title and/or rate.

²Positions in the step program that are redesignated to a discretionary pay program are costed from top step to mid the new title and/or rate.

³Positions in the step program are costed from top step to top step of the old and new title and/or rate.

⁴Costs reflect rate changes of 2003-2006 as specified in the Letter of Agreement with Local 17 dated 9/21/2006.

One Land Use Planner II and five Permit Processing Leader pockets were reallocated to the new Permit Specialist at a lower salary rate than the Land Use Planner II and Permit Processing Leader titles resulting in a savings in 200 and no new costs in 2007.



City of Seattle

Gregory J. Nickels, Mayor

Office of the Mayor

October 3, 2006

Honorable Nick Licata, President
Seattle City Council
City Hall, 2nd Floor

Dear Council President Licata:

I am pleased to transmit the attached proposed Council Bill, consisting of those classification and/or compensation actions recommended by the Personnel Director in the third quarter of 2006 that require City Council's approval pursuant to Council Resolution 30046. Included in this package are:

- The creation of new titles and salaries for Park Ranger and Apprentice, specifying administrative provisions for the Apprentice title;
- The authorization and execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 ("I.F.P.T.E., Local 17"), establishing titles and/or salary adjustments for the Department of Planning and Development's (DPD's) Permit Specialist classification series. Wages for positions affected by these actions shall be paid retroactively from May 7, 2003. As reflected in the Fiscal Note accompanying this legislation, no additional funds are being requested as all costs are absorbed by DPD from past savings. Funding to cover the adjustments in the new biennium is included in the 2007-2008 Proposed Budget;
- The designation of five existing positions from Civil Service to exempt status affecting Seattle Public Utilities Department (2), the Department of Executive Administration (1), the Department of Information Technology (1), and the Seattle City Light Department (1) as a result of classification reviews redesignating the positions into titles which are categorically exempt citywide by the Exemption Ordinance.
- The return of one position in the Municipal Court from exempt to Civil Service status as a result of a classification review and determination that the position no longer meets the exemption criteria.

Thank you for your consideration of this legislation. Should you have questions, please contact Nancy Schaefer at 386-9081.

Sincerely,

GREG NICKELS
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

600 Fourth Avenue, 7th Floor, P.O. Box 94749, Seattle, WA 98124-4749

Tel: (206) 684-4000, TDD: (206) 684-8811 Fax: (206) 684-5360, Email: mayors.office@seattle.gov

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ORDINANCE _____

AN ORDINANCE relating to City employment, to be known as the Third Quarter 2006 Salary Ordinance, establishing new titles and salaries; specifying administration for a title; authorizing the execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 and establishing new titles and/or salaries retroactive to 2003 associated with the Permit Specialist classification series consistent with the Letter of Agreement; designating certain positions as exempt from, and returning one position to, Civil Service status; all by a 2/3 vote of the City Council.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Establishing Two New Titles and Salaries. As recommended by the

Personnel Director, the following titles and salary rates are established as shown, effective as of the dates shown:

Department: Parks and Recreation
New Title: Park Ranger
New Salary Range: \$16.36 – \$17.03 – \$17.65 – \$18.34 – \$18.97 (Range 21.0A)
Report: 06-9179
Effective: January 1, 2007

Department: Personnel
New Title: Apprentice
New Salary Range: \$13.00 - \$32.00
Report: #06-9174
Effective: January 1, 2007



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2 **Section 2. Administrative Provisions for Apprentice Title:** The Director of Personnel is
3 authorized to fill, or loan to other appointing authorities to fill, positions assigned to the title of
4 Apprentice. These positions will be funded by the appointing authorities who utilize the
5 positions out of their existing budget authority. The Personnel Director will determine the
6 appropriate classification of positions assigned to the Apprentice title.
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9 **Section 3. Authorizing the Letter of Agreement.** As requested by the Personnel Director
10 and recommended by the Mayor, the Mayor, or his designee is hereby authorized for and on
11 behalf of the City of Seattle to sign and/or execute the Letter of Agreement between City of
12 Seattle Department of Planning and Development and International Federation of Professional
13 and Technical Engineers, Local 17, attached hereto as Exhibit A, and incorporated herein by
14 reference.
15
16

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18 **Section 4. Establishing New Titles and Salaries as stipulated by the Letter of**
19 **Agreement.** As stipulated in Exhibit A, identified as "Letter of Agreement between City of
20 Seattle Department of Planning and Development and International Federation of Professional
21 and Technical Engineers, Local 17," the following titles and salary rates are established as
22 shown, effective as of the dates shown and pay authorized back to the effective dates:
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25 Department: Department of Planning and Development
26 New Title: Permit Specialist I
27 Salary Range: \$21.45 - \$22.28 - \$23.17 - \$24.07 - \$25.04 (30.0)
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Report: Letter of Agreement
Effective: May 7, 2003
Department: Department of Planning and Development
New Title: Permit Specialist I
Salary Range: \$21.88 - \$22.73 - \$23.63 - \$24.55 - \$25.54 (30.0)
Report: Letter of Agreement
Effective: December 31, 2003
Department: Department of Planning and Development
New Title: Permit Specialist I
Salary Range: \$22.43 - \$23.30 - \$24.22 - \$25.16 - \$26.18 (30.0)
Report: Letter of Agreement
Effective: December 29, 2004
Department: Department of Planning and Development
New Title: Permit Specialist I
Salary Range: \$22.95 - \$23.84 - \$24.78 - \$25.74 - \$26.78 (30.0)
Report: Letter of Agreement
Effective: December 28, 2005
Department: Department of Planning and Development
New Title: Permit Specialist II



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Salary Range: \$23.17 - \$24.07 - \$25.04 - \$26.03 - \$26.99 (32.0)

Report: Letter of Agreement

Effective: May 7, 2003

Department: Department of Planning and Development

New Title: Permit Specialist II

Salary Range: \$23.63 - \$24.55 - \$25.54 - \$26.55 - \$27.53 (32.0)

Report: Letter of Agreement

Effective: December 31, 2003

Department: Department of Planning and Development

New Title: Permit Specialist II

Salary Range: \$24.22 - \$25.16 - \$26.18 - \$27.21 - \$28.22 (32.0)

Report: Letter of Agreement

Effective: December 29, 2004

Department: Department of Planning and Development

New Title: Permit Specialist II

Salary Range: \$24.78 - \$25.74 - \$26.78 - \$27.84 - \$28.87 (32.0)

Report: Letter of Agreement

Effective: December 28, 2005



Section 5. Establishing New Salaries as stipulated by the Letter of Agreement. As

stipulated in Exhibit A, identified as "Letter of Agreement between City of Seattle Department of Planning and Development and International Federation of Professional and Technical Engineers, Local 17," the following salary rates for the following titles are established as shown, effective as of the dates shown and pay authorized back to the effective date:

Department: Department of Planning and Development

Title: Permit Specialist Supervisor

New Salary Range: \$25.04 - \$26.03 - \$26.99 - \$28.04 - \$29.14 (34.0)

Old Salary Range: \$24.54 - \$25.57 - \$26.51 - \$27.48 - \$28.57 (33.5)

Report: Letter of Agreement

Effective: May 7, 2003

Department: Department of Planning and Development

Title: Permit Specialist Supervisor

New Salary Range: \$25.54 - \$26.55 - \$27.53 - \$28.60 - \$29.72 (34.0)

Old Salary Range: \$25.03 - \$26.08 - \$27.04 - \$28.03 - \$29.14 (33.5)

Report: Letter of Agreement

Effective: December 31, 2003

Department: Department of Planning and Development

Title: Permit Specialist Supervisor

New Salary Range: \$26.18 - \$27.21 - \$28.22 - \$29.32 - \$30.46 (34.0)



1 Old Salary Range: \$25.66 - \$26.73 - \$27.72 - \$28.73 - \$29.87 (33.5)

2 Report: Letter of Agreement

3 Effective: December 29, 2004

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5 Department: Department of Planning and Development

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7 Title: Permit Specialist Supervisor

8 New Salary Range: \$26.78 - \$27.84 - \$28.87 - \$29.99 - \$31.16 (34.0)

9 Old Salary Range: \$26.25 - \$27.34 - \$28.36 - \$29.39 - \$30.56 (33.5)

10 Report: Letter of Agreement

11 Effective: December 28, 2005

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14 **Section 6. Designating Certain Positions as Exempt from Civil Service Status.** As
15 recommended by the Personnel Director in the Classification Determination Report specified
16 below, five positions are designated as exempt from Civil Service as noted, pursuant to SMC

17
18 4.13.010:

19 -- 1 position (#00026745) in the Seattle Public Utilities Department; Information
20 Technology Professional - C redesignated to Information Technology Professional -
21 A, Exempt (Report #05-8411).

22
23 --- 1 position (#00026395) in the Seattle Public Utilities Department; Assistant Civil
24 Engineer III redesignated to Executive 3 (Report #06-8779).

25 -- 1 position (#00024655) in the Department of Executive Administration; Manager 3,
26 Finance, Budget & Accounting redesignated to Strategic Advisor 3, Exempt (Report
27 #06-8654).
28



1 -- 1 position (#10002576) in the Department of Information Technology; Strategic
2 Advisor 2, Information Technology redesignated to Information Technology
3 Professional – A, Exempt (Report #06-8662).

4 -- 1 position (#00014146) in the City Light Department; Manager 2, Utilities
5 redesignated to Executive 2 (Report #06-8812).
6

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8 **Section 7. Returning One Position from Exempt to Civil Service Status.** As

9 recommended by the Personnel Director in the Classification Determination Report specified
10 below, one position is hereby returned to Civil Service as noted:
11

12 -- 1 position (#00020474) in the Municipal Court; Bailiff reallocated to Administrative
13 Staff Analyst (Report #06-8691).
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15 **Section 8.** Any act consistent with the authority and prior to the effective date of this
16 ordinance is hereby ratified and confirmed.
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Section 9. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by a two-thirds (2/3) vote of all the members of the City Council the ____ day of _____, 2006, and signed by me in open session in authentication of its passage this ____ day of _____, 2006.

President _____ of the City Council

Approved by me this ____ day of _____, 2006.

Gregory J. Nickels, Mayor

Filed by me this ____ day of _____, 2006.

City Clerk

(Seal)

Exhibit A: LETTER OF AGREEMENT BETWEEN CITY OF SEATTLE DEPARTMENT OF PLANNING AND DEVELOPMENT AND INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 17



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Personnel Department	Nancy Schaefer/684-7874 Sandra Philbrook/684-7878	Karen Grove/684-5805

Legislation Title:

AN ORDINANCE relating to City employment, to be known as the Third Quarter 2006 Salary Ordinance, establishing new titles and salaries; specifying administration for a title; authorizing the execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 and establishing new titles and/or salaries retroactive to 2003 associated with the Permit Specialist classification series consistent with the Letter of Agreement; designating certain positions as exempt from, and returning one position to, Civil Service status; all by a 2/3 vote of the City Council.

This legislation seeks to 1) establish new titles and salaries, specifying administration for a title; 2) execute a Letter of Agreement between the City of Seattle's Department of Planning and Development and the International Federation of Professional and Technical Engineers, Local 17, creating the titles of Permit Specialist I and Permit Specialist II, establishing salary ranges for those titles, and adjusting the salary range of the existing title of Permit Specialist Supervisor; 3) establish five positions as exempt from Civil Service status and return one position from exempt to Civil Service status; all by a 2/3 vote of the City Council.

- **Background:** *(Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):*

The Personnel Department submits legislation on a quarterly basis known as the "Quarterly Salary Ordinance." This legislation effects actions which require Council approval for creation of new titles and/or salaries and Civil Service/exempt status changes. This ordinance creates two new titles and salaries, Park Ranger and Apprentice, specifying administration for the Apprentice title; executes a Letter of Agreement between the City of Seattle's Department of Planning and Development and the International Federation of Professional and Technical Engineers, Local 17 ("I.F.P.T.E., Local 17"), creating the titles of Permit Specialist I and Permit Specialist II, establishing salary ranges for those titles, and adjusting the salary range of the existing title of Permit Specialist Supervisor based on a study initiated by the City of Seattle's Department of Planning and Development for a salary and classification review of the Permit Specialist series in response to the increased complexity of job duties that resulted from the Department's internal reorganization; exempts five positions from Civil Service status

that meet the exemption criteria of a particularly high degree of professional responsiveness and individual accountability, a confidential or fiduciary relationship with the appointing authority, or judicial positions requiring insulation as a third branch of government; and returns one position from exempt to Civil Service status, due to the position no longer meeting the exemption criteria. The titles are identified in Attachment 1 to the Fiscal Note.

The Department of Planning and Development is not requesting additional funds and is using savings from 2003 through 2006 to cover the retroactive pay and future costs for the period between 2003 and 2006. The Department's current 2006 budget has sufficient funds to cover all costs associated with this legislation in 2006. The estimated costs for 2007-2008 are included in the 2007-2008 Proposed Budget. The costs associated with the Permit Specialist reorganization assume all positions are filled on an annualized basis and may not take into account vacancies.

- Please check one of the following:

This legislation does not have any financial implications. (Stop here and delete the remainder of this document prior to saving and printing.)

This legislation has financial implications. Please see Attachment 1 for details.

Attachment 1: Estimated Costs for Implementation of the 3Q06 Salary Ordinance

Appropriations: This table should reflect appropriations that are a direct result of this legislation. In the event that the project/ programs associated with this ordinance have appropriations that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below.

Fund Name and Number	Department	Budget Control Level*	2006 Appropriation	2007 Anticipated Appropriation
TOTAL				

*See budget book to obtain the appropriate Budget Control Level for your department.

Notes:

Anticipated Revenue/Reimbursement: Resulting From This Legislation: This table should reflect revenues/reimbursements that are a direct result of this legislation. In the event that the issues/projects associated with this ordinance/resolution have revenues or reimbursements that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below the table.

Fund Name and Number	Department	Revenue Source	2006 Revenue	2007 Revenue
TOTAL				

Notes:

Total Regular Positions Created Or Abrogated Through This Legislation, Including FTE Impact: This table should only reflect the actual number of positions created by this legislation. In the event that positions have been, or will be, created as a result of previous or future legislation or budget actions, please provide details in the Notes section below the table.

Position Title and Department*	Fund Name	Fund Number	Part-Time/Full Time	2006 Positions	2006 FTE	2007 Positions**	2007 FTE**
TOTAL							

* List each position separately

** 2007 positions and FTE are total 2007 position changes resulting from this legislation, not incremental changes. Therefore, under 2007, please be sure to include any continuing positions from 2006

Notes:

- **Do positions sunset in the future?** (If yes, identify sunset date):



Spending/Cash Flow: *This table should be completed only in those cases where part or all of the funds authorized by this legislation will be spent in a different year than when they were appropriated (e.g., as in the case of certain grants and capital projects). Details surrounding spending that will occur in future years should be provided in the Notes section below the table.*

Fund Name and Number	Department	Budget Control Level*	2006 Expenditures	2007 Anticipated Expenditures
TOTAL				

* See budget book to obtain the appropriate Budget Control Level for your department.

Notes: See Attachment 1 to this Fiscal Note

- **What is the financial cost of not implementing the legislation?** *(Estimate the costs to the City of not implementing the legislation, including estimated costs to maintain or expand an existing facility or the cost avoidance due to replacement of an existing facility, potential conflicts with regulatory requirements, or other potential costs if the legislation is not implemented.)*
- **What are the possible alternatives to the legislation that could achieve the same or similar objectives?** *(Include any potential alternatives to the proposed legislation, such as reducing fee-supported activities, identifying outside funding sources for fee-supported activities, etc.)*

None



- **Is the legislation subject to public hearing requirements:** *(If yes, what public hearings have been held to date, and/or what plans are in place to hold a public hearing(s) in the future.)*

No

- **Other Issues** *(including long-term implications of the legislation):*

None

Please list attachments to the fiscal note below:

Attachment 1: Estimated Costs for Implementation of the 3Q06 Salary Ordinance

**ESTIMATED TWO YEAR COSTS FOR IMPLEMENTATION OF
THE 3Q06 SALARY ORDINANCE**

Department	Report	New Position Title	Potential Positions Impacted	2006*	2007**
Miscellaneous Reclassifications					
SPU	#06-8411	IT Professional - A, Exempt ¹	1	\$33,155	\$25,531
SPU	#06-8779	Executive 3 ²	1	\$17,216	\$65,649
DEA	#06-8654	Strategic Advisor 3, Exempt ¹	1	(\$2,627)	(\$3,621)
DOIT	#06-8662	IT Professional - A, Exempt ¹	1	\$9,581	\$11,888
CL	#06-8812	Executive 2 ¹	1	\$887	\$30,482
MC	#06-8691	Administrative Staff Analyst ³	1	\$30,893	\$23,776
			Subtotal	\$89,105	\$153,705
DPD Reclassifications resulting from Department Reorganization					
DPD	LOA	Permit Specialist I ³	18	\$201,941	\$112,214
DPD	LOA	Permit Specialist II ⁴	6	(\$73,559)	\$0
DPD	LOA	Permit Specialist Supervisor ⁴	3	\$65,969	\$18,432
			Subtotal	\$194,352	\$130,645
			Total	\$283,457	\$284,351

Costing Assumptions:

* 2006 costs include any retroactive pay based on effective date in Class Determination Report(s), including any 2005 salary and benefit costs (statutory benefits are 15.68%). 2005 costing is based on a 2.5% COLA; 2006 costing is based on a 2.3% COLA.

** Step program costs for 2007 are projected at 3.4% and include a statutory benefits projection of 15.68%.

¹Positions in discretionary pay programs are costed from midpoint to midpoint of the old and new title and/or rate.

²Positions in the step program that are redesignated to a discretionary pay program are costed from top step to midpoint of the new title and/or rate.

³Positions in the step program are costed from top step to top step of the old and new title and/or rate.

⁴Costs reflect rate changes of 2003-2006 as specified in the Letter of Agreement with Local 17 dated 9/21/2006.

One Land Use Planner II and five Permit Processing Leader pockets were reallocated to the new Permit Specialist II title at a lower salary rate than the Land Use Planner II and Permit Processing Leader titles resulting in a savings in 2006 and no new costs in 2007.



STATE OF WASHINGTON – KING COUNTY

--SS.

206709
CITY OF SEATTLE, CLERKS OFFICE

No. TITLE ONLY

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.

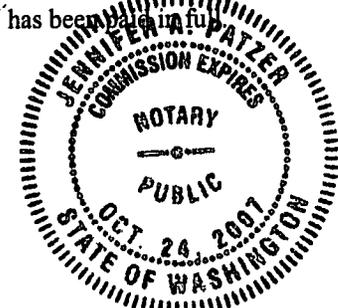
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:122321,23,25-28

was published on

01/24/07

The amount of the fee charged for the foregoing publication is the sum of \$ 76.73, which amount has been paid in full.



[Handwritten signature]

Subscribed and sworn to before me on

[Handwritten signature]
01/24/07

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 January 8, 2007, 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. 122321

AN ORDINANCE relating to City employment, to be known as the Third Quarter 2006 Salary Ordinance, establishing new titles and salaries; specifying administration for a title; authorizing the execution of a Letter of Agreement between the City of Seattle and the International Federation of Professional and Technical Engineers, Local 17 and establishing new titles and/or salaries retroactive to 2003 associated with the Permit Specialist classification series consistent with the Letter of Agreement; designating certain positions as exempt from, and returning one position to, Civil Service status; all by a 2/3 vote of the City Council.

ORDINANCE NO. 122323

AN ORDINANCE relating to funding for construction of a new facility for Asian Counseling and Referral Service, removing a budget proviso that restricted an appropriation of Community Development Block Grant Funds in the 2005 Budget of the Human Services Department, and ratifying and confirming prior acts.

ORDINANCE NO. 122325

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

ORDINANCE NO. 122326

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

ORDINANCE NO. 122327

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

ORDINANCE NO. 122328

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

Publication ordered by JUDITH PIPPIN,
City Clerk

Date of publication in the Seattle Daily
Journal of Commerce, January 24, 2007.

1/24(200709)