

Ordinance No. 123966

Council Bill No. 117553

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2012 Employment Ordinance; establishing new titles and/or salaries; designating positions as exempt from Civil Service status and amending Seattle Municipal Code Section 4.13.010; returning a position to Civil Service status; and ratifying and confirming prior acts; all by a 2/3 vote of the City Council.

CF No. _____

Date Introduced: <u>Aug. 13, 2012</u>		
Date 1st Referred:	To: (committee) <u>Government Performance and Finance</u>	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage: <u>9.4.12</u>	Full Council Vote: <u>8-0</u>	
Date Presented to Mayor: <u>9.5.12</u>	Date Approved: <u>9/10/12</u>	
Date Returned to City Clerk: <u>9/11/12</u>	Date Published:	T.O. <input checked="" type="checkbox"/> F.T. <input type="checkbox"/>
Date Vetoed by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____
Councilmember T. Bay

Committee Action:

8/15/2012 PASS TB NL
SC NO 4-0-0

9.4.12 Passed 8-0
(BN - occurred)

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

Law Department

Law Dept. Review OMP Review City Clerk Review Electronic Copy Loaded Indexed

CITY OF SEATTLE
ORDINANCE 123966
COUNCIL BILL 117553

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2012 Employment Ordinance; establishing new titles and/or salaries; designating positions as exempt from Civil Service status and amending Seattle Municipal Code Section 4.13.010; returning a position to Civil Service status; and ratifying and confirming prior acts; all by a 2/3 vote of the City Council.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Establishing New Titles and/or Salaries. As recommended by the Personnel Director, the following titles and/or salary rates are established as displayed below, effective as of the dates shown and pay is authorized as of the effective dates:

Department:	Law Department and Seattle Department of Transportation
New Title:	Paralegal, Senior
New Salary Range:	\$27.44 - \$28.47 - \$29.57 - \$30.75 - \$32.03
Report:	#11-12046
Effective Date:	July 4, 2012

Department:	Law Department
New Title:	Legal Assistant, Senior
New Salary Range:	\$23.12 - \$23.98 - \$24.95 - \$25.93 - \$26.89
Report:	#11-12047
Effective Date:	July 4, 2012

Department:	Law Department and Office of the Hearing Examiner
Title:	Paralegal
New Salary Range:	\$26.38 - \$27.44 - \$28.47 - \$29.57 - \$30.75
Old Salary Range:	\$25.93 - \$26.89 - \$27.92 - \$29.03 - \$30.16
Report:	#11-12046
Effective Date:	July 4, 2012



1	Department:	Law Department and Seattle Police Department
2	Title:	Legal Assistant
3	New Salary Range:	\$22.23 - \$23.12 - \$23.98 - \$24.95
4	Old Salary Range:	\$21.84 - \$22.63 - \$23.57 - \$24.47
5	Report:	#11-12047
6	Effective Date:	July 4, 2012

7	Department:	Law Department
8	Title:	Paralegal Assistant II
9	New Salary Range:	\$22.23 - \$23.12 - \$23.98 - \$24.95 - \$25.93
10	Old Salary Range:	\$21.84 - \$22.63 - \$23.57 - \$24.47 - \$25.42
11	Report:	#11-12047
12	Effective Date:	July 4, 2012

13 Section 2. Designating Twelve Positions as Exempt from Civil Service Status. As
14 recommended by the Personnel Director in the Classification Determinations specified, these
15 positions are designated as exempt from Civil Service as noted below, pursuant to SMC
16 4.13.010(1):

- 17 -- 1 position (#00017581) in the Seattle City Light Department; Strategic
18 Advisor 2, IT-BU designated to IT Professional A, Exempt (Report #11-12200).
- 19 -- 1 position (#10004499) in the Seattle City Light Department; Energy Planning
20 Analyst designated to IT Professional A, Exempt (Report #11-12201).
- 21 -- 1 position (#00025138) in the Seattle City Light Department; IT Professional B-BU
22 designated to IT Professional A, Exempt (Report #11-12246).
- 23 -- 1 position (#00011227) in the Department of Finance and Administrative Services;
24 Strategic Advisor 2, CSPI&P designated to Strategic Advisor 2, Exempt
25 (Report #12-12340).
- 26 -- 1 Position (#00026032) in the Seattle Police Department; Strategic Advisor 1,
27 General Government designated to Strategic Advisor 2, Exempt (Report #12-12356).



- 1 -- 1 position (#00025729) in the Seattle City Light Department; Manager 3, Utilities
2 designated to Executive 2 (Report #12-12362).
- 3 -- 1 position (#00007922) in the Seattle Department of Transportation; Manager 2,
4 CSPI&P designated to Executive 1 (Report #12-12363).
- 5 -- 1 position (#00008288) in the Seattle Department of Transportation; Management
6 Systems Analyst, Senior designated to IT Professional A, Exempt (Report #12-
7 12391).
- 8 -- 1 position (#00011780) in the Seattle Public Utilities Department; Manager 1,
9 General Government designated to Strategic Advisor 2, Exempt (Report #12-12548).
- 10 -- 1 position (#00022169) in the Seattle Public Utilities Department; Manager 3,
11 Information Technology designated to IT Professional A, Exempt (Report #12-
12 12550).
- 13 -- 1 position (#00021600) in the Seattle Public Utilities Department; IT Professional
14 B-BU designated to IT Professional A, Exempt (Report #12-12551).
- 15 -- 1 position (#00015470) in the Municipal Courts; Strategic Advisor 3, CL&PS
16 designated to Strategic Advisor 3, Exempt (Report #12-12552).

17 Section 3. Designating One Position as Exempt from Civil Service Status and Amending
18 the SMC 4.13.010. As recommended by the Personnel Director in the Classification
19 Determination specified, this position is designated as exempt from Civil Service as noted below:

- 20 -- 1 position (#10004840) in the Office of Immigrant and Refugees Affairs; New
21 Position designated to Planning & Development Specialist 1, Exempt (Report #12-
22 12428).

23 Section 4.13.010 of the Seattle Municipal Code, last amended by Ordinance 123700, is amended
24 as follows:

25 * * *



Employment Unit

Titles of Exempt Positions

* * *

28. Immigrant and Refugees
Affairs, Office of

Planning & Development Specialist I (PosNo. 10004840)

* * *

Section 4. Returning One Position from Exempt to Civil Service Status. As recommended by the Personnel Director in the Classification Determination specified, this position is hereby returned to Civil Service as noted below:

- 1 position (#10004227) in the Seattle City Light Department; IT Professional A, Exempt reallocated to Strategic Advisor 2, Utilities (Report #12-12589).



1 Section 5. This ordinance shall take effect and be in force 30 days after its approval by
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the 4th day of September, 2012, and
5 signed by me in open session in authentication of its passage this
6 4th day of September, 2012.

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8 
9 President _____ of the City Council

10 Approved by me this Monday day of September, 2012.

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14 Michael McGinn, Mayor

15 Filed by me this 11th day of September, 2012.

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17 
18
19 Monica Martinez Simmons, City Clerk

20 (Seal)



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
Personnel Department	Joan Matheson / 386-9081	Greg Shiring / 386-4085

Legislation Title:

AN ORDINANCE relating to City employment commonly referred to as the Second Quarter 2012 Employment Ordinance; establishing new titles and/or salaries; designating positions as exempt from Civil Service status and amending Seattle Municipal Code Section 4.13.010; returning a position to Civil Service status; and ratifying and confirming prior acts; all by a 2/3 vote of the City Council.

Summary of the Legislation:

This legislation seeks to 1) establish new titles and/or salaries; 2) establish thirteen positions as exempt from Civil Service status; 3) amend Seattle Municipal Code 4.13.010; 4) return one position to Civil Service status; all by a 2/3 vote of the City Council.

Background:

1. This ordinance seeks to establish new titles and/or salaries.

A comprehensive study that included the Legal Assistant, Paralegal Assistant II and Paralegal titles was conducted for the Law Department. The study included review and analysis of classification and pay, classification specifications and new title and/or salary recommendations. As an outcome of the study two (2) new titles are being proposed along with their corresponding rates of pay. New wage rates are also being proposed for the existing Paralegal, Legal Assistant and Paralegal Assistant II titles to establish appropriate differentials with the new titles and to maintain internal alignment.

New Titles:

- **Paralegal, Senior**
As an outcome of the study conducted for the Law Department, it's been determined that two (2) levels of Paralegal work, journey and senior, are being performed at the city. The Paralegal, Senior title is being proposed to recognize the greater level of complexity and lead responsibilities being performed by certain positions in the Law Department and in the Seattle Department of Transportation.
- **Legal Assistant, Senior**
As an outcome of the study conducted for the Law Department, it's been determined that two (2) levels of Legal Assistant work, journey and senior, are being performed. The Legal Assistant, Senior title is being proposed to recognize the greater level of complexity of work being performed by certain positions in the Law Department.



New salaries:

This ordinance proposes new wages rates for the existing Paralegal, Legal Assistant and Paralegal Assistant II titles to establish appropriate differentials with the new Paralegal, Senior and Legal Assistant, Senior titles and to maintain internal alignment.

2. This ordinance also seeks to establish thirteen positions as exempt from Civil Service status, including one (1) position that also requires amending the Seattle Municipal Code Section 4.13.010. The nature of the work to be performed by these positions is consistent with Personnel Rule 2.2. These position changes create a minor cost increase for the affected departments, which will be funded within existing budget authority.
3. This ordinance seeks to return one position to Civil Service status. As a result of a classification review and determination this position no longer meets the exemption criteria. This position change creates a minor decrease in costs for the affected department.

X **This legislation has financial implications.**

Do positions sunset in the future?

No

Other Implications:

- a) **Does the legislation have indirect financial implications, or long-term implications?**
The estimated costs associated with this legislation are summarized in Fiscal Note Attachment 1 and will be funded through departments' existing budgets.
- b) **What is the financial cost of not implementing the legislation?**
NA
- c) **Does this legislation affect any departments besides the originating department?**
This legislation will affect the Law Department, Seattle Department of Transportation, Office of the Hearing Examiner, Seattle Police Department, Seattle City Light, Department of Finance and Administrative Services, Seattle Public Utilities, Seattle Municipal Court, and the Office of Immigrant and Refugees Affairs.
- d) **What are the possible alternatives to the legislation that could achieve the same or similar objectives?**
There are no alternatives available at this time.
- e) **Is a public hearing required for this legislation?**
No
- f) **Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle***



***Times* required for this legislation?**

No

g) Does this legislation affect a piece of property?

No

h) Other Issues:

List attachments to the fiscal note below:

Attachment: PERS 2Q12 Employment FISC Attach 1



**PERS 2Q12 Employment FISC Attach 1
 (Implementation of the 2Q12 Employment Ordinance)**

Dept	Report	New Position Title	Potential Positions Impacted	2011	2012
<i>New Title and/or Salary Reviews</i>					
LAW & SDOT	#11-12046	Paralegal, Senior	3	\$0	\$6,775
LAW	#11-12047	Legal Assistant, Senior	2	\$0	\$5,845
LAW & OHE	#11-12046	Paralegal	12	\$0	\$8,551
LAW & SPD	#11-12047	Legal Assistant	11	\$0	\$6,377
LAW	#11-12047	Paralegal Assistant II	4	\$0	\$2,464
			Subtotal	\$0	\$30,012
<i>Exempt Actions</i>					
CL	#11-12200	IT Professional - A, Exempt ^{1 2}	1	\$2,258	\$11,111
CL	#11-12201	IT Professional - A, Exempt ²	1	\$8,116	\$33,043
CL	#11-12246	IT Professional - A, Exempt ²	1	\$2,323	\$14,178
FAS	#12-12340	Strategic Advisor 2, Exempt ²	1	\$0	\$0
SPD	#12-12356	Strategic Advisor 2, Exempt ²	1	\$0	\$9,009
CL	#12-12362	Executive 2 ²	1	\$0	\$17,294
SDOT	#12-12363	Executive 1 ²	1	\$0	\$6,570
SDOT	#12-12391	IT Professional - A, Exempt ²	1	\$0	\$15,720
SPU	#12-12548	Strategic Advisor 2, Exempt ²	1	\$0	\$6,006
SPU	#12-12550	IT Professional - A, Exempt ²	1	\$0	(\$692)
SPU	#12-12551	IT Professional - A, Exempt ²	1	\$0	\$9,452
MC	#12-12552	Strategic Advisor 3, Exempt ²	1	\$0	\$0
OIRA	#12-12428	Planning & Development Specialist I, Exempt ³	1	\$0	\$0
CL	#12-12589	Strategic Advisor 2, Utilities	1	\$0	(\$7,649)
			Subtotal	\$12,697	\$114,042
			Total⁴	\$12,697	\$144,054



PERS 2Q12 Employment FISC Attach 1 (Implementation of the 2Q12 Employment Ordinance)

Costing Assumptions:

- ¹Prior position as Strategic Advisor 2, Info Tech-BU is costed at 2011 pay rate as WSCCCE Local 21-C is currently in negotiations with the City.
- ²Positions in discretionary pay programs are costed from midpoint to midpoint of the old and 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.
- ⁴The 2011 and 2012 costs will be absorbed in departments' current budgets.





City of Seattle
Office of the Mayor

July 17, 2012

Honorable Sally J. Clark
President
Seattle City Council
City Hall, 2nd Floor

Dear Council President Clark:

I am pleased to transmit the attached proposed Council Bill related to City employment that establishes new titles and/or salaries, designates thirteen positions as exempt from Civil Service status and returns one position to Civil Service status, with a concurrent amendment to the Seattle Municipal Code (SMC) 4.13.010 for one of the exempt positions.

Specifically, this legislation will establish the new titles of Paralegal, Senior and Legal Assistant, Senior and will also establish new salaries for the Paralegal, Paralegal Assistant II and Legal Assistant titles.

The proposed Council Bill will establish the following positions as exempt from Civil Service: three (3) Information Technology Professional A positions in Seattle City Light; a Strategic Advisor 2 position in the Department of Finance and Administrative Services; a Strategic Advisor 2 position in the Seattle Police Department; an Executive 2 position in Seattle City Light; an Executive 1 position in the Department of Transportation; an Information Technology Professional A position in the Department of Transportation; a Strategic Advisor 2 position in Seattle Public Utilities; two (2) Information Technology Professional A positions in Seattle Public Utilities; a Strategic Advisor 3 position in the Seattle Municipal Court; and a Planning & Development Specialist I position in the Office of Immigrant and Refugees Affairs. The thirteen positions proposed for exempt status 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. Exemption of the Planning and Development Specialist I position requires an amendment to SMC 4.13.010.

Additionally, the Council Bill will return an IT Professional A, Exempt position in Seattle City Light to Civil Service status. As a result of a classification review and determination the position no longer meets the exemption criteria.

Thank you for your consideration of this legislation. Should you have any questions, please contact Joan Matheson at 386-9081.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael McGinn'.

Michael McGinn
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

Michael McGinn, Mayor
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STATE OF WASHINGTON – KING COUNTY

--SS.

288890
CITY OF SEATTLE, CLERKS OFFICE

No. 123966,967,968,969,970

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.

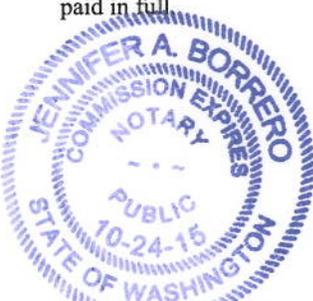
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT: TITLE ONLY ORDINANCE

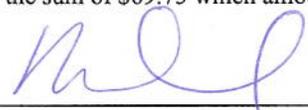
was published on

10/01/12

The amount of the fee charged for the foregoing publication is the sum of \$69.75 which amount has been paid in full.



Affidavit of Publication



Subscribed and sworn to before me on
10/01/2012 

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle Title Only Ordinance

The full text of the following legislation, passed by the City Council on September 4, 2012, and published below by title only, will be mailed upon request, or can be accessed at <http://clerk.seattle.gov>. For information on upcoming meetings of the Seattle City Council, please visit <http://www.seattle.gov/council/calendar>.

Contact: Office of the City Clerk at (206) 684-8344.

ORDINANCE NO. 123966

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ORDINANCE NO. 123967

AN ORDINANCE relating to the City of Seattle's Department of Parks and Recreation and Atlantic City Nursery; authorizing the Superintendent to enter into a five-year agreement, with options to extend, with Seattle Tilth and the Friends of Rainier Beach Urban Farm and Wetlands to operate

and provide management of the Atlantic City Nursery located at 5513 S. Cloverdale Street, Seattle, WA 98118.

ORDINANCE NO. 123968

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

ORDINANCE NO. 123969

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

ORDINANCE NO. 123970

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

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

Date of publication in the Seattle Daily Journal of Commerce, October 1, 2012.

10/1(288890)