



SEATTLE CITY COUNCIL  
**CENTRAL STAFF**

# **Council Bill 120925**

# **Fourth Quarter 2024 Employment Ordinance**

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GOVERNANCE, ACCOUNTABILITY & ECONOMIC DEVELOPMENT COMMITTEE

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# Council Bill (CB) 120925

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[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

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## 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)

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- 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)

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- 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

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- 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

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	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

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	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)

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- 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
	<b>Total</b>	<b>\$7,837</b>

\*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

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



# Questions?