

May 7, 2021

MEMORANDUM

To: Seattle City Council
From: Karina Bull, Analyst
Subject: Council Bill 120066: First Quarter Employment Ordinance

On May 11, 2021, the Governance and Education Committee will discuss and may vote on Council Bill (CB) 120066, the First Quarter Employment Ordinance. This memo summarizes the background and content of the legislation.

Summary

This legislation would (1) return six positions to the civil service system, (2) adjust the pay bands for three job titles, and (3) amend Seattle Municipal Code (SMC) 4.13.010 to reclassify two exempt positions. Central Staff has not identified issues or concerns with this legislation.

A. Return six positions to the civil service system

The Seattle Department of Human Resources (SDHR) Director has determined that the work performed by six positions no longer meets the criteria for civil service exemption and recommends returning the positions to civil service. See Table 1 for a list of these positions.

Table 1: Six positions that would return to civil service

	Job Classification	Department	Vacancy Status
1	Administrative Staff Assistant	Community Police Commission	Vacant
2	Planning & Development Specialist II	Community Police Commission	Vacant
3	Personnel Analyst, Senior	Seattle Department of Human Resources	Filled
4	Manager 3	Human Services Department	Vacant
5	Station Maintenance Machinist	Seattle Public Utilities	Vacant
6	Manager 1	Municipal Courts	Filled

Under the [City of Seattle \(City\) Charter Article XVI, Section 3](#), the civil service system provides public employees with job protections such as merit-based hiring and promotions, probationary periods of employment, opportunity for employees to correct performance issues, and “for cause” termination (*i.e.*, termination based only on unsatisfactory job performance). Employees exempt from the civil service system do not serve a probationary

period and are subject to “at will employment” (i.e., employment that may be terminated at any time for any reason not prohibited by law).

The Charter requires civil service classification for all City employees except for elected officials, heads of departments, specified appointive offices, assistant City Attorneys, members of boards and commissions, and additional positions exempted by legislation approved by two-thirds vote of the Council. In total, about 90 percent of City positions are civil service classified.

Under [Personnel Rule 2.2](#), the SDHR Director may transmit legislation to Council that recommends returning a position to civil service or exempting the position from civil service. Council also has authority to introduce legislation on civil service classification.

B. Adjust the pay bands of three job titles

This legislation would adjust the pay bands of two job titles in the Legislative Department and an associated title in the City Auditor’s Office to include the 2.9% Adjusted Wage Increase (AWI) for 2021 that was approved in the 2021 Adopted Budget. The rates for 2021 would be effective January 2, 2021. See Table 2 for details on these job titles.

Table 2: Job titles that would have adjusted pay bands

Job Titles	2021 Pay Band Status Quo	2021 Pay Band With CB 120066
Manager-Legislative	\$41.01 - \$73.38	\$42.20 - \$75.51
Strategic Advisor-Audit	\$41.01 - \$73.38	\$42.20 - \$75.51
Strategic Advisor-Legislative	\$41.01 - \$73.38	\$42.20 - \$75.51

C. Amend SMC 4.13.010 to reclassify two exempt positions

This legislation would reclassify two positions that are already exempted from civil service. See Table 3 for details on these reclassifications.

Table 3: Positions that would be reclassified

Department	Existing Job Title	Reclassified Job Title
Seattle Department of Human Resources	Executive Assistant	Executive Assistant, Senior
Seattle Department of Transportation	Administrative Specialist III	Executive Assistant, Senior

Financial Impacts

There would be no direct costs associated with these employment actions. Any costs that might be associated with an incumbent's change in civil service status, pay band, or job classification would be absorbed by the department's existing budget authority and would not require appropriation of new funds.

Please contact me if you have questions about this proposed legislation.

cc: Dan Eder, Interim Director
Aly Pennucci, Policy and Budget Manager