

ORDINANCE NO: 1423

ORIGINAL

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING
PAY PLAN "G" - GENERAL FOR 1988

WHEREAS, the City of Redmond based on analyses of certain classifications relative to other City classification adjustments in 1988 pay levels is in order; and

WHEREAS, certain new classifications established since the first of the year should now be added to Pay Plan "G" - General; now, therefore,

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO
ORDAIN AS FOLLOWS:

Section 1. Pay Plan "G" - General is amended, adjusting the pay levels of the Water Quality Technician, Printing Technician, Printer's Assistant and Employment and Benefits Coordinator, as shown in Exhibit "A" attached hereto and incorporated by this reference as if set forth in full.

Section 2. The classifications of Lead Water Quality Technician and Central Stores Assistant are hereby added to Pay Plan "G" - General as shown in Exhibit "A" attached hereto and incorporated by this reference as if set forth in full.

Section 3. This ordinance, being an administrative action, is not subject to referendum and shall take effect five (5) days after its publication, or publication of a summary thereof, in the City's official newspaper.

CITY OF REDMOND

Doreen Marchione
MAYOR, DOREEN MARCHIONE

ATTEST/AUTHENTICATED:

Doris A. Schauble
CITY CLERK, DORIS A. SCHAIBLE
APPROVED AS TO FORM:
OFFICE OF THE ATTORNEY

BY: *James E. Hargis*

FILED WITH THE CITY CLERK: 4-28-88
PASSED BY THE CITY COUNCIL: 5-3-88
SIGNED BY THE MAYOR: 5-3-88
PUBLISHED: 5-8-88
EFFECTIVE DATE: 5-13-88
ORDINANCE NUMBER: 1423

CITY OF REDMOND

PAY SCHEDULE "G"

CLASSIFICATION ALIGNMENT

Effective: January 1, 1988

Pay Grade

- | | | |
|----|---|--|
| 1 | | |
| 2 | | |
| 3 | OFFICE CLERK
Data Entry Clerk | |
| 4 | Printer's Assistant
Central Stores Assistant | |
| 5 | Office Assistant
Maintenance Custodian | |
| 6 | ACCOUNTING CLERK
Computer Operations Assistant | |
| 7 | SENIOR OFFICE ASSISTANT
Secretary | |
| 8 | Accounting Assistant
Recreation Program Assistant
MAINTENANCE WORKER
(Parks and Public Works) | Meter Reader
Permit Coordinator
Computer Operator |
| 9 | ADMINISTRATIVE SECRETARY
Printing Technician | Senior Recreation
Program Assistant |
| 10 | Farm Caretaker | |
| 11 | ENGINEERING AIDE
Senior Accounting Assistant
Planning Technician
SENIOR MAINTENANCE WORKER
(Parks & Public Works) | Assistant Fire Mechanic
Deputy City Clerk
Computer Programmer/Analyst
Executive Secretary |

* Exempt Positions
All Caps: Benchmark Positions

EXHIBIT A

Pay Grade

12	Building Inspector Engineering Technician Community Information Coordinator*	Equipment Maintenance Technician Mechanic Employment & Benefits Coordinator*
13	SENIOR BUILDING INSPECTOR CONSTRUCTION INSPECTOR Budget Analyst* SENIOR COMPUTER PROGRAMMER/ ANALYST Staff Accountant*	Recreation Coordinator* Lead Maintenance Worker (Parks and Public Works) Senior Engineering Technician Water Quality Technician
14	Senior Recreation Coordinator* SENIOR MECHANIC	Emergency Services Program Coordinator* Traffic Light Technician
15	Fire Mechanic Human Services Planner* Lead Construction Inspector Senior Center Supervisor* Purchasing Agent/ Storekeeper*	PLANNER* Management Assistant* Lead Building Inspector Lead Water Quality Technician
16	PUBLIC WORKS SUPERVISOR* Park Planner* Senior Planner* Transportation Planner* Supervisor Records and Communications*	Parks Maintenance Supervisor* CIVIL ENGINEER* Information Services Supervisor* City Clerk*
17	SENIOR CIVIL ENGINEER* Risk Manager*	Transportation Engineer*
18	Planning Supervisor* Construction Engineering Supervisor*	Accounting Manager*
19	Assistant City Engineer* General Services Manager* Parks Division Manager*	Battalion Chief* Recreation Division Manager*
20	Assistant Director for Financial Planning* Street Division Manager*	Building Division Manager* Storm Water Utility Manager*
21	City Engineer* Commander* Assistant Fire Chief* Utility Manager*	Assistant Planning Director* General Services Manager/ Building Official*

* Exempt Positions
All Caps: Benchmark Positions

0272J/3-4

CITY OF REDMOND
GENERAL PAY PLAN

PAY SCHEDULE *G*

(General Pay Plan for non-uniformed employees covered by bargaining units,
all non-represented and exempt employees other than department heads,
all regular part-time employees)

Effective: 1 January 1988

<u>Pay Grade</u>	<u>Step A*</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step E*</u>
1	1,170 6.75	1,200 6.92	1,230 7.10	1,264 7.29	1,298 7.49	1,335 7.70	1,373 7.92
2	1,230 7.10	1,264 7.29	1,298 7.49	1,335 7.70	1,373 7.92	1,411 8.14	1,449 8.36
3	1,298 7.49	1,335 7.70	1,373 7.92	1,411 8.14	1,449 8.36	1,488 8.59	1,531 8.83
4	1,373 7.92	1,411 8.14	1,449 8.36	1,488 8.59	1,531 8.83	1,575 9.09	1,619 9.34
5	1,449 8.36	1,488 8.59	1,531 8.83	1,575 9.09	1,619 9.34	1,663 9.60	1,711 9.87
6	1,531 8.83	1,575 9.09	1,619 9.34	1,663 9.60	1,711 9.87	1,759 10.15	1,808 10.43
7	1,619 9.34	1,663 9.60	1,711 9.87	1,759 10.15	1,808 10.43	1,859 10.73	1,912 11.03
8	1,711 9.87	1,759 10.15	1,808 10.43	1,859 10.73	1,912 11.03	1,965 11.34	2,020 11.65
9	1,808 10.43	1,859 10.73	1,912 11.03	1,965 11.34	2,020 11.65	2,080 12.00	2,136 12.32
10	1,912 11.03	1,965 11.34	2,020 11.65	2,080 12.00	2,136 12.32	2,196 12.67	2,259 13.03
11	2,020 11.65	2,080 12.00	2,136 12.32	2,196 12.67	2,259 13.03	2,324 13.41	2,390 13.79

EXHIBIT A

CITY OF REDMOND
 GENERAL PAY PLAN
 PAY SCHEDULE "G"

PAGE 2 (continued)

<u>Pay Grade</u>	<u>Step A*</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step E*</u>
12	2,136 12.32	2,196 12.67	2,259 13.03	2,324 13.41	2,390 13.79	2,457 14.18	2,533 14.61
13	2,259 13.03	2,324 13.41	2,390 13.79	2,457 14.18	2,533 14.61	2,605 15.03	2,680 15.46
14	2,390 13.79	2,457 14.18	2,533 14.61	2,605 15.03	2,680 15.46	2,756 15.90	2,840 16.39
15	2,533 14.61	2,606 15.03	2,680 15.46	2,756 15.90	2,840 16.39	2,923 16.86	3,010 17.37
16	2,680 15.46			2,922 16.86			3,191 18.41
17	2,840 16.39			3,098 17.87			3,383 19.51
18	3,010 17.37			3,284 18.95			3,583 20.67
19	3,191 18.41			3,479 20.07			3,799 21.92
20	3,383 19.52			3,688 21.28			4,027 23.23
21	3,583 20.67			3,911 22.56			4,270 24.64
22	3,799 21.92			4,145 23.91			4,526 26.11
23	4,027 23.23			4,394 25.35			4,798 27.68

0272J/10-11

Ordinance No. 1423

Doreen Marchione, Mayor
3 May 1988

Page 2

DISCUSSION: (continued)

1. What Changes: (continued)

B. Water Quality Technician (continued)

This change to Pay Plan G will actually convert an improperly classified Senior Maintenance Worker to this redefined Technician slot. The proposed Water Quality Technician is responsible for the City's cross connection control program and will serve as backup to the Lead Water Quality Technician for water testing and analysis and monitoring of reservoir and well levels.

Pay level 13 is recommended for two reasons: it maintains the standard two-pay level differential between lead workers and those they lead; also, the proposed classification does not have responsibility for maintaining the complex electrical telemetering system that is at the heart of the City's well and reservoir monitoring system. Cross connection control is aimed at preventing siphoning of used or contaminated water back into the City's potable water supply. It is accomplished through installation of one or more backflow prevention devices in businesses considered potential risks. Businesses are inspected to determine the need for backflow prevention, proprietors are directed to install backflow prevention devices when warranted, follow-up and annual inspections are done and program records maintained.

C. Employment and Benefits Coordinator (Pay grade 11, \$2020/mo to \$2390/mo to Pay Grade 12, \$2136/mo to \$2533/mo): This reclassification is based on internal equity considerations: simply put, the job is currently assigned the lowest pay

DISCUSSION: (continued)

1. What Changes: (continued)

C. Employment and Benefits Coordinator
(continued)

grade of any exempt classification in the City. For this reason, the City's job ranking committee reevaluated the classification. On the basis of this reevaluation, a one pay grade adjustment to level 12 is in order.

D. Printing Technician (Pay grade 7, \$1619/mo to \$1912/mo to Pay Grade 9, \$1808/mo to \$2,136/mo): This is being redefined as working supervisor of the City's printshop. This reclassification simply catches up with the reality of the position. The Printing Technician works with considerable independence, is accountable for operation of the printshop in addition to operating all the equipment, and supervises a regular part-time position and temporary help. The Printing Technician also serves as the City's printing broker for many City departments. This classification was also reevaluated by the job ranking committee.

E. Printer's Assistant (Pay grade 3, \$1298/mo to \$1531/mo to Pay grade 4, \$1373/mo to \$1619/mo): This classification is moving up one pay grade for one reason - it will now share responsibility with the Printing Technician for running the City's offset printing press. This is technically more complex work, even with the supervision the classification will receive from the Printing Technician while doing it. The increased complexity warrants an adjustment in the pay level for the classification.

Doreen Marchione, Mayor
3 May 1988

Page 4

DISCUSSION: (continued)

1. What Changes: (continued)

F. Central Stores Assistant (Pay Grade 4, \$1,373/mo to \$1,619/mo): Finally, the proposed ordinance adds this classification to the pay plan. Although the job has existed for years on a part-time basis and has been listed as a half-time regular position in Public Works' budget since 1985, the classification was overlooked in the City's 1985/86 classification and pay study. The proposed action corrects this oversight. The suggested pay level is based on an evaluation of the job by the job ranking committee.

2. Costs: Since those who are reclassified upward receive a minimum 3% pay increase, total pay and benefit costs to implement this ordinance will be \$5,000.



Personnel Director

Approved for
Council Agenda: Doreen Marchione Date: 4-28-88
MAYOR

0527J/100-103