

MEMO TO:

City Council

FROM:

John Marchione, Mayor

DATE:

April 17, 2012

SUBJECT:

Amendment of the 2012 Non-Union Pay Plan to Accommodate a New

Classification.

I. RECOMMENDED ACTION:

Amend the 2012 Non-Union Salary Ordinance No. 2630 by adding the following classification; Parks Planning and Cultural Arts Program Manager (Attachment A); and Adopt the amended 2012 Non-Union Pay Plan to accommodate the new classification and pay range (Attachment A, Exhibit 1).

II. DEPARTMENT CONTACTS:

Kerry Sievers, Human Resources Director (425) 556-2122 Julie Howe, Compensation Programs Manager (425) 556-2127

III. DESCRIPTION:

In December 2011 the Council approved the 2012 Non-Union Salary Ordinance implementing the Non-Union Pay Plan. Subsequent to Council adoption of the salary ordinance, an internal needs review was conducted by the Parks Department. This review identified the need for a division manager position that would plan, direct, coordinate, and manage the activities of the park planning and cultural arts division. Human Resources worked closely with the department to assist in the review, evaluate any possible job changes, and determine appropriate salaries.

As a result of this review, one individual will be reclassified. In the Parks Department, a current Senior Parks Planner has gradually assumed most of the responsibilities of the division manager and will be reclassified to Parks Planning and Cultural Arts Manager. An increased salary range is proposed.

In accordance with City policy, this job was evaluated and an extensive market analysis was completed. As a result of the work, it is recommended that the following classification and pay range be added to the non-represented pay plan.

Position	Min	Mid	Max
Parks Planning and Cultural Arts Program Manager	\$6487	\$7784	\$9081

In accordance with Chapter 4, Section 4.50 and Chapter 14, Section 14.40 of the city of Redmond Personnel Manual, the Mayor has approved the new classification. Implementation of any new classification has been held pending approval by Council of the amended salary ordinance.

This matter came before the Public Administration and Finance Committee, Tuesday, March 20, 2012.

IV. IMPACT:

The Parks Department will see an approximate increased cost of \$1,722.96 over the remainder of the 2011/2012 biennial budget. Funds are available in the existing Parks budget to cover the cost.

V. LIST OF ATTACHMENTS:

Attachment A:

Proposed Ordinance amending the 2012 Non-Union Pay Plan

Exhibit 1:

2012 Pay Plan as amended

Kerry Sievers, Human Resources Director

Date

Approved for Council Agenda

John Marchione, Mayor

Date

CITY OF REDMOND ORDINANCE NO. 2651

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON AMENDING THE 2012 NON-UNION PAY PLAN FOR THE YEAR 2012; AND AFFIRMING SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, Resolution No. 1142 calls for an adjustment of salaries in keeping with changes in salaries in the local labor market of both private and municipal employers; and

WHEREAS, these changes are reflected in the 2012 Non-Union Pay Plan established with Council approval of Ordinance No. 2630 in December 2011; and

WHEREAS, the needs of the Parks and Recreation Department has resulted in the recommendation to add a classification in order to cover existing work and to adopt the necessary corresponding pay range; and

WHEREAS, implementation of the recommendation will require an amendment of the 2012 Non-Union Pay Plan.

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

Section 1. The 2012 Non-Union Pay Plan adopted by Ordinance No. 2630, and attached to this ordinance as Exhibit 1, is hereby amended and the classification and salary range for

the position of Parks Planning and Cultural Arts Manager is added. The amended 2012 Non-Union Pay Plan is incorporated herein as if set forth in full.

Section 2. The effective date of the adjusted pay plan will continue to be January 1, 2012, as established by Ordinance No. 2630.

Section 3. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper.

ADOPTED	рy	the	Redmond	City	Council	this		of
, 20	012.							
					CITY OF R	REDMOND		
					JOHN MARC	HIONE,	Mayor	
							-	
ATTEST:								
MICHELLE M. MCGEHEE, MMC, City Clerk			erk	(SEAL)				
APPROVED AS TO			RNEY:					
Ву:								
FILED WITH THE								
PASSED BY THE SIGNED BY THE			CTT:					
PUBLISHED:		= · •						
EFFECTIVE DATE								
OPDINANCE NO -	•							

City of Redmond Non-Union Employees 2012 Pay Plan

Grade	Title	Minimum	Midpoint	Maximum
NA01	Accounting Manager	\$6,123	\$7,677	\$9,231
NA10	Administrative Assistant	\$3,005	\$3,737	\$4,468
NA20	Administrative Specialist	\$3,137	\$3,944	\$4,750
NA30	Administrative Supervisor	\$4,834	\$5,617	\$6,399
NA40	Applications Services Manager	\$6,735	\$8,560	\$10,384
NA50	Assistant Director Public Works	\$7,339	\$9,103	\$10,867
NA70	Assistant Maintenance Manager	\$6,461	\$7,351	\$8,241
NA80	Assistant Police Chief	\$8,873	\$9,866	\$10,859
NB01	Benefits Administrator	\$3,794	\$4,814	\$5,834
NB10	Building Official	\$6,775	\$7,706	\$8,636
NB20	Business Operations Manager	\$5,558	\$6,457	\$7,355
NM80	Chief Policy Advisor	\$7,421	\$8,713	\$10,005
NC01	City Clerk	\$6,690	\$7,721	\$8,752
NC10	Communications and Marketing Administrator	\$6,212	\$7,455	\$8,697
NC05	Communications Dispatch Supervisor	\$4,960	\$5,630	\$6,300
NC40	Communications Program Manager	\$5,039	\$5,735	\$6,430
NC25	Compensation Analyst	\$4,014	\$5,036	\$6,058
NC28	Compensation Programs Manager	\$6,272	\$7,527	\$8,781
NC30	Computer Forensic Investigator - Senior	\$4,299	\$5,503	\$6,707
ND01	Department Administrative Coordinator	\$3,731	\$4,561	\$5,390
ND15	Deputy Finance Director	\$7,299	\$8,998	\$10,696
NA60	Deputy Fire Chief	\$8,840	\$9,876	\$10,911
ND05	Deputy Parks Director	\$7,361	\$8,482	\$9,602
ND10	Deputy Planning Director	\$7,572	\$8,664	\$9,755
NE01	Emergency Preparedness Manager	\$5,835	\$6,673	\$7,511
NE10	Employment and Training Manager	\$5,585	\$6,664	\$7,742
NE20	Engineer - Senior	\$6,186	\$7,452	\$8,717
NE30	Engineering Manager	\$6,363	\$7,919	\$9,474
NE50	Engineering Supervisor	\$6,186	\$7,452	\$8,717
NE60	EPSCA 800 Megahertz Technician	\$5,285	\$6,288	\$7,291
NE62	EPSCA 800 Magahertz Console Technician	\$5,072	\$5,443	\$5,814
NE64	EPSCA Operations Manager	\$6,442	\$7,667	\$8,891
NE68	EPSCA Senior Accounting Associate	\$3,732	\$4,442	\$5,151
NE40	Executive Assistant	\$3,972	\$4,889	\$5,805
NF01	Facilities Maintenance Supervisor	\$5,478	\$6,388	\$7,298
NF05	Finance Officer	\$6,341	\$7,610	\$8,878
NF20	Financial Analyst	\$4,476	\$5,628	\$6,780
NF10	Financial Analyst - Associate	\$3,691	\$4,706	\$5,720
NF30	Financial Analyst - Senior	\$4,977	\$6,423	\$7,869
NF40	Financial Planning Manager	\$7,299	\$8,998	\$10,696
NF50	Fleet Manager	\$6,176	\$6,929	\$7,682
NG01	GIS Manager	\$6,051	\$7,704	\$9,356
NH01	Human Resources Assistant	\$3,150	\$3,869	\$4,588
NH10	Human Resources Generalist	\$4,128	\$5,111	\$6,093

City of Redmond Non-Union Employees 2012 Pay Plan

Grade	Title	Minimum	Midpoint	Maximum
NH15	Human Resources Program Manager	\$6,366	\$7,771	\$9,175
NH20	Human Services Manager	\$6,692	\$7,348	\$8,003
NI01	Inspection Supervisor	\$5,773	\$6,554	\$7,334
NI10	IS Manager	\$7,329	\$9,159	\$10,988
NM01	Maintenance Manager	\$7,253	\$8,221	\$9,189
NM10	Maintenance Operations Supervisor - Storm Water	\$5,719	\$6,512	\$7,304
NM20	Maintenance Operations Supervisor - Streets	\$5,758	\$6,571	\$7,383
NM30	Maintenance Operations Supervisor - Wastewater	\$5,719	\$6,512	\$7,304
NM40	Maintenance Operations Supervisor - Water Operations	\$5,719	\$6,512	\$7,304
NM60	Management Analyst	\$4,189	\$5,369	\$6,549
NM50	Management Analyst - Associate	\$3,644	\$4,671	\$5,697
NM70	Management Analyst - Senior	\$4,818	\$6,176	\$7,533
NN01	Network Communications Manager	\$6,482	\$8,178	\$9,873
NP02	Parks Maintenance and Operations Manager	\$5,924	\$7,109	\$8,294
NP05	Parks Maintenance Supervisor	\$5,049	\$5,700	\$6,350
NP10	Parks Operations Supervisor	\$5,481	\$6,270	\$7,058
NP20	Parks Planning Manager	\$6,881	\$7,567	\$8,252
NP25	Parks Planning and Cultural Arts Manager	\$6,487	\$7,784	\$9,081
NP30	Payroll Supervisor	\$4,809	\$5,934	\$7,058
NP40	Planning Manager - Development Review	\$6,856	\$7,985	\$9,113
NP60	Planning Manager - Policy and Comprehensive Planning	\$7,201	\$8,394	\$9,587
NP65	Police Commander	\$8,754	\$9,195	\$9,636
NP67	Police Crime Analyst (limited duration)	\$4,700	\$5,335	\$5,970
NP68	Police Support Services Supervisor	\$4,530	\$5,142	\$5,753
NP70	Program Manager	\$5,796	\$6,595	\$7,394
NP80	Prosecuting Attorney	\$5,756	\$6,689	\$7,621
NP90	Purchasing/Accounts Payable Manager	\$5,978	\$7,463	\$8,948
NR01	Real Property Manager	\$5,644	\$6,397	\$7,150
NR10	Recreation Division Manager	\$6,831	\$7,919	\$9,007
NR20	Recreation Program Manager	\$5,756	\$6,502	\$7,248
NR50	Reprographics Supervisor	\$4,551	\$5,426	\$6,300
NU01	Revenue Manager	\$6,102	\$7,292	\$8,481
NR40	Risk Analyst	\$4,446	\$5,440	\$6,434
NR30	Risk Analyst - Senior	\$5,114	\$6,258	\$7,401
NS04	Safety Coordinator	\$4,446	\$5,440	\$6,434
NS03	Senior Human Resources Analyst	\$5,390	\$6,333	\$7,276
NS02	Senior Labor Analyst	\$5,681	\$6,638	\$7,594
NS05	Senior Recruiter	\$5,585	\$6,664	\$7,742
NS10	Supervising Attorney	\$7,556	\$8,785	\$10,013
NS30	Supervisor - Permit Technicians/Plans Examiners	\$6,148	\$6,801	\$7,454
NS20	Support Services Manager	\$5,971	\$7,506	\$9,041
NT10	TDM Program Manager	\$7,003	\$7,755	\$8,506