

December 9, 2019

MEMORANDUM

To: Finance and Neighborhoods Committee
From: Karina Bull, Analyst
Subject: CB 119716: Fourth Quarter Employment Ordinance

On December 11, 2019, the Finance and Neighborhoods Committee will discuss and may take action on [CB 119716](#), legislation proposed by the Seattle Department of Human Resources (SDHR). This memo provides a brief overview of the bill.

Summary

This legislation would designate eight positions as exempt from the civil service system; return one position to the civil service system; and create a new job title with corresponding rates of pay. Central Staff has not identified any issues or concerns with the transmitted legislation.

1. Designate eight positions as exempt from the civil service system.

The SDHR Director has determined that the work performed by eight positions (as noted below) is consistent with exemption criteria in Seattle Municipal Code Section 4.13.010 and Personnel Rule 2.2 and recommends exempting the positions from civil service.

- Strategic Advisor 3, Office of Planning and Community Development (OPCD)
- Strategic Advisor 1, Department of Education and Early Learning (DEEL)
- Manager 1, DEEL (three positions)
- Executive Assistant, Office of Inspector General (OIG)
- Information Technology Professional A, Seattle Information Technology Department (ITD)
- Strategic Advisor 2, Seattle City Light (City Light)

2. Return one position to the civil service system.

The SDHR Director has determined that an Information Technology Professional (ITP) A position in the Seattle City Employees' Retirement System (SCERS) Department no longer meets exemption criteria and recommends (a) reallocating the position to the ITP B classification and (b) returning the position to civil service. SDHR Compensation and Classification Analysts rate ITP positions with a point-factor system to assign an appropriate level of "A", "B," or "C." Upon review of the referenced position, Analysts determined that the duties decreased in complexity over time and reclassified it to a lower level.

3. Create a new job title and corresponding rates of pay.

The SDHR Director has identified a need, due to recruitment and retention issues, for a new job title within the Noise Control Program Specialist classification at the Seattle Department of Construction and Inspections (SDCI). The Director recommends the creation of a Noise Control Program Specialist-Nighttime for employees working the overnight shift, 10:00 pm to 7:00 am.

Financial Impacts

The Executive estimates that the cost of implementing this legislation is \$135,321 and would be funded through the 2019 Adopted Budget. See Table 1 for details on the cost of implementation.

Table 1: Summary of Financial Impacts

City Department	2018	2019
DEEL		\$113,252
OIG		\$0
OPCD		\$0
SCERS		(\$8,313)
ITD	\$6,183	\$20,782
City Light		(\$1,911)
SCDI	\$761	\$4,567
Total	\$6,944	\$128,377

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

cc: Kirstan Arestad, Executive Director
Dan Eder, Deputy Director