



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

November 14, 2001

Ordinance 14249

Proposed No. 2001-0442.2

Sponsors Pullen and Phillips

1 AN ORDINANCE related to the establishment of certain
2 classification/compensation project classification titles and
3 nonproject titles that describe secretarial and related work
4 performed by positions in the executive branch, including
5 the department of assessments and sheriff's office and
6 excluding all interest arbitration-eligible positions and the
7 adoption of new pay ranges and provisions for step
8 placement, effective dates and retroactive pay for
9 nonrepresented positions allocated to these classifications.

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13 PREAMBLE:

14 Motion 10262, adopted by the metropolitan King County
15 council in July, 1997, set forth principles to be considered in the
16 development of the executive's recommendations for "the
17 project" classification and compensation plan. Motion 10262

18 defined the labor market and the methodology to be used in the
19 compensation study, determined how classifications should be
20 assigned to salary ranges and outlined the manner in which the
21 implementation of the compensation plan should be administered.
22 The motion further set forth that changes for nonrepresented
23 positions would be implemented upon conclusion of the
24 compensation phase of the study, no sooner than January 1, 1998,
25 unless it was determined that internal equity considerations
26 warranted awaiting the conclusion of collective bargaining with
27 unions representing related classifications.

28 The county has concluded bargaining with unions that
29 represent positions in related clerical and administrative support
30 classifications and the council has adopted ordinances ratifying
31 the collective bargaining agreements affecting these positions.
32 The council subsequently adopted new, parallel, nonrepresented
33 classifications and pay ranges for nonrepresented positions
34 performing career service, clerical and administrative support
35 work.

36 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

37 SECTION 1. Attachments A and B to this ordinance reflect new career service
38 and civil service-exempt secretarial titles and one new civil service-nonexempt
39 classification, together with their new, respective pay ranges. They are approved and
40 adopted for nonrepresented secretarial and executive assistant positions.

41 SECTION 2. The new exempt titles and civil service-nonexempt classifications,
42 together with their respective pay ranges, shall be implemented upon adoption of this
43 ordinance. The effective date of pay range adjustments shall be January 1, 1998. For
44 employees hired after January 1, 1998, the effective date of pay range adjustments shall
45 be their date of hire.

46 SECTION 3. Each employee who presently occupies a position in a title or
47 classification set forth in Attachments A and B to this ordinance shall be placed on a new
48 range consistent with the Revised King County 10 Step Hourly Salary Schedule adopted
49 by Ordinance 14034. The director of the office of human resources management shall
50 determine the appropriate step placement eligibility for each incumbent employee
51 consistent with Motion 10262.

52 SECTION 4. A. This retroactive pay adjustment shall only be provided to
53 employees whose salaries have not been y-rated (a rate above the maximum rate) or
54 frozen as a result of their placement on the new range.

55 B. The 1998 retroactive pay adjustment shall be the difference between the
56 employee's old pay rate in effect December 31, 1998, and the employee's new pay rate
57 upon placement on the new 1998 pay range for all hours compensated in 1998.

58 C. The 1999 retroactive pay adjustment shall be the difference between the
59 employee's old pay rate in effect January 1, 1999, and the employee's new pay rate upon
60 placement on the 1999 new pay range for all hours compensated in 1999.

61 D. The 2000 retroactive pay adjustment shall be the difference between the
62 employee's pay rate in effect January 1, 2000, and the employee's new pay rate upon
63 placement on the new 2000 pay range for all hours compensated in 2000.

64 E. The 2001 retroactive pay adjustment shall be the difference between the
65 employee's pay rate in effect January 1, 2001, and the employee's new pay rate upon
66 placement on the new 2001 pay range for all hours compensated through time of
67 implementation in 2001.

68 SECTION 5. Should any section, subsection, paragraph, sentence, clause,
69 or phrase of this ordinance be declared unconstitutional or invalid for any reason, such

70 declaration shall not affect the remaining portions of this ordinance.

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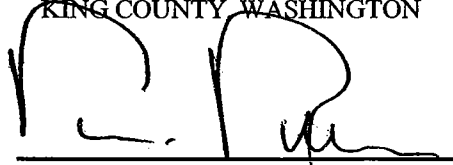
Ordinance 14249 was introduced on 9/4/01 and passed by the Metropolitan King County Council on 11/13/01, by the following vote:

Yes: 12 - Mr. von Reichbauer, Ms. Miller, Ms. Fimia, Mr. Phillips, Mr. Pelz, Mr. McKenna, Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett, Ms. Hague and Mr. Thomas

No: 0

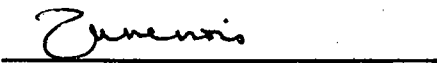
Excused: 1 - Mr. Irons

KING COUNTY COUNCIL
KING COUNTY WASHINGTON



Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 14 day of November, 2001.



Ron Sims, County Executive

Attachments

- A. Exhibit A - Exempt-from-Career Service Secretary/Assistant Classification and Compensation Structure for Non-Represented Positions Serving Exempt Managers, Directors, Elected Officials and the Deputy Executive, B. Exhibit B - Classification/Compensation Project Salary Recommendation for Non-Represented Positions Performing Civil Service Secretarial Work in Support of Exempt-from-Civil Service Division Managers or the Under-Sheriff in the Sheriff's Office

EXEMPT-FROM-CAREER SERVICE SECRETARY/ASSISTANT CLASSIFICATION AND COMPENSATION STRUCTURE FOR NON-REPRESENTED POSITIONS SERVING EXEMPT MANAGERS, DIRECTORS, ELECTED OFFICIALS & THE DEPUTY EXECUTIVE

NEW CLASS SERIES AND TITLES	RANGES ON "REVISED" HOURLY SCHEDULE	TOP STEP RATES ON "REVISED" 2001, 10-STEP HOURLY SCHEDULE
Executive Assistant Series		
Executive Assist. III THE Secy or Assist. to the County Executive	59	\$30.79
Executive Assist. II THE Secy or Assist. to the Deputy Executive	57	\$29.37
Executive Assist. I THE Sec'y or Assist. to an Elected Dept. Head	55	\$28.01
Confidential Secretary Series		
Confidential Sec'y II THE Secy to the director of a small, medium or large department (see class specifications).	51	\$25.47
Confidential Sec'y I THE Secy to an exempt manager over a K.C. Council-created division.	49	\$24.29

NOTE: The range for a Confidential Secretary I is adjusted upwards three ranges over a career service clerical supervisor (AS IV @ R:46)

EXHIBIT B

CLASSIFICATION/COMPENSATION PROJECT SALARY RECOMMENDATION FOR NON-REPRESENTED POSITIONS PERFORMING CIVIL SERVICE SECRETARIAL WORK IN SUPPORT OF EXEMPT-FROM-CIVIL SERVICE DIVISION MANAGERS OR THE UNDER-SHERIFF IN THE SHERIFF'S OFFICE

	RANGE ON "REVISED" HOURLY SCHEDULE	TOP STEP RATES ON "REVISED" 2001, 10-STEP HOURLY SCHEDULE
NEW CIVIL SERVICE CLASSIFICATION		
<i>Sheriff's Office Secretary - Civil Service</i>		
Division Secretary - Civil Service	48	\$23.72
(Positions in the above class serve as civil service secretaries to either civil service-exempt division managers [Police Chiefs] or the Undersheriff. They are aligned for pay range purposes two ranges above Administrative Specialist IV.)		