SEATTLE CITY COUNCIL
CENTRAL STAFF

December 8, 2025

M E M O R A N D U M

To: Governance, Accountability and Economic Development Committee
From: Amanda Allen, Legislative Analyst
Subject: CB 1201142, Creation of Deferred Compensation Classification Series

On December 11, 2025, the Governance, Accountability and Economic Development Committee will discuss and possibly vote on Council Bill (CB) 1201142 proposed by the Seattle Department of Human Resources (SDHR) to create of the new classification series: Deferred Compensation Analyst and Analyst, Senior. This memo provides a high-level summary of the bill and identifies next steps.

Summary

The legislation would create a new classification series for employees providing deferred compensation benefit services in the restructured Seattle City Employees' Retirement System (SCERS) department. The current classification series of 'Personnel Analyst' is restricted for SDHR staff, however staff working on deferred compensation in that classification have been transferred to SCERS. The new classification offers a defined scope limited to deferred compensation work within SCERS, rather than reference to citywide human resources services.

Financial Impacts

Council's approval of CB 1201142 would not have a fiscal impact. The rates of pay for the Deferred Compensation Analyst and Deferred Compensation Analyst, Senior classifications would remain identical to and correspond directly with the rates of pay of the Personnel Analyst and Personnel Analyst, Senior classifications. Pay rates for the two impacted incumbent employees will remain unchanged.

Overview of Changes Proposed

SDHR Authority and Role in Setting Classifications

- 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.
- City departments may request adjustments to compensation and classification programs, including the establishment of new titles, modification of salary ranges, or other programmatic changes.
- Changes must be approved by the City Council.

Addressing Structural Staffing Changes in SDHR and SCERS

In 2024, SDHR requested creation of classification specifications and salaries for a "Deferred Compensation Analyst" (historically classified as a Personnel Analyst) and a "Deferred Compensation Analyst, Senior" (historically classified as a Personnel Analyst, Senior). This request was prompted by the move of SDHR's Deferred Compensation Unit to the Seattle City Employees' Retirement System (SCERS) department, as adopted in the 2025 Budget. The Personnel Analyst series is reserved for SDHR staff only. Given the narrow focus on deferred compensation analytical work and home location within SCERS, SDHR recommends that the classification of the employees supporting the work would be better defined and distinguished from other citywide human resource services that continue to remain in SDHR, as well as from individual contributor defined benefit classifications located at SCERS. The Deferred Compensation Analyst and Senior classifications will perform the same ongoing citywide defined contribution pension services performed prior to the reorganization.

Next Steps

If the Council votes to approve CB 1201142, the Citywide Position List would be amended to reflect the addition of the classifications of Deferred Compensation Analyst and Analyst, Senior.

Please contact Amanda Allen if you have questions about the proposed legislation.

cc: Ben Noble, Director
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