SUMMARY and FISCAL NOTE

Department:	Dept. Contact:	CBO Contact:
Seattle Department of Human Resources	Shane Eubank	Alyssa Ha

1. BILL SUMMARY

Legislation Title: AN ORDINANCE relating to City employment; exempting positions from the civil service system; returning positions to the civil service system; and amending Section 4.13.010 of the Seattle Municipal Code; all by a 2/3 vote of the City Council.

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

a. Exempt one position in the Seattle Department of Human Resources from the civil service system. The department has requested the position be exempt, pursuant to Seattle Municipal Code 4.13.010 subsection 1.

b. Return four positions in the City Attorney's Office, Seattle City Light, and the Seattle Department of Human Resources to the civil service system. These departments have requested the positions be returned to the civil service system, as the positions no longer meet the exemption criteria.

The Seattle Department of Human Resources ("SDHR") Compensation and Classification Unit provides centralized classification and compensation services for The City of Seattle, including classifying positions citywide and maintaining the City's compensation programs. When City departments request a classification review of a position, they may also request a change in the position's civil service status, in accordance with Chapter 4.13 of the SMC. Civil service status changes must be approved by City Council.

The following summarizes background information provided by the aforementioned City departments underlying the request for changes to civil service status in this legislation (see Summary Attachment for additional information):

1. Exempt Manager 3 position in SDHR (PosNo. 00024071) from civil service system.

Initial classification: Strategic Advisor 3, General Government

Final classification: Manager 3, Exempt

Vacancy status: Filled

Reason for civil service change: Change in assigned duties and responsibilities

Body of work in initial classification: The initial classification – Strategic Advisor 3, General Government – served as a Labor Relations Negotiator to assigned City departments. This position was an individual contributor role and provided no managerial or oversight duties and responsibilities.

Body of work in new classification: The Manager 3, Exempt position serves as a deputy to the Labor Relations Director, with authority to act in the Labor Relations Director's absence. The Manager 3 provides oversight of daily operations, leads the development of direct reports and staff, and manages projects of high importance and/or impact.

Impact of new body of work not being performed: If the new body of work is not performed, the Labor Relations Director must assume oversight of daily operations and direct management of staff, leaving less time and attention on strategic planning and leadership. Additionally, in the event of the Labor Relations Director's absence, the absence of a deputy to act on the Labor Relations Director's behalf would result in leadership and continuity of operations issues.

2. Return Paralegal – Law position in the City Attorney's Office (PosNo. 00019593) to civil service system.

Initial classification: Executive Assistant

Final classification: Paralegal – Law

Vacancy status: Filled

Reason for civil service change: Change in assigned duties and responsibilities

Body of work in initial classification: The initial classification – Executive Assistant - performed administrative duties in the areas of budget and personnel.

Body of work in new classification: The new classification – Paralegal – Law – works on public disclosure requests for the City Attorney's Office, and provides advice and training on compliance with the Public Records Act. Consistent with Ordinance 126394, which recognized public disclosure officers in the Mayor's Office, Legislative Department, and the City Attorney's Office should receive civil service protections, the City Attorney's Office requested that this position be returned to the civil service system.

Impact of new body of work not being performed: If the new body of work is not performed, the City Attorney's Office will not have a designated public disclosure officer to respond to public disclosure requests. Without a designated public disclosure officer, the department may be at legal and financial risk for non-compliance with the Public Records Act.

3. Return Manager 2, General Government in SDHR (PosNo. 10004480) to civil service system.

Initial classification: Manager 2, Exempt

Final classification: Manager 2, General Government

Vacancy status: Filled

Reason for classification change: Change in assigned duties and responsibilities

Body of work in initial classification: The initial classification – Manager 2, Exempt – previously served as the Manager of Workforce Development, overseeing Citywide workforce development programs, including internships, Flash Mentorship program, and career development workshops. As part of SDHR's reorganization under the adopted 2025 budget, Citywide workforce development programs were eliminated, and the Manager 2, Exempt position was reorganized to manage SDHR's Talent Acquisition unit, now under SDHR's Service Delivery Division.

Body of work in new classification: The new classification – Manager 2, General Government – oversees a team of recruiters and recruitment services for 20 departments within the SDHR's Service Delivery Division's portfolio. In addition, the Manager 2, General Government position will provide advice and guidance on workforce development and oversee the Supported Employment Program.

Impact of new body of work not being performed: If the new body of work is not performed, the team of recruiters who provide recruitment services for 20 departments within SDHR's Service Delivery Division's portfolio would be without a manager, who provides strategic leadership and oversight to recruitment. In addition, Citywide workforce development advice and guidance and oversight of the Supported Employment Program would be impacted.

4. Return Strategic Advisor 1, Utilities L21C in Seattle City Light (PosNo. 10005054) to civil service system.

Initial classification: Information Technology Professional A, Exempt

New classification: Strategic Advisor 1, Utilities L21C

Vacancy status: Vacant

Reason for civil service change: Allocation of duties and responsibilities to a contract-in position

Body of work in initial classification: The initial position was a "contract-in" position assigned to Seattle City Light for a non-permanent time period. The contract-in position was used to perform work as an ITP-A, providing skills and experience with computer applications and infrastructure to implement critical operations technology (OT) projects to replace end-of-life technology in support of enhanced electric power reliability for

customers, safe operations for crews and the public, system automation, advanced situational awareness, cyber security, and NERC reliability compliance.

Body of work in new classification: The body of work in the new classification – Strategic Advisor 1, Utilities L21C – influences the nature and scope of the Advance Metering Infrastructure (AMI) meter exchange program and is responsible for evaluating and rewriting policies that impact AMI meter exchange operations and provide recommendations that shape Time of Use and other key Seattle City Light programs.

Impact of new body of work not being performed: If the new body of work is not performed, Seattle City Light's AMI meter exchange program would be without a strategic advisor responsible for AMI policy development and operational compliance.

5. Return Manager 2, General Government position in Seattle City Light (PosNo. 10006479) to civil service system.

Initial classification: Strategic Advisor 1, Exempt

New classification: Manager 2, General Government

Vacancy status: Filled

Reason for civil service change: Change in assigned duties and responsibilities

Body of work in initial classification: The initial body of work was responsible for developing and implementing initiatives that enhance employee growth, workplace engagement, and internal communication, overseeing training and development programs, creating programs that enhance workplace culture, boost morale, and recognize employee contributions, and managing messaging across various channels to keep employees informed and connected.

Body of work in new classification: The new classification is a reorganization of two bodies of work into one, created to better align how Seattle City Light supports and enhances the employee experience. The body of work in the new classification leads Seattle City Light workforce initiatives and designs and manages training programs, engagement strategies, and onboarding experiences aligned with organizational goals through data-driven decision-making and collaboration with leadership. The new classification establishes measurable goals for programs, develops KPIs and assessment tools, oversees program budgeting, and supervises 7 FTEs.

Impact if new body of is not performed: If the body of work in the new classification is not performed, Seattle City Light, as one of the City's largest departments, would be without a manager/leader overseeing the department's workforce development programs and initiatives, including onboarding, training and development, and employee engagement programs.

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, changes to pay systems may have financial impacts over time. For classification and pay changes requiring Council approval, the fiscal note will lay out potential expected costs and when any additional appropriation will be requested, if applicable.

Table 1 below details the potential costs based upon how the city budgets for positions (changes to the mid-point of salary range and benefits of each job classification) of the reclassified positions in this legislation by position, and by department. However, no actions in this legislation require additional appropriation, and the City Budget Office (CBO) has confirmed this with the three departments.

Unless a department flags the need for an appropriation request to accompany the reclassification or pay change, CBO expects the department to realign its current labor budget to accommodate the changes of the reclassification on an ongoing basis. CBO will verify this with relevant departments in preparing and reviewing legislation.

Table 1. Difference in Mid-Point Salary and Benefits Between Initial and Final Classification

	Department	Initial classification	Final classification	Mid-point cost difference
1	Seattle Department of Human Resources	Strategic Advisor 3, General Government	Manager 3, Exempt	$ -
2	Seattle Department of Human Resources	Manager 2, Exempt	Manager 2, General Government	$ -
	Seattle Department of Human Resources Subtotal			*$ -*
3	City Attorney's Office	Executive Assistant	Paralegal - Law	$ (37,581)
	City Attorney's Office Subtotal			*$ (37,581)*
4	Seattle City Light	Info Technol Prof A, Exempt	Strategic Advisor 1, Utilities L21C SCL	$ (32,229)
5	Seattle City Light	Strategic Advisor 1, Exempt	Manager 2, General Government	$ 20,733
	Seattle City Light Subtotal			$ (11,496)
	Total Mid-Point Cost Difference			**$ (49,077)**

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.

SDHR reclassifications in the table above do not result in any changes financially because both positions do not change pay bands as a result of the civil service status change, so there is no change in pay.

The change in classification for the City Attorney's Office may result in savings, which the department would use to support other priorities.

Seattle City Light (SCL) will absorb costs for reclassifications that are approved by HR by prioritizing those costs when building and rebalancing SCL's budget. SCL's budget is entirely funded by the City Light Fund, and any savings in the fund can only be used for SCL purposes. If needed, SCL will incorporate labor cost increases due to SDHR-approved reclassifications or pay scale adjustments into future rate adjustments.

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.

Please describe how this legislation may affect any City departments other than the originating department.

This legislation impacts the City Attorney's Office, Seattle City Light, and the Seattle Department of Human Resources.

4. OTHER IMPLICATIONS

a. Is a public hearing required for this legislation?
No.

b. Is publication of notice with The Daily Journal of Commerce and/or The Seattle Times required for this legislation?
No.

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

d. 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.
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

e. 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.**
No.

f. 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

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

5. ATTACHMENTS

Summary Attachments:
Summary Attachment 1 – Department Submissions