

Summary and Fiscal Note

1. Legislation Summary

Department: Seattle Department of Human Resources

Title: An ordinance relating to City employment; establishing the Forensic Digital Evidence classification title series and corresponding rates of pay in the Seattle Police Department.

Background:

The Seattle Department of Human Resources (SDHR) provides centralized classification and compensation services for the City of Seattle, including classifying positions citywide and maintaining the City's compensation programs. A part of these functions includes facilitating compensation programs, position classification, and civil service status legislation on behalf of City departments. City Departments may request adjustments to compensation and classification programs, including the establishment of new classification titles, revisions to existing titles, modifications to salary ranges, or other programmatic changes. SDHR partners with departments to develop the requested modifications, which must ultimately be approved by the Seattle City Council.

The Seattle Police Department (SPD) requested the creation of a new Forensic Digital Evidence classification series to accurately reflect a distinct body of work that is not captured by existing City classifications. The work performed by SPD's Video Specialist and Photographic Services Supervisor positions has evolved significantly in recent years, and SDHR's classification review determined that no current titles appropriately describe the duties, responsibilities, and requirements of these positions. Between 2019

and 2024, SDHR developed a four-level classification series and completed a market study to establish appropriate salary grade assignments. The 2020 COVID-19 pandemic caused this extended timeline. Director Loving approved the classification specifications on December 31, 2024.

Summary Attachments:

2. Capital Improvement Program (CIP)

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

3d. Other Financial Impacts

a. Does this legislation create any other financial impacts for The City of Seattle, such as direct or indirect costs, one-time or ongoing, that aren't mentioned above? If yes, please explain these impacts.

This legislation establishes new titles only and does not directly result in increased costs for departments. Any compensation changes for incumbents 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 the establishment of these new job titles.

That being said, SPD expects to absorb anticipated financial impacts of any personnel actions enabled by this legislation within existing appropriations for this body of work. Upon establishment of the new Forensic Digital Evidence classification series, SPD will retitle nine employees currently classified as Video Specialist II – BU to Forensic Digital Evidence Technician and retitle two employees currently classified as

Photographic Services Supervisor to Forensic Digital Evidence Supervisor. This accounts for all 11 positions within the Forensic Digital Evidence Unit. The classification change for these 11 filled positions results in approximately \$121,000 in additional salary and benefits costs annually. There would also be approximately \$117,000 in back pay for 2025.

While SPD expects to absorb costs associated with the establishment of the new Forensic Digital Evidence classification series within their labor budget, as SPD's hiring of new officers continues to occur at an unprecedented pace, SPD will closely monitor labor spending to determine if adjustments are needed.

b. If the legislation has costs that can be covered within the current budget, explain how. Does the department have extra resources in its budget to handle these costs? Or does the department need to shift resources away from other work to handle these costs?

As mentioned above, SPD expects to absorb the financial impacts of this legislation within its labor budget. However, the labor budget available is directly related to hiring. SPD will closely monitor labor spending related to hiring pace, and should unprecedented hiring continue, SPD may need to adjust the labor budget through a future appropriations request.

c. What financial costs or other impacts might happen if this legislation is not implemented?

This new Forensic Digital Evidence classification series would more accurately reflect the body of work currently being performed by the Video Specialist and Photographic Services Supervisor positions in SPD. If this legislation were not approved, SPD would be limited to the bodies of work specified in the existing Video Specialist and Photographic Services Supervisor classifications, which would not align with SPD's current business and technology needs.

d. How might this legislation affect other City departments besides the one that proposed it? N/A

4. Other Impacts

a. Does this legislation require a public hearing?

Yes

No

b. Does this legislation require a notice to be published in The Daily Journal of Commerce and/or The Seattle Times?

Yes

No

c. Does this legislation affect a piece of property? No

d. Race and Social Justice Initiative impacts:

1. How does this legislation affect vulnerable or historically disadvantaged communities? How did you come to this conclusion? Please consider both impacts within the City government (like employees and internal programs) and in the broader community. N/A

2. Please attach any Racial Equity Toolkits or other racial equity analyses used to develop or assess this legislation. N/A

3. What is the Language Access Plan for communicating with the public about this legislation? N/A

e. Climate change impacts:

1. Emissions: Will this legislation significantly increase or decrease carbon emissions? Attach any studies or materials that inform your answer. N/A

2. Resiliency: Will this legislation make Seattle more or less able to adapt to climate change? If it reduces resiliency, explain what can be done to lessen the impact. N/A

f. If this legislation creates a new program or expands an existing one, what are the long-term, measurable goals? How will this legislation help achieve those goals? What methods will be used to track progress? N/A

g. Does this legislation create a non-utility CIP that involves shared funding with a non-City partner or organization? No