



SEATTLE CITY COUNCIL

Governance, Accountability, and Economic Development Committee

Agenda

Revised

Thursday, January 9, 2025

2:00 PM

Council Chamber, City Hall
600 4th Avenue
Seattle, WA 98104

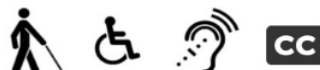
Sara Nelson, Chair
Robert Kettle, Vice-Chair
Joy Hollingsworth, Member
Maritza Rivera, Member
Rob Saka, Member

Chair Info: 206-684-8809; Sara.Nelson@seattle.gov

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SEATTLE CITY COUNCIL
**Governance, Accountability, and Economic
Development Committee**
Agenda
January 9, 2025 - 2:00 PM
Revised

Meeting Location:

Council Chamber, City Hall , 600 4th Avenue , Seattle, WA 98104

Committee Website:

seattle.gov/council/committees/governance-accountability-and-economic-development

This meeting also constitutes a meeting of the City Council, provided that the meeting shall be conducted as a committee meeting under the Council Rules and Procedures, and Council action shall be limited to committee business.

Members of the public may register for remote or in-person Public Comment to address the Council. Details on how to provide Public Comment are listed below:

Remote Public Comment - Register online to speak during the Public Comment period at the meeting at

<https://www.seattle.gov/council/committees/public-comment>

Online registration to speak will begin one hour before the meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting. Speakers must be registered in order to be recognized by the Chair.

In-Person Public Comment - Register to speak on the Public Comment sign-up sheet located inside Council Chambers at least 15 minutes prior to the meeting start time. Registration will end at the conclusion of the Public Comment period during the meeting. Speakers must be registered in order to be recognized by the Chair.

Pursuant to Council Rule VI.C.10, members of the public providing public comment in Chambers will be broadcast via Seattle Channel.

Please submit written comments to all Councilmembers four hours prior to the meeting at Council@seattle.gov or at Seattle City Hall, Attn: Council Public Comment, 600 4th Ave., Floor 2, Seattle, WA 98104.

Please Note: Times listed are estimated

A. Call To Order

B. Approval of the Agenda

C. Public Comment

D. Items of Business

1. [CB 120925](#) **AN ORDINANCE relating to City employment, commonly referred to as the Fourth Quarter 2024 Employment Ordinance; exempting positions from the Civil Service System; returning positions to the Civil Service System; retitling existing titles; establishing new titles; and adjusting salaries for existing titles; all by a 2/3 vote of the City Council.**

Attachments: [Att 1 - 2024 Q4 Employment Actions](#)

Supporting Documents: [Summary and Fiscal Note](#)
[Central Staff Memo](#)
[Presentation](#)

Briefing, Discussion, and Possible Vote (10 minutes)

Presenter: Ben Noble, Director, Council Central Staff

E. Adjournment



Legislation Text

File #: CB 120925, Version: 1

CITY OF SEATTLE

ORDINANCE _____

COUNCIL BILL _____

AN ORDINANCE relating to City employment, commonly referred to as the Fourth Quarter 2024 Employment Ordinance; exempting positions from the Civil Service System; returning positions to the Civil Service System; retitling existing titles; establishing new titles; and adjusting salaries for existing titles; all by a 2/3 vote of the City Council.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Exempting positions from Civil Service. As recommended by the Seattle Human Resources Director, four positions in Seattle City Light, the Seattle Police Department, and Seattle Public Utilities, as identified in Attachment 1, Table 1 to this ordinance, are exempted from the Civil Service System in accordance with their new classification titles.

Section 2. Returning positions to Civil Service. As recommended by the Seattle Human Resources Director, 11 positions in the Community Assisted Response and Engagement Department, Finance and Administrative Services, the Office of City Finance, the Office of Economic Development, the Seattle Department of Human Resources, the Seattle Police Department, and Seattle Public Utilities, as identified in Attachment 1, Table 2 to this ordinance, are returned to the Civil Service System in accordance with their new classification titles.

Section 3. Retitling existing titles and salaries. As recommended by the Seattle Human Resources Director, two existing classification titles requested by the Seattle Center and the Seattle Department of Human Resources are retitled and corresponding salary rates are established, as identified in Attachment 1, Table 3 to this ordinance, effective as of the dates shown, and pay authorized as of the effective dates.

Section 4. Establishing new titles and salaries. As recommended by the Seattle Human Resources Director, 13 new classification titles requested by Finance and Administrative Services, the Seattle City Employees' Retirement System, Seattle City Light, the Seattle Department of Human Resources, the Seattle Fire Department, and Seattle Public Utilities are created and corresponding rates of pay are established, as identified in Attachment 1, Table 4 to this ordinance, effective as of the date shown, and pay authorized as of the effective dates.

Section 5. Adjusting salaries for existing titles. As recommended by the Seattle Human Resources Director, salary rates for two existing classification titles requested by the Seattle Fire Department and the Human Services Department are adjusted, as identified in Attachment 1, Table 5 to this ordinance, effective as of the date shown, and pay authorized as of the effective dates.

Section 6. This ordinance shall take effect as provided by Seattle Municipal Code Sections 1.04.020 and 1.04.070.

Passed by a 2/3 vote of all the members of the City Council the _____ day of _____, 2024, and signed by me in open session in authentication of its passage this _____ day of _____, 2024.

President _____ of the City Council

Approved / returned unsigned / vetoed this _____ day of _____, 2024.

Bruce A. Harrell, Mayor

Filed by me this _____ day of _____, 2024.

Scheereen Dedman, City Clerk

(Seal)

Attachments:
Attachment 1 - 2024 Q4 Employment Actions

Table 1: Positions exempted from the Civil Service System

Department	Request #	Position Number	New Classification Title
SPU	REQ21299	10007381	Information Technology Professional A, Exempt
SPU	REQ21097	00024508	Information Technology Professional A, Exempt
SPD	REQ21581	00026027	Strategic Advisor 3, Exempt
SCL	REQ21459	00025261	Information Technology Professional A, Exempt—BU

Table 2: Positions returning to the Civil Service System

Department	Request #	Position Number	New Classification Title
SPU	REQ20819	10007994	Strategic Advisor 2, Utilities-BU-P
SPU	REQ21261	10007995	Strategic Advisor 2, Utilities-BU-P
SDHR	REQ21424	00010928	Personnel Analyst, Senior
SPD	REQ21454	00006349	Personnel Specialist, Assistant
OCF	REQ21563	10008064	Information Technology Professional B-BU
OCF	REQ21563	10008065	Information Technology Professional B-BU
OED	REQ21585	10008015	Community Development Specialist, Senior
FAS	REQ21589	00015712	Painter Crew Chief
OED	REQ21596	10007799	Strategic Advisor 1, General Government
CARE	REQ21628	10007202	Manager 1, Information Technology
OED	REQ21795	10008014	Strategic Advisor 1, General Government

Table 3: Retitling of existing classification titles

Department/ Request #	Current Title	New Title	Salary Steps/Range	Effective Date
Seattle Center/ REQ21724	Facility TechI Supv/SC	HVAC Tech Supv/SC	\$73.27 - \$76.04 - \$78.97 - \$81.98 - \$85.04	9/11/2024
SDHR/ REQ21766	Special Exams Analyst	Public Safety Civil Service Examiner	\$43.97 - \$45.71 - \$47.56 - \$49.32 - \$51.22	10/1/2024

Table 4: Establishment of new classification titles and salaries

Department/ Request #	New Title	Salary Steps	Effective Date
SCERS/ REQ21542	Retirement Specialist, Senior	\$51.22 - \$53.19 - \$55.33 - \$57.51 - \$59.63	5/10/2024
SDHR/ REQ21766	Public Safety Civil Service Examiner, Trainee	\$40.71 - \$42.32 - \$43.97 - \$45.71 - \$47.56	10/1/2024
SDHR/ REQ21766	Public Safety Civil Service Examiner, Senior	\$51.22 - \$53.19 - \$55.33 - \$57.51 - \$59.63	10/1/2024
SDHR/ REQ21766	Public Safety Civil Service Examiner, Supervisor	\$59.63 - \$61.95 - \$64.25 - \$66.69 - \$69.22	10/1/2024
SFD/ REQ21273	Fire Equipment Technician, Senior	\$37.07 - \$38.46 - \$40.02 - \$41.52 - \$43.10	10/1/2024
SFD/ REQ21273	Fire Equipment Technician, Supervisor	\$40.02 - \$41.52 - \$43.10 - \$44.83 - \$46.71	10/1/2024
SCL/ REQ21513	Conservation Fish Hatchery, Assistant	\$30.13 - \$31.33 - \$32.42 - \$33.71 - \$34.96	1/1/2025
SPU/ REQ21471	Water Treatment Plant Operator, Assistant	\$39.22 - \$40.71 - \$42.32 - \$43.97 - \$45.71	1/1/2025
SPU/ REQ21471	Water Treatment Plant Operator	\$45.71 - \$47.56 - \$49.32 - \$51.22 - \$53.19	1/1/2025
SPU/ REQ21471	Water Treatment Plant Operator, Senior	\$49.32 - \$51.22 - \$53.19 - \$55.33 - \$57.51	1/1/2025
SPU/ REQ21471	Water Treatment Plant Operator, Supervisor	\$54.30 - \$56.39 - \$58.65 - \$60.83 - \$63.15	1/1/2025
FAS/ REQ21426	Veterinarian	\$67.91 - \$70.56 - \$73.27 - \$76.04 - \$78.97	1/1/2025
FAS/ REQ21426	Veterinarian, Principal	\$78.97 - \$81.98 - \$85.04 - \$88.34 - \$91.69	1/1/2025

**Salary steps effective after December 31, 2024, have not been pre-adjusted to reflect any 2025 annual wage increases.*

Table 5: Adjustment of salaries for existing classification titles

Department/ Request #	Classification Title	Salary Steps/Range	Effective Date
SFD/ REQ21273	Fire Equipment Technician	\$34.40 - \$35.68 - \$37.07 - \$38.46 - \$40.02	10/1/2024
HSD/None	Counslr* (Temporary)	\$39.49 - \$40.97 - \$42.63 - \$44.23 - \$45.92	1/1/2025

SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Seattle Department of Human Resources	Shane Eubank	Kailani DeVille

1. BILL SUMMARY

Legislation Title: AN ORDINANCE relating to City employment, commonly referred to as the Fourth Quarter 2024 Employment Ordinance; exempting positions from the Civil Service System; returning positions to the Civil Service System; retitling existing titles; establishing new titles; and adjusting salaries for existing titles; all by a 2/3 vote of the City Council.

Summary and Background of the Legislation: If passed, this legislation would:

- a. Exempt four positions from the Civil Service System. As a result of a classification review and determination, the position meets a blanket exemption defined by Seattle Municipal Code 4.13.010 subsection 13.
- b. Return 11 positions to the Civil Service System. As a result of a classification review and determination, the positions no longer meet the exemption criteria.
- c. Retitle two existing classification titles to address inversion and update a body of work in Seattle Center and to align a position in Seattle Department of Human Resources with a new class series created in the Civil Service Commissions.
- d. Establish 13 new classification titles with corresponding rates of pay as requested by Finance and Administrative Services, Seattle City Employees' Retirement System, Seattle City Light, Seattle Department of Human Resources, Seattle Fire Department, and Seattle Public Utilities.
- e. Adjust salaries for two existing classification titles as requested by the Seattle Fire Department and the Human Services Department.

2. CAPITAL IMPROVEMENT PROGRAM

Does this legislation create, fund, or amend a CIP Project? Yes No

3. SUMMARY OF FINANCIAL IMPLICATIONS

Does this legislation have financial impacts to the City? Yes No

3.d. Other Impacts

Does the legislation have other financial impacts to The City of Seattle, including direct or indirect, one-time or ongoing costs, that are not included in Sections 3.a through 3.c? If so, please describe these financial impacts.

There are no direct costs associated with the recommended changes to civil service status. Any changes to compensation for incumbents or new hires in the reclassified positions covered by this legislation would be subject to the appointing authority (i.e., head of department) and do not relate directly to the Council’s decision to approve the recommended civil service status. In this sense, the legislation does not have an immediate fiscal impact for the return or exemption of positions to the civil service system. However, in the interest of fiscal transparency and focusing on long-term budget sustainability, we are highlighting the associated costs of the reclassified positions in this legislation. As mentioned above, the reclassified positions included in quarterly employment ordinances only include those that involve a change to civil service status, a small subset of position changes resulting from SDHR’s administrative classification reviews.

The projected potential fiscal impact associated with these fifteen reclassifications is (\$90,174) based on the difference between the mid-point salaries of the initial and final classifications. At some point in the past, each department’s personnel budget was calculated by summing the mid-point salary for each position in that department. Since that calculation is not automatically adjusted when a reclassification occurs, the department’s personnel budget will not reflect the difference between mid-point for the previous classification compared to the new classification unless the department requests and receives additional appropriation authority during the budget process. In practice, most departments absorb the costs of reclassifications, and this method typically allows flexibility for departments to use savings achieved from positions that are currently paid below the mid-point for the costs associated with reclassifications and for positions paid above the mid-point. However, the personnel costs for departments that experience high staff retention rates or multiple reclassifications will, over time, exceed the personnel budget calculated using the mid-point formula. With that in mind, CBO calculated the mid-point difference for each position in this legislation. From a long-term budget sustainability perspective, the projected costs of the mid-point difference illustrate how a new classification might increase (or decrease) costs in the future, even if the reclassification does not currently impact a department’s budget.

Table 1 below shows the differences in the mid-point labor costs between the initial and final classifications for the fifteen reclassifications resulting in return to or exemption of the civil service system. Table 2 below shows the differences in the mid-point labor costs between the initial and final classifications for the two retitles of classifications. Table 3 below shows the thirteen new titles created for departments. There is no mid-point difference to calculate, as these are new titles. Table 4 below shows the differences in the mid-point labor costs between the old and new labor costs of salary adjustments for two classifications.

Table 1. Associated labor costs of reclassifications.

	Department	Initial classification	Final classification	Mid-point cost difference
1	Seattle Public Utilities	Strategic Advisor 1, Information Technology BU-P	Information Technology Professional A, Exempt	28,202
2	Seattle Public Utilities	Info Technol Prof B-BU	Information Technology Professional A, Exempt	37,592
3	Seattle Police Department	StratAdvrs2,CSPI&P	Strategic Advisor 3, Exempt	15,840
4	Seattle City Light	Info Technol Prof C-BU	Information Technology Professional A—BU	39,034
5	Seattle Public Utilities	StratAdvrs2,Exempt	Strategic Advisor 2, Utilities-BU-P	(11,065)
6	Seattle Public Utilities	StratAdvrs2,Exempt	Strategic Advisor 2, Utilities-BU-P	(11,065)
7	Seattle Human Resources	StratAdvrs1,Exempt	Personnel Analyst, Senior	(12,486)
8	Seattle Police Department	Legal Assistant	Personnel Specialist, Assistant	1,606
9	City Finance Division	Info Technol Prof A,Exempt	Information Technology Professional B-BU	(36,872)
10	City Finance Division	Info Technol Prof A,Exempt	Information Technology Professional B-BU	(36,872)
11	Office of Economic Development	StratAdvrs1,Exempt	Community Development Specialist, Senior	(9,780)
12	Finance & Administrative Services	Executive2	Painter Crew Chief	(80,311)

	Department	Initial classification	Final classification	Mid-point cost difference
13	Office of Economic Development	StratAdvsr2,Exempt	Strategic Advisor 1, General Government	(13,997)
14	Community Assisted Response & Engagement	StratAdvsr1,Exempt	Manager 1, Information Technology	0
15	Office of Economic Development	StratAdvsr1,Exempt	Strategic Advisor 1, General Government	0
Total				(90,174)

Table 2. Associated labor costs of retitling.

	Requesting Department	Initial classification	Final classification	Mid-point cost difference
1	Seattle Center	Facility Techl Supv/SC	HVAC Tech Supv/SC	82,728
2	Seattle Department of Human Resources	Special Exams Analyst	Public Safety Civil Service Examiner	11,896
Total				94,624

Table 3. Associated labor costs of new titles.

	Requesting Department	Classification Title	Mid-point cost difference
1	Seattle City Employees' Retirement System	Retirement Specialist, Senior	N/A
2	Seattle Department of Human Resources	Public Safety Civil Service Examiner, Trainee	N/A
3	Seattle Department of Human Resources	Public Safety Civil Service Examiner, Senior	N/A

4	Seattle Department of Human Resources	Public Safety Civil Service Examiner, Supervisor	N/A
5	Seattle Fire Department	Fire Equipment Technician, Senior	N/A
6	Seattle Fire Department	Fire Equipment Technician, Supervisor	N/A
7	Seattle City Light	Conservation Fish Hatchery, Assistant	N/A
8	Seattle Public Utilities	Water Treatment Plant Operator, Assistant	N/A
9	Seattle Public Utilities	Water Treatment Plant Operator	N/A
10	Seattle Public Utilities	Water Treatment Plant Operator, Senior	N/A
11	Seattle Public Utilities	Water Treatment Plant Operator, Supervisor	N/A
12	Finance & Administrative Services	Veterinarian	N/A
13	Finance & Administrative Services	Veterinarian, Principal	N/A
Total			N/A

Table 4. Associated labor costs of salary adjustments.

	Requesting Department	Classification Title	Mid-point cost difference
1	Seattle Fire Department	Fire Equipment Technician	(3,442)
2	Human Services Department	Counslr* (Temporary)	6,729

	Requesting Department	Classification Title	Mid-point cost difference
		Total	3,287

If the legislation has costs, but they can be absorbed within existing operations, please describe how those costs can be absorbed. The description should clearly describe if the absorbed costs are achievable because the department had excess resources within their existing budget or if by absorbing these costs the department is deprioritizing other work that would have used these resources.

See above.

Please describe any financial costs or other impacts of *not* implementing the legislation.

This legislation is needed to appropriately designate civil service status which can have personnel implications. Not retitling the existing titles and establishing the new titles in order to properly classify positions could result in the City inappropriately paying for a body of work.

4. OTHER IMPLICATIONS

a. Please describe how this legislation may affect any departments besides the originating department.

This legislation would affect Community Assisted Response and Engagement, Finance & Administration Services, Human Services Department, Office of City Finance, Office of Economic Development, Seattle City Employees’ Retirement System, Seattle City Light, Seattle Center, Seattle Fire Department, Seattle Department of Human Resources, Seattle Police Department, and Seattle Public Utilities. Other City departments may be affected.

b. Does this legislation affect a piece of property? If yes, please attach a map and explain any impacts on the property. Please attach any Environmental Impact Statements, Determinations of Non-Significance, or other reports generated for this property.

No.

c. Please describe any perceived implication for the principles of the Race and Social Justice Initiative.

i. How does this legislation impact vulnerable or historically disadvantaged communities? How did you arrive at this conclusion? In your response please consider impacts within City government (employees, internal programs) as well as in the broader community.

The City’s 2021 Workforce Equity Update Report notes that Black, Indigenous, and People of Color (BIPOC) employees, especially BIPOC women, are underrepresented at the top levels (e.g., supervisors, high wage earners) of City employment when compared to the general population. Increasing the number of positions with Civil Service status would support the City’s commitment to eliminating racial disparities and achieving workforce equity. By increasing the number of positions with Civil Service protections, especially those with opportunities for higher pay and/or additional benefits, more equity for BIPOC employees could be achieved by requiring

a competitive hiring process and removing the barriers that create risk and uncertainty for employees seeking career growth.

ii. Please attach any Racial Equity Toolkits or other racial equity analyses in the development and/or assessment of the legislation.

iii. What is the Language Access Plan for any communications to the public?
N/A

d. Climate Change Implications

i. Emissions: How is this legislation likely to increase or decrease carbon emissions in a material way? Please attach any studies or other materials that were used to inform this response.

N/A

ii. Resiliency: Will the action(s) proposed by this legislation increase or decrease Seattle’s resiliency (or ability to adapt) to climate change in a material way? If so, explain. If it is likely to decrease resiliency in a material way, describe what will or could be done to mitigate the effects.

N/A

e. If this legislation includes a new initiative or a major programmatic expansion: What are the specific long-term and measurable goal(s) of the program? How will this legislation help achieve the program’s desired goal(s)? What mechanisms will be used to measure progress towards meeting those goals?

N/A

5. CHECKLIST

- Is a public hearing required?
- Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required?
- If this legislation changes spending and/or revenues for a fund, have you reviewed the relevant fund policies and determined that this legislation complies?
- Does this legislation create a non-utility CIP project that involves a shared financial commitment with a non-City partner agency or organization?

6. ATTACHMENTS

Summary Attachments: None

December 10, 2024

MEMORANDUM

To: Government, Accountability, and Economic Development Committee
From: Karina Bull, Analyst
Subject: Council Bill 120925: Fourth Quarter 2024 Employment Ordinance

On December 12, 2024, the Government, Accountability, and Economic Development Committee will discuss and may vote on [Council Bill \(CB\) 120925](#), the Fourth Quarter Employment Ordinance. This legislation proposes changes to civil service classifications, job titles, and rates of pay (i.e., compensation schedules). This memo provides a summary of CB 120925, describes potential impacts, and identifies next steps.

Summary

The Council authorizes certain City of Seattle (City) personnel actions through quarterly employment ordinances. In the Fourth Quarter 2024 Employment Ordinance, the Council would authorize the Seattle Department of Human Resources (SDHR) Director to implement the following personnel actions:

1. Exempt four positions from civil service,
2. Return 11 positions to civil service,
3. Revise two job titles,
4. Establish 13 job titles and corresponding rates of pay, and
5. Adjust rates of pay for two job titles.

Council's approval of CB 120925 would not have immediate fiscal impacts: (1) any compensation changes related to implementation of these personnel actions would be subject to the appointing authority (i.e., head of department) and (2) any necessary position authority and/or appropriations would require separate legislation. However, in the interest of fiscal transparency and long-term budget sustainability, the City Budget Office (CBO) provided information on the potential *associated costs* of the recommended reclassifications, revised job titles, and adjusted salary steps; this information indicates a net impact of less than \$10,000. CBO also provided status updates on the recommended new job titles, including whether the 2025-2026 Adopted Budget includes position authority and/or appropriations for the relevant positions; this information is included in Attachment 2.

CB 120925

1. Exempt four positions from civil service.

The SDHR Director determined that the body of work of four positions meets the criteria for an automatic civil service exemption under [Seattle Municipal Code \(SMC\) 4.13.010](#) and recommends exempting these positions from the civil service system. The SDHR Director's recommendation for these exemptions would only take effect upon approval by two-thirds vote of the Council. Attachment 1 provides an overview of the civil service system; Table 1 provides an overview of the proposed exemptions.

Table 1. Positions exempted from civil service.

	Department	Initial Classification (Civil Service)	Final Classification (Exempt)	Vacancy Status
1	Seattle Public Utilities (SPU)	Strategic Advisor 1, CSPI & P L21 - BU	Information Technology Professional A, Exempt	Vacant
2	SPU	Information Technology Professional B - BU	Information Technology Professional A, Exempt	Filled
3	Seattle Police Department (SPD)	Strategic Advisor 2, CSPI & P	Strategic Advisor 3, Exempt	Vacant
4	Seattle City Light (SCL)	Information Technology Professional C - BU	Information Technology Professional A, Exempt - BU	Vacant

2. Return 11 positions to the civil service system.

The SDHR Director determined that the body of work of 11 positions no longer meets the criteria for civil service exemption and recommends returning these positions to the civil service system. Attachment 1 provides an overview of the civil service system; Table 2 provides an overview of the proposed returns to civil service.

Table 2. Positions returned to civil service.

	Department	Initial Classification (Exempt)	Final Classification (Civil Service)	Vacancy Status
1	SPU	Strategic Advisor 2, Exempt	Strategic Advisor 2, Utilities-BU-P	Vacant
2	SPU	Strategic Advisor 2, Exempt	Strategic Advisor 2, Utilities-BU-P	Vacant
3	SDHR	Strategic Advisor 1, Exempt	Personnel Analyst, Senior	Filled
4	SPD	Legal Assistant	Personnel Specialist, Assistant	Filled
5	Office of City Finance (OCF)	Information Technology Professional A, Exempt	Information Technology Professional B-BU	Vacant
6	OCF	Information Technology Professional A, Exempt	Information Technology Professional B-BU	Vacant
7	Office of Economic Development (OED)	Strategic Advisor 1, Exempt	Community Development Specialist, Senior	Vacant
8	OED	Strategic Advisor 1, Exempt	Strategic Advisor 1, General Government	Vacant
9	OED	Strategic Advisor 2, Exempt	Strategic Advisor 1, General Government	Vacant
10	Finance and Administrative Services (FAS)	Executive 2	Painter Crew Chief	Vacant
11	Community Assisted Response & Engagement (CARE)	Strategic Advisor 1, Exempt	Manager 1, Information Technology	Vacant

3. Revise two job titles.

The SDHR Director recommends revising two job titles to address a pay discrepancy (i.e., inversion issue) and update a body of work in Seattle Center (CEN); and align a position in SDHR with a new class series created for administration of the Public Safety Civil Service personnel programs. Table 3 provides an overview of the proposed revisions to job titles.

Table 3. Revised job titles.

	Department	Current Title	New Title	Vacancy Status
1	CEN	Facility Technology Supervisor	HVAC Technology Supervisor	Filled
2	SDHR	Special Exams Analyst	Public Safety Civil Service Examiner	Filled

4. Establish 13 job titles and corresponding rates of pay.

The SDHR Director recommends establishing new job titles and corresponding rates of pay for positions in multiple departments. Table 4 provides an overview of proposed changes.

Table 4. New job titles and salary steps.

Department	New Title	Salary Steps	Effective Date
SCERS	Retirement Specialist, Senior	\$51.22 - \$53.19 - \$55.33 - \$57.51 - \$59.63	5/10/2024
SDHR	Public Safety Civil Service Examiner, Trainee	\$40.71 - \$42.32 - \$43.97 - \$45.71 - \$47.56	10/1/2024
SDHR	Public Safety Civil Service Examiner, Senior	\$51.22 - \$53.19 - \$55.33 - \$57.51 - \$59.63	10/1/2024
SDHR	Public Safety Civil Service Examiner, Supervisor	\$59.63 - \$61.95 - \$64.25 - \$66.69 - \$69.22	10/1/2024
SFD	Fire Equipment Technician, Senior	\$37.07 - \$38.46 - \$40.02 - \$41.52 - \$43.10	10/1/2024
SFD	Fire Equipment Technician, Supervisor	\$40.02 - \$41.52 - \$43.10 - \$44.83 - \$46.71	10/1/2024
SCL	Conservation Fish Hatchery, Assistant	\$30.13 - \$31.33 - \$32.42 - \$33.71 - \$34.96	1/1/2025
SPU	Water Treatment Plant Operator, Assistant	\$39.22 - \$40.71 - \$42.32 - \$43.97 - \$45.71	1/1/2025
SPU	Water Treatment Plant Operator	\$45.71 - \$47.56 - \$49.32 - \$51.22 - \$53.19	1/1/2025
SPU	Water Treatment Plant Operator, Senior	\$49.32 - \$51.22 - \$53.19 - \$55.33 - \$57.51	1/1/2025
SPU	Water Treatment Plant Operator, Supervisor	\$54.30 - \$56.39 - \$58.65 - \$60.83 - \$63.15	1/1/2025
FAS	Veterinarian	\$67.91 - \$70.56 - \$73.27 - \$76.04 - \$78.97	1/1/2025
FAS	Veterinarian, Principal	\$78.97 - \$81.98 - \$85.04 - \$88.34 - \$91.69	1/1/2025

- SCERS: Retirement Specialist, Senior
SCERS requested a senior classification for the Retirement Specialist series because the current series only includes assistant and journey levels. The salary recommendation is based on the Personnel Analyst, Senior classification.
- SDHR: Public Safety Civil Service Examiner classifications
SDHR requested review of the Special Exams Analyst classification to create a job series for administration of the Public Safety Civil Service personnel programs. SDHR Class/Comp developed salary structures that align with the Personnel Analyst series per the terms of an MOU between SDHR and the Civil Service Commissions.
- SFD: Fire Equipment Technician series
An incumbent requested review of Fire Equipment Technician classification. SDHR Class/Comp recommended a revision to the existing title and the creation of two new titles to reflect an updated body of work and provide career progression. SDHR Class/Comp used existing pay as the benchmark to develop salary structures as market data was not available.
- SCL: Conservation Fish Hatchery, Assistant
SCL requested an entry-level classification to supplement the Conservation Fish Hatchery Operator and Supervisor classifications created in 2023. SDHR Class/Comp developed the salary structure for this classification based on comparable data and an internal equity review.
- SPU: Water Treatment Plant Operator Series
SPU requested four job classifications to take over the operation of the Tolt Treatment Facility in 2025 at the end of the Design-Build-Operate contract. SDHR conducted a market survey to develop job responsibilities and salary structures for these job titles.
- FAS: Veterinarian and Veterinarian, Principal
FAS requested job classification for Veterinarian and Principal Veterinarian. Absent these titles, veterinarian work would be placed within the APEX/SAM program at the Manager 1 level. SDHR Class/Comp conducted a market survey of 12 jurisdictions to develop job responsibilities and salary structures for these job classifications.

5. Adjust rates of pay for two job titles

The SDHR Director recommends adjusting the rates of pay for two job titles to update a body work and provide a pathway for career progression at SFD; and provide a temporary counselor job classification at Human Services Department (HSD). Table 5 provides an overview of the proposed changes.

Table 5. Adjusted salary steps.

	Department	Title	Salary Steps	Effective Date
1	SFD	Fire Equipment Technician	\$34.40 - \$35.68 - \$37.07 - \$38.46 - \$40.02	10/01/2024
2	HSD	Counselor (Temporary)	\$39.49 - \$40.97 - \$42.63 - \$44.23 - \$45.92	01/01/2025

Financial Impacts of CB 120925

This legislation would not directly result in increased costs for departments. Any compensation changes for incumbents or new hires related to the personnel actions in this legislation would be subject to the appointing authority and would not relate directly to the Council’s decision to approve changes to civil service status, job titles, or salary structures. Any necessary position authority and/or appropriations to implement the personnel actions in this legislation would require separate legislation.

However, in the interest of fiscal transparency and long-term budget sustainability, CBO provided information to indicate the potential *associated costs* of the recommended reclassifications, revised job titles, and adjusted salary steps.¹ **This information indicates that the associated costs of these recommended personnel actions would have a net impact of less than \$10,000.** CBO based this estimate on the difference between the mid-point salaries of the initial and final job titles. Table 6 provides a summary of mid-point salary differences between existing and recommended personnel actions (e.g., initial and final job titles); the accompanying [summary/fiscal note](#) for this legislation provides information for each position.

Table 6. Estimate of associated labor costs of personnel actions

	Recommended Personnel Action	Mid-point Salary Difference
1	Exempt four positions from civil service	\$120,668
2	Return 11 positions to civil service	(\$210,842)
3	Revise two job titles	\$94,624
4	Establish 13 job titles and corresponding rates of pay	***1
5	Adjust rates of pay for two job titles	\$3,387
	Total	\$7,837

For context, each department’s personnel budget is calculated by summing the mid-point salary for each position in that department. This calculation is based on the job classification when the department initially receives position authority and is not adjusted when a reclassification occurs. Therefore, the department’s personnel budget will not reflect the difference between the midpoint for the previous classification compared to the new classification unless the department requests and receives additional appropriation authority during the budget process.

¹ CBO did not provide an estimate of the associated costs for establishing new job titles due to the complexities and/or uncertain impacts of each recommendation. However, Attachment 2 provides a status update for each recommended new job title, including whether the 2025-2026 Adopted Budget includes position authority and/or appropriations for relevant position. The budget could include these positions absent Council’s approval of CB 120925 due to the assignment of work to existing job titles.

In practice, most departments absorb the costs of reclassifications and other personnel actions; this practice typically allows flexibility for departments to use savings achieved from positions that are currently paid below the mid-points for costs associated for positions paid above the mid-point. However, the personnel costs for departments that experience high staff retention rates or multiple reclassifications could eventually exceed a department's existing personnel budget and result in requests for additional appropriation authority.

From a long-term budget sustainability perspective, projected costs of mid-point differences illustrate how a new classification might increase (or decrease) costs in the future, even if the reclassification does not immediately impact a department's budget.

Racial Equity Impacts

Increasing the number of positions with civil service status supports the City's commitment to eliminating racial disparities and achieving workforce equity.² The City's [2021 Workforce Equity Update](#), 2024-2029 Workforce Equity Strategic Plan,³ and [2023 Workforce Equity in Promotions Audit](#)⁴ report that Black, Indigenous, and People of Color (BIPOC), and especially BIPOC women, are underrepresented at the top levels (e.g., supervisors and high wage earners) of City employment when compared to the general population. Increasing the number of positions with civil service protections, especially those with opportunities for higher pay and/or additional benefits, could achieve more equity for BIPOC employees by requiring a competitive hiring process and removing the barriers that create risk and uncertainty for employees seeking career growth.

Exempting positions from civil service creates greater risk for employees. In recognition of these risks, SDHR has partnered with CBO and Finance Managers to prioritize civil service status for new positions and decrease the number of exemption requests.

Additionally, SDHR is initiating a comprehensive review of the Citywide Classification and Compensation program that will include examination of ways to ensure consistency and equity in the civil service exemption process and other initiatives to promote employee recruitment/retention and advance pay equity. SDHR's 2025-2026 Adopted Budget includes appropriations for the first phase of this multi-year project.

² The City's [Workforce Equity Initiative](#) defines "workforce equity" as (1) when the workforce is inclusive of people of color and other marginalized or under-represented groups at a rate representative of the greater Seattle area at all levels of government and (2) where institutional and structural barriers impacting employee attraction, selection, participation, and retention have been eliminated, enabling opportunity for employment success and career growth.

³ The 2024-2029 Workforce Equity Strategic Plan is available on the City's internal website.

⁴ The Workforce Equity in Promotions Audit specifically found that women received lower promotion pay increases compared to men; women of color received lower promotion pay increases compared to men of color, white women, and white men; and American Indian or Alaska Native employees received the lowest promotion pay increase compared to other racial/ethnic groups (p. 10-13).

Next Steps

If the Committee votes to recommend approval of CB 120925 on December 12, the Council could consider this legislation on December 17, 2024 (subject to approval of waiving Council rules) or in early January 2025. Council's approval of this legislation would authorize the SDHR Director to implement the recommended personnel actions.

Please contact me if you have questions about this legislation.

Attachments:

1. Civil Service Overview
2. New Job Titles: Status Update

cc: Ben Noble, Director
Yolanda Ho, Deputy Director
Lish Whitson, Supervising Analyst

Attachment 1 – City of Seattle Civil Service Overview

City of Seattle Civil Service Overview

The [City Charter Article XVI, Section 3](#)¹ requires civil service membership for all City employees except for those in positions specifically exempted from civil service in the Charter and [Seattle Municipal Code \(SMC\) 4.13](#).² Approximately 90 percent of City employees are in the civil service.

Civil service provides a range of job protections for City employees, including merit-based hiring and promotions, opportunity for employees to correct performance issues, and “for cause” termination (i.e., termination based only on unsatisfactory job performance). In contrast, employees exempt from civil service may be appointed without a competitive hiring process 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 SDHR Director has authority under [Personnel Rule 2.2](#) to review the duties and responsibilities of certain positions to determine whether such positions merit a return to civil service status or designation as exempt. The Director may only recommend exemptions the following types of positions:

- Positions automatically exempted by statute, Charter, SMC 4.13, or other ordinance;
- Positions requiring a particularly high degree of professional responsiveness and individual accountability;
- Positions requiring a confidential or fiduciary relationship with the appointing authority; or
- Judicial positions requiring insulation as a third branch of government.

The SDHR Director determines whether a change to a position’s civil service status is warranted during a “classification review” performed by the Compensation/Classification unit.³ The Compensation/Classification unit performs classification reviews upon the request of a department, employee, or union representative (depending on the nature of review) for the following situations:

1. A new position is created (e.g., after Council adds a position during a budget process),
2. A position’s body of work gradually changes over a period of six months or longer, or
3. A department intends to change a position’s body of work.

¹ The Charter exempts the following from civil service: elected officers, certain appointive offices, assistant city attorneys, heads of departments, members of boards and commissions, and job titles/positions exempted by legislation approved by two-thirds vote of the Council.

² SMC 4.13 exempts certain job titles in all employing units and specific positions from civil service. Examples of exempted job titles include temporary employees, interns, administrative secretaries, executives, office/maintenance aides, and exempt strategic advisors, managers, and information technology professionals. Examples of exempted positions include electric utility executives at Seattle City Light, administrative staff and executive assistants identified by position number, and all directors of offices in the Executive Department.

³ A “classification” is a management tool that groups positions by similarities in duties, responsibilities, knowledge and skills, and ability requirements. Creating classifications helps the City plan, budget, recruit, and select employees, set compensation, and handle other personnel processes including promotions, transfers, and demotions.

Attachment 1 – City of Seattle Civil Service Overview

After completing the review, the Compensation/Classification unit issues a “classification determination report” with notice of the appropriate classification and, if applicable, the recommended change to civil service status. The Compensation/Classification unit completes classification reviews within SDHR’s administrative authority⁴ and only transmits legislation for the small subset of determinations that require Council approval for changes to civil service status. In 2023, SDHR completed 568 requests for classification review, resulting in 246 classification changes – only seven of which required Council approval to change a position’s civil service status.⁵

Note, the Council also has authority to introduce legislation that would change a position’s civil service status.

⁴ See [City Charter XVI, Section 1](#), [SMC 4.04.040](#), and [SMC 4.04.130](#).

⁵ Of the 568 requests for classification review, 50% were for new positions added during the budget process (SDHR requires review of budget positions to ensure that the intended body of work matches the classification) and 50% of the requests were for existing positions.

Attachment 2 – CB 120925 / New Job Titles Status Update

New Job Titles: Status Update

This table shows whether the 2025-2026 Adopted Budget includes position authority and/or funding to implement recommendations for new job titles in [Council Bill \(CB\) 120925](#): the Fourth Quarter Employment Ordinance.

	Department	New Title	Position Authority and/or Funding in the 2025-2026 Adopted Budget.
1	Seattle City Employees' Retirement System	Retirement Specialist, Senior	No position authority or funding; department may request position authority and funding in the future.
2	Seattle Department of Human Resources (SDHR)	Public Safety Civil Service Examiner, Trainee	Yes, position authority and funding.
3	SDHR	Public Safety Civil Service Examiner, Senior	Yes, position authority and funding.
4	SDHR	Public Safety Civil Service Examiner, Supervisor	Yes, position authority and funding.
5	Seattle Fire Department (SFD)	Fire Equipment Technician, Senior	No position authority or funding; department may request position authority and funding in the future.
6	SFD	Fire Equipment Technician, Supervisor	No position authority or funding; department may request position authority and funding in the future.
7	Seattle City Light	Conservation Fish Hatchery, Assistant	Yes, position authority but no funding.
8	Seattle Public Utilities (SPU)	Water Treatment Plant Operator, Assistant	Yes, position authority and funding.
9	SPU	Water Treatment Plant Operator	Yes, position authority and funding.
10	SPU	Water Treatment Plant Operator, Senior	Yes, position authority and funding.
11	SPU	Water Treatment Plant Operator, Supervisor	Yes, position authority and funding.
12	Finance & Administrative Services	Veterinarian	No position authority or funding; department may request position authority and funding in the future.
13	Finance & Administrative Services	Veterinarian, Principal	No position authority or funding; department may request position authority and funding in the future.



SEATTLE CITY COUNCIL
CENTRAL STAFF

Council Bill 120925

Fourth Quarter 2024 Employment Ordinance

KARINA BULL, ANALYST

GOVERNANCE, ACCOUNTABILITY & ECONOMIC DEVELOPMENT COMMITTEE

DECEMBER 12, 2024

Council Bill (CB) 120925

[CB 120925](#) would authorize the Seattle Department of Human Resources (SDHR) Director to implement the following personnel actions:

- **Changes to civil service status**
 1. Exempt four positions from civil service
 2. Return 11 positions to civil service
- **Changes to job titles and rates of pay**
 3. Revise two job titles
 4. Establish 13 job titles and corresponding rates of pay, and
 5. Adjust rates of pay for two job titles

CB 120925 would not directly result in increased costs for departments. However, the City Budget Office (CBO) has provided information on potential *associated costs* (slides 13 and 14).

Background

Council approval

- Change civil service status – [City Charter XVI, Section 1](#) & [SMC 4.13](#)
- Establish/change titles and rates of pay – [SMC 4.20.020](#)

SDHR administrative authority

- Administer City's Classification/Compensation program – [SMC 4.04](#) & [SMC 4.20](#); and [Personnel Rules 2 & 3](#)
- Determine reclassifications
- Recommend changes to civil service status
- Recommend changes to job titles and rates of pay

Changes to Civil Service Status (1/2)

- The City Charter requires civil service membership for all City employees except for positions that are specifically exempted in City Charter Article XVI, Section 3 and SMC 4.13.
- Civil service status provides certain job protections, including merit-based hiring and promotions, opportunity to correct performance issues, and “for cause” termination (i.e., termination based only on unsatisfactory job performance).
- Approximately 90 percent of City employees are in the civil service.
- Positions exempt from civil service may be appointed without a competitive hiring processes and are subject to “at-will employment” (i.e., termination for any reason).

Changes to Civil Service Status (2/2)

- The SDHR Director can determine whether to recommend a change to a position's civil service status based a "classification review" performed by the SDHR Compensation/Classification Unit.
- The Director may only recommend exemptions for the following types of positions:
 1. Positions automatically exempted by statute, Charter, SMC 4.13, or other ordinance,
 2. Positions requiring a particularly high degree of professional responsiveness and individual accountability,
 3. Positions requiring a confidential or fiduciary relationship with the appointing authority (i.e., head of department), or
 4. Judicial positions requiring insulation as third branch of government.

Exempt Four Positions from Civil Service

	Department	Initial Classification (Civil Service)	Final Classification (Exempt)	Vacancy Status
1	Seattle Public Utilities (SPU)	Strategic Advisor 1, CSPI & P L21 - BU	Information Technology Professional A, Exempt	Vacant
2	SPU	Information Technology Professional B - BU	Information Technology Professional A, Exempt	Filled
3	Seattle Police Department (SPD)	Strategic Advisor 2, CSPI & P	Strategic Advisor 3, Exempt	Vacant
4	Seattle City Light (SCL)	Information Technology Professional C - BU	Information Technology Professional A, Exempt - BU	Vacant

Return 11 Positions to Civil Service (1/2)

	Department	Initial Classification (Exempt)	Final Classification (Civil Service)	Vacancy Status
1	SPU	Strategic Advisor 2, Exempt	Strategic Advisor 2, Utilities- BU-P	Vacant
2	SPU	Strategic Advisor 2, Exempt	Strategic Advisor 2, Utilities- BU-P	Vacant
3	SDHR	Strategic Advisor 1, Exempt	Personnel Analyst, Senior	Filled
4	SPD	Legal Assistant	Personnel Specialist, Assistant	Filled
5	Office of City Finance (OCF)	Information Technology Professional A, Exempt	Information Technology Professional B-BU	Vacant
6	OCF	Information Technology Professional A, Exempt	Information Technology Professional B-BU	Vacant

Return 11 Positions to Civil Service (2/2)

	Department	Initial Classification (Exempt)	Final Classification (Civil Service)	Vacancy Status
7	Office of Economic Development (OED)	Strategic Advisor 1, Exempt	Community Development Specialist, Senior	Vacant
8	OED	Strategic Advisor 1, Exempt	Strategic Advisor 1, General Government	Vacant
9	OED	Strategic Advisor 2, Exempt	Strategic Advisor 1, General Government	Vacant
10	Finance and Administrative Services (FAS)	Executive 2	Painter Crew Chief	Vacant
11	Community Assisted Response & Engagement (CARE)	Strategic Advisor 1, Exempt	Manager 1, Information Technology	Vacant

Changes to Job Titles & Rates of Pay

- The SDHR Director may recommend changes to job titles and rates of pay (e.g., salary steps, salary ranges) after performing a classification review showing that there is a body of work that does not fit within a current job title or pay that needs to be updated to meet business needs.
- Reasons for conducting a reclassification include:
 - The incumbent employee's body of work has changed over time (at least six months),
 - The appointing authority determines a position will perform a new body of work, or
 - The appointing authority proposes a new position within the employing unit.

Revise Two Job Titles

	Department	Current Title	New Title	Vacancy Status
1	Seattle Center	Facility Technology Supervisor	HVAC Technology Supervisor	Filled
2	SDHR	Special Exams Analyst	Public Safety Civil Service Examiner	Filled

Establish 13 Job Titles & Rates of Pay (1/2)

	Department	New Title	Salary Steps	Effective Date
1	SCERS	Retirement Specialist, Senior	\$51.22 - \$53.19 - \$55.33 - \$57.51 - \$59.63	5/10/2024
2	SDHR	Public Safety Civil Service Examiner, Trainee	\$40.71 - \$42.32 - \$43.97 - \$45.71 - \$47.56	10/1/2024
3	SDHR	Public Safety Civil Service Examiner, Senior	\$51.22 - \$53.19 - \$55.33 - \$57.51 - \$59.63	10/1/2024
4	SDHR	Public Safety Civil Service Examiner, Supervisor	\$59.63 - \$61.95 - \$64.25 - \$66.69 - \$69.22	10/1/2024
5	SFD	Fire Equipment Technician, Senior	\$37.07 - \$38.46 - \$40.02 - \$41.52 - \$43.10	10/1/2024
6	SFD	Fire Equipment Technician, Supervisor	\$40.02 - \$41.52 - \$43.10 - \$44.83 - \$46.71	10/1/2024

Establish 13 Job Titles & Rates of Pay (2/2)

	Department	New Title	Salary Steps	Effective Date
7	SCL	Conservation Fish Hatchery, Assistant	\$30.13 - \$31.33 - \$32.42 - \$33.71 - \$34.96	1/1/2025
8	SPU	Water Treatment Plant Operator, Assistant	\$39.22 - \$40.71 - \$42.32 - \$43.97 - \$45.71	1/1/2025
9	SPU	Water Treatment Plant Operator	\$45.71 - \$47.56 - \$49.32 - \$51.22 - \$53.19	1/1/2025
10	SPU	Water Treatment Plant Operator, Senior	\$49.32 - \$51.22 - \$53.19 - \$55.33 - \$57.51	1/1/2025
11	SPU	Water Treatment Plant Operator, Supervisor	\$54.30 - \$56.39 - \$58.65 - \$60.83 - \$63.15	1/1/2025
12	FAS	Veterinarian	\$67.91 - \$70.56 - \$73.27 - \$76.04 - \$78.97	1/1/2025
13	FAS	Veterinarian, Principal	\$78.97 - \$81.98 - \$85.04 - \$88.34 - \$91.69	1/1/2025

Adjust Rates of Pay for Two Job Titles

	Department	Title	New Title	Effective Date
1	SFD	Fire Equipment Technician	\$34.40 - \$35.68 - \$37.07 - \$38.46 - \$40.02	10/01/2024
2	HSD	Counselor (Temporary)	\$39.49 - \$40.97 - \$42.63 - \$44.23 - \$45.92	01/01/2025

Associated Financial Impacts (1/2)

- CB 120925 would not directly result in increased costs for departments.
- Any compensation changes for incumbents or new hires related to the personnel actions in this legislation would be subject to the appointing authority. Any necessary position authority and/or appropriations would require separate legislation.
- However, CBO has calculated the difference between the mid-point salaries of the initial and recommended job titles to indicate the *associated costs* of the recommended personnel actions.
- Mid-point salary differences indicate how a new classification might increase (or decrease) a department's personnel costs in the short or long-term, even if the reclassification does not immediately impact a department's budget (e.g., department could absorb any costs).
- **CBO estimates that the recommended civil service reclassifications, revised job titles, and adjusted salary steps would have a net impact of less than \$10,000.**

Associated Fiscal Impacts (2/2)

	Recommended Personnel Action	Mid-point Salary Difference
1	Exempt four positions from civil service	\$120,668
2	Return 11 positions to civil service	(\$210,842)
3	Revise two job titles	\$94,624
4	Establish 13 job titles and corresponding rates of pay	***
5	Adjust rates of pay for two job titles	\$3,387
	Total	\$7,837

*CBO did not estimate the associated costs of new job titles due to the variables and uncertain impacts of each recommendation. However, **Attachment 2 to the Central Staff Memo for CB 120925 provides a status update for each recommended new job title**, including whether the 2025-2026 Adopted Budget includes position authority and/or funding for impacted positions. The budget could include these positions absent Council’s approval of CB 120925 due to the assignment of work to other job titles.

Next Steps

- **December 12** – Committee consideration and possible vote.
- **December 17 or early January** – Council consideration and possible vote.

Questions?