

CITY OF REDMOND, WASHINGTON

ORDINANCE NO. 724

AN ORDINANCE, relating to City service and employment; amending Section 4 of Ordinance 672 and Section 2.02.130, Redmond Municipal Code; adopting supplement to the Wage and Classification Plan contained in the Personnel Administration Manual, 1974 Edition; and repealing Ordinance 675 and 680.

WHEREAS, Section 1(F) of Ordinance 672 (Sec. 2.02.100, Redmond Municipal Code), provides for the administration of the practices and policies of City service and employment which is set forth in Section 1 of said ordinance and states as follows:

"The administration of this policy shall be the responsibility of the Mayor, who shall develop and maintain procedures and practices which assure that the administration is in accordance with the concept, intent and spirit of the policy."

and

WHEREAS, Section 2 of said Ordinance (RMC 2.02.110) adopts a Personnel Administration Manual, 1974 Edition, to carry out such policy and provides for the revision and updating of the same by means of periodic supplements; and

WHEREAS, in order to avoid uncertainty and to provide for the efficient administration of the Personnel Administration Manual, 1974 Edition, the Mayor should be empowered to issue periodic supplements, updating and revising the Manual within the framework of the policy set forth by the City Council, provided that salary and wage adjustments be done by ordinance as provided by law, Now, Therefore,

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

Section 1. Amendments. Section 4 of Ordinance 672, passed December 3, 1974 and Section 2.02.130 of the Redmond Municipal Code are hereby amended to read as follows:

"Revisions and amendments. Consistent with the policy declarations contained in Section 1 and the recognition of continuing change in employee relations practices and policies, it is the intent that the "Personnel Administration Manual, 1974 Edition" hereby adopted be revised and updated from time to time as may be deemed appropriate or necessary. Such revisions and updating shall be accomplished by the means of periodic supplements which will

be bound and adopted as a supplement or new addition to the "Personnel Administration Manual, 1974 Edition.

Supplements to the Manual shall be adopted by executive order issued by the Mayor as necessary and appropriate to carry out said policy, except that supplements to Appendix IV of the Manual, establishing salaries and wages, shall be adopted by ordinance."

Section 2. Supplements to Wage and Classification Plan adopted. The following supplements to the Wage and Classification Plan contained in the Personnel Administration Manual, 1974 Edition, are hereby adopted and made a part of the Personnel Administration Manual, 1974 Edition. These supplements shall be inserted in the three copies of the Personnel Administration Manual, 1974 Edition, kept on file in the office of the City Clerk and shall replace and rescind the pages now contained in the manual to which the supplements pertain.

Appendix IV, page 1, City of Redmond Index of Position Titles by Salary Grade (Exempt) - Effective 7/1/74, Revised \_\_\_\_\_

Appendix IV, page 4, City of Redmond Index of Job Titles by Pay Grade (Non-Exempt) - Effective 7/1/74, Revised \_\_\_\_\_

Appendix IV, page 6, City of Redmond Pay Plan C (Police Department - Non-Exempt) - Effective 1/1/76

Appendix IV, page 8, City of Redmond Index of Jobs by Pay Grade (Fire Department) - Effective 7/1/74, Revised \_\_\_\_\_

A copy of the appendix supplements referred to above are attached hereto and by reference made a part hereof.

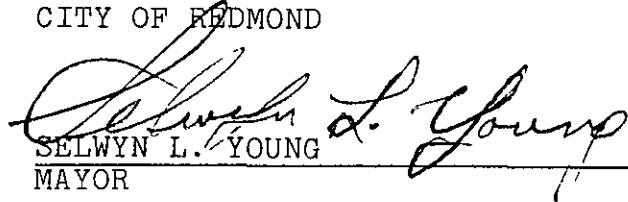
Provided, that the Wage and Classification Plans previously adopted shall continue in effect and shall govern the pay of employees of any collective bargaining unit which has not accepted the supplements referred to above.

Section 3. Repeal. Ordinance 675, adopted January 16, 1975 and Ordinance 680, adopted March 18, 1975, are each hereby repealed.


Section 4. Effective date. This ordinance shall take effect and be in force five (5) days after its publication in the manner provided by law. The salaries and wages provided in the supplements to the Wage and Classification Plan referred to in Section 2 shall take effect and be in force from and after January 1, 1976.

PASSED by the Council of the City of Redmond, Washington, at a special open public meeting thereof, of which due notice had been given in the manner required by law, and APPROVED by the Mayor this 22 day of June, 1976.

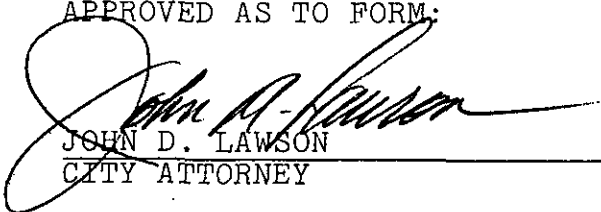
CITY OF REDMOND

  
SELWYN L. YOUNG  
MAYOR

ATTEST:

  
DORIS A. SCHAIBLE  
DEPUTY CITY CLERK

APPROVED AS TO FORM:

  
JOHN D. LAWSON  
CITY ATTORNEY

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CITY OF REDMOND  
INDEX OF POSITION TITLES BY SALARY GRADE

- - - - - "Exempt" - - - - -

SALARY PLAN A

Salary Grade 40

Salary Grade 47

\* Director - Parks and Recreation

Salary Grade 41

Recreation Supervisor  
Supervisor - Park Dept.

Salary Grade 48

\* City Engineer  
\* Director - Planning and  
Community Development

Salary Grade 42

Salary Grade 49

Salary Grade 43

Planner  
Supervisor - Accounting  
# Supervisor - Equip. Maint.  
# Supervisor - Streets  
Supervisor - Water/Sewer

Salary Grade 50

# \* Director - Fire and Emergency  
Medical Services  
# \* Police Chief

Salary Grade 44

Civil Engineer  
# Supervisor - Fire and Aid

Salary Grade 51

\* Treasurer - Comptroller

Salary Grade 45

\* City Clerk  
Planner - Sr.

Salary Grade 52

# \* Director - Public Works

Salary Grade 53

Salary Grade 46

Assistant City Engineer  
\* Lieutenant - Police  
Manager - Fire Prevention  
\* Superintendent - Bldg. Inspection  
\* Superintendent - Public Works

NOTE: All the above positions are excluded ("exempt") from minimum wage and overtime pay provisions (Sections 6 & 7) of the Federal Fair Labor Standards Act, as amended 5/1/74.

\* Not included in collective bargaining unit (Employees' Association).  
# Benchmark job.

CITY OF REDMOND  
INDEX OF JOB TITLES BY PAY GRADE

- - - - - "Non-Exempt" - - - - -

PAY PLAN B

Pay Grade 1Pay Grade 2

# Office Assistant I

Pay Grade 3

Receptionist

Maint. Man I - Parks

Pay Grade 4

# Keypunch Operator

# Office Assistant II

Pay Grade 5Pay Grade 6

# Accounting Clerk I

Keypunch-Computer Operator

# Office Assistant III

Pay Grade 7

Computer Operator

Pay Grade 8

# Accounting Clerk II

# Department Secretary

Programmer I

Storekeeper I

Pay Grade 9

\* Executive Secretary

Serviceman I - Streets

Serviceman I - Water/Sewers

Equipment Mechanic I

Pay Grade 10

Acctg. Clerk - Programmer

Acctg. Clerk Sr.

Programmer II

Recreation Specialist

Storekeeper II

Pay Grade 11

Building Inspector

# Engineering Aide

Equipment Mechanic II

Planning Aide

Serviceman II - Streets

Serviceman II - Water/Sewer

Pay Grade 12

Serviceman Sr. - Streets

Serviceman Sr. - Water/Sewer

Programmer-Engineering Aide

Programmer Sr.

Purchasing Agent-Storekeeper

Pay Grade 13

Associate Planner

# Building Inspector Sr.

# Construction Inspector

Engineering Aide - Sr.

# Equipment Mechanic Sr.

NOTE: All the above positions are included ("non-exempt") under provisions of the Federal Fair Labor Standards Act, as amended 5/1/74.

\* Not included in collective bargaining unit (Employees' Association).

# Benchmark job.

CITY OF REDMOND - PAY PLAN C  
(Non-Exempt)

----- Police Department -----

Effective January 1, 1976

Pay Grade	----- Proficiency Levels -----				
	A	B	C	D	E
20	619	637	656	675	696
21	656	675	696	715	737
22	696	715	737	758	782
23	737	758	782	805	828
24	782	805	828	852	877
25	828	852	877	904	930
26	877	904	930	959	986
27	930	959	986	1014	1045
28	986	1014	1045	1077	1108
29	1045	1077	1108	1143	1176
30	1108	1143	1176	1212	1246
31	1176	1212	1246	1285	1322
32	1246	1285	1322	1362	1403
					*1445

\*Maximum applicable for Detective Sergeant only

Effective July 1, 1976

20	650	669	689	707	731
21	689	707	731	751	774
22	731	751	774	796	821
23	774	796	821	845	869
24	821	845	869	895	921
25	869	895	921	949	977
26	921	949	977	1007	1035
27	977	1007	1035	1065	1097
28	1035	1065	1097	1131	1163
29	1097	1131	1163	1200	1235
30	1163	1200	1235	1273	1308
31	1235	1273	1308	1349	1388
32	1308	1349	1388	1430	1473
					*1517

Pay Grade

Job Title

21	**	Clerk Dispatcher - Probationary
23	**	Clerk Dispatcher
24	**	Lead Clerk Dispatcher - Probationary
25	**	Lead Clerk Dispatcher
28	‡	Police Officer - Probationary
29	‡	Police Officer
30	‡	Police Officer - Sr.
31		Sergeant - Probationary
32		Sergeant

\*\*Jobs included ("non-exempt") under provisions of the Federal Fair Labor Standards Act, as amended and effective May 1, 1974.

‡ Benchmark Job

## App. IV - 8

## City of Redmond

## INDEX OF JOBS BY PAY GRADE

## FIRE DEPARTMENT

PAY PLAN D

<u>Pay Grade</u>	<u>Job Title</u>
61	#Office Assistant I
63	#Office Assistant II
65	#Office Assistant III
67	#Department Secretary
67	Maint. Aide - Fire
68	Fire Fighter - probationary
70	Fire Fighter
71	Fire Fighter - Sr.
71	#Specialist - Probationary
72	#Specialist - Fire and Aid
73	#Specialist Sr. - Fire and Aid

SALARY PLAN A

44	Supervisor - Fire and Aid
45	Manager - Fire Prevention
50	#Director - Fire and Emergency Medical Services

- Notes:
- 1) None of the above positions are included under the Redmond Employees Association collective bargaining unit.
  - 2) All positions under Pay Plan D are included ("non-exempt") under provisions of the Federal Fair Labor Standards Act as amended 5/1/74. Positions in Salary Plan A are excluded ("exempt") from the minimum wage and overtime pay provisions (Sec. 6 & 7).

# Benchmark job