Department
Seattle Human Resources - Labor Relations
Exempt/Return
Exempt
Current Classification Title
Strategic Advisor 3, General Government
Recommended Classification Title
Manager 3, Exempt
Request #
REQ22235
Position Number
00024071
Request Number
REQ22235
As of this submission, is the position Vacant or Filled?
Vacant
Is this a new position?
Yes
Have the duties for this position changed?
Yes
Describe the duties that will be changing
- Manages daily operations and oversees LR team projects of high importance and/or impact. - Acts as a key consultant and strategic partner to the LR Director on operational and labor relations program and policy development to align labor relations strategies with the organization's long-term goals and objectives. - Works with SDHR leaders and citywide senior executives on a collaborative development of the LR policies implementation, identifies and proactively engages key stakeholders, partners and SMEs - Assess or develop LR best practices for the team and citywide to adapt to changing conditions and improve outcomes. - Design strategies to improve existing LR processes for maximum clarity, efficiency, and success. Develop trainings or info sessions to ensure management and HR partners understand and support labor relations practices to maintain a unified approach - Develops, implements, and serves as custodian of LR Standard Operating Procedures.
Describe the reasons behind the need for the change in duties
This position provides support for the LR Director and supports management of direct reports and daily operational functions for the team. The LR team currently has a horizontal organizational structure that creates a catch-all position for the LR Director for many functions.
Describe How the change in duties will impact the department
The Labor Relations Manager is the second in command to the Director of Labor Relations (LR Director), operates as the sole designee vested with the full authority of the LR Director in their absence. That authority consists of the sole responsibility for coordinating and chairing

all meetings with the bargaining representatives of represented public employees of the City for the purposes of collective bargaining as contemplated by RCW 41.56. It also includes the sole authority to bind the City to collective bargaining agreements and any other agreements that impact the wages, hours, and working conditions of represented employees.
Is there any potential budget impact to the department?
No
Describe why there will/won't be budget impact
The position is still within the same pay band range as an SA3 and subject to the same level of pay discretion as the prior position
Department
Law Department
Exempt/Return
Return
Current Classification Title
Executive Assistant
Recommended Classification Title
Paralegal - Law
Request #
REQ22392
Position Number
00019593
Request Number
REQ22392
As of this submission, is the position Vacant or Filled?
Filled
Is this a new position?
Yes
Have the duties for this position changed?
Yes
Describe the duties that will be changing
The City Attorney's Office had a vacant Executive Assistant Position which was Civil Service Exempt in the Criminal Division and moved the position to the Civil Division to help with the increased work with public disclosure requests. This role assists with Public disclosure Request primarily in the Criminal Division and assists on the less complex request for the Civil Division. Additionally, this role assists with advice to City Departments on compliance with the Public Records Act (PRA). Handles record analysis, record request and communication and collaboration with external agencies.
Describe the reasons behind the need for the change in duties
We have taken a Civil Service Exempt Executive Administrative Position in our Criminal Division and placed it in our Civil Division to act as a liasion between the department with public records request.

Describe How the change in duties will impact the department
The Executive Admin position is no longer in our Criminal division, and those duties have been assumed by others.
Is there any potential budget impact to the department?
No
Describe why there will/won't be budget impact
This was an established position that was already budgeted for.
Department
Seattle Human Resources - Service Delivery Division
Exempt/Return
Return
Current Classification Title
Manager 2, Exempt
Recommended Classification Title
Manager 2, General Government
Request #
REQ22038
Position Number
10004480
Request Number
REQ22038
As of this submission, is the position Vacant or Filled?
Filled
Is this a new position?
No
Have the duties for this position changed?
Yes
Describe the duties that will be changing
The position oversees the team of recruiters and recruitment services for 20 departments within the SDD portfolio in addition to the duties to support the citywide program like supported employment and citywide advisory support on Workforce development.
Describe the reasons behind the need for the change in duties
Talent division was merged with Service Delivery effective 1/1/25.
Describe How the change in duties will impact the department
The merger of the Talent division with Service Delivery will support more consistent HR practices and streamlined HR services for the Service Delivery portfolio departments.
Is there any potential budget impact to the department?
No
Describe why there will/won't be budget impact
It’s not a new position, the duties are being redefined due to the business needs and structural changes within SHR, specifically the combination of the Talent manager duties with the

workforce development advisory responsibilities and oversight of the supported employment program.
Department
Seattle City Light
Exempt/Return
Return
Current Classification Title
Info Technol Prof A, Exempt
Recommended Classification Title
Strategic Advisor 1, Utilities L21C SCL
Request #
REQ22643
Position Number
10005054
Request Number
REQ22643
As of this submission, is the position Vacant or Filled?
Vacant
Is this a new position?
Yes
Have the duties for this position changed?
No
Describe the duties that will be changing
N/A
Describe the reasons behind the need for the change in duties
N/A
Describe How the change in duties will impact the department
N/A
Is there any potential budget impact to the department?
Yes
Describe why there will/won't be budget impact
This is a contract position established for a limited term period. The current classification is ITP-A, while the reallocated classification is SA1 within the Utilities BU. The budget impact will be positive (cost savings) because the salary range for SA1 is lower than that of ITP-A. Specifically, the top of the SA1 salary band is approximately 16.68% lower than the top of the ITP-A band.
Department
Seattle City Light
Exempt/Return

Return
Current Classification Title
Strategic Advisor 1, Exempt
Recommended Classification Title
Manager 2, General Government
Request #
REQ22553
Position Number
10006479
Request Number
REQ22553
As of this submission, is the position Vacant or Filled?
Filled
Is this a new position?
No
Have the duties for this position changed?
Yes
Describe the duties that will be changing
This is a reorganization of two bodies of work into one. This position now supervises a team of 7 FTE. This reorganization was created to better align how City Light enhances and supports the employee experience through the development and implementation of training and development and employee engagement programs.
Describe the reasons behind the need for the change in duties
The change in duties is to better align how City Light enhances and supports the employee experience through the development and implementation of training and development and employee engagement programs.
Describe How the change in duties will impact the department
This supports the employee experience through the development and implementation of training and development and employee engagement programs.
Is there any potential budget impact to the department?
Yes
Describe why there will/won't be budget impact
This position is being reclassified from Strategic Advisor 1 to Manager 2. The budget impact arises from the change in base salary, as the salary range for Manager 2 is higher than that of SA1. As a result, the reclassification is expected to increase overall personnel costs.