



## Memorandum

**DATE:** August 4, 2016  
**TO:** Debbie Tarry  
**FROM:** Paula Itaoka *Paula*  
**RE:** Request to Add Finance Assistant, Grade O  
to the 2016 Extra Help Pay Table  
**CC:** Sara Lane, Stela Rajic, Nancy Johnston

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An oversight error on the extra help pay table resulted in the omission of the Finance Assistant. The position has been administratively managed to fit within range "J" which has proved non-competitive (the existing person left for more money).

Management intends to add responsibility to the position during the system implementation, such as back-fill for purchasing and other Finance operations and seeks pay range "O". Human Resources concurs that range O is more competitive.

Council has granted the City Manager authority to add positions to the extra help pay table. For your reference, I've attached the 2016 pay table adopted by the Council in the budget ordinance which demonstrates the delegation of authority to the City Manager and the proposed change.

If you approve of this change, please sign and return this memo.

Approved

*Debbie Tarry*  
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Debbie Tarry, City Manager, Date

**2016 Extra Help Pay Table - Non-Exempt Positions**

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A	Day Camp Leader Special Events Attendant	9.61	9.85	10.10	10.35	10.61	10.88
B	Building Monitor Indoor Playground Attendant Sr. Day Camp Leader Swim Instructor	10.04	10.29	10.55	10.82	11.09	11.37
C	Special Events Assistant Special Events Monitor	10.49	10.75	11.02	11.31	11.59	11.88
D		10.96	11.23	11.52	11.82	12.11	12.41
E	Lifeguard/Swim Instructor Undergraduate Intern Teen Program Leader	11.45	11.74	12.04	12.35	12.65	12.97
F		11.97	12.27	12.58	12.91	13.22	13.55
G	CIT Camp Director Front Desk Attendant Park Laborer Specialized Recreation Specialist	12.51	12.82	13.15	13.49	13.81	14.16
H	Afterschool Program Site Director	13.07	13.40	13.74	14.10	14.43	14.80
I	Camp Excel Specialist Day Camp Site Director Event Manager	13.66	14.00	14.36	14.73	15.08	15.47
J		14.27	14.63	15.01	15.39	15.76	16.17
K		14.91	15.29	15.69	16.08	16.47	16.90
L	Engineering Support Senior Lifeguard	15.58	15.98	16.40	16.80	17.21	17.66
M		16.28	16.70	17.14	17.56	17.98	18.45
N		17.01	17.45	17.91	18.35	18.79	19.28
O	<i>Proposed on 8.4.2016 Fin. Asst.</i>	17.78	18.24	18.72	19.18	19.64	20.15
P	Computer Support GIS Support	18.58	19.06	19.56	20.04	20.52	21.06
Q		19.42	19.92	20.44	20.94	21.44	22.01
R	PW Flagger / Street Maintenance	20.29	20.82	21.36	21.88	22.40	23.00
S	Facilities Maintenance	21.20	21.76	22.32	22.86	23.41	24.04
T	Public Disclosure Specialist	22.15	22.74	23.32	23.89	24.46	25.12
U		23.15	23.76	24.37	24.97	25.56	26.25
V		24.19	24.83	25.47	26.09	26.71	27.43
W	Public Art Coordinator	25.28	25.95	26.62	27.26	27.91	28.66
X		26.42	27.12	27.82	28.49	29.17	29.95
Y		27.61	28.34	29.07	29.77	30.48	31.30
Z	Videographer	28.85	29.62	30.38	31.11	31.85	32.71
ZA	Expert Professional Inspector Instructor	9.61	A wide range for hiring expert professionals, inspectors and instructors at the prevailing rate.				35.00

**Table Structure:** Range A Step 1 (A1) is increased annually by the same cost of living adjustment (COLA) for regular employees provided that COLA does not exceed 90% of CPI and the resulting rate is not less than the Washington State Minimum wage. Otherwise, the City Manager will make a recommendation considering the totality of the circumstances. Ranges and steps are mathematically derived from A1, 4.5% apart vertically and 2.5% apart horizontally except for range ZA.

**Approval of Position Placement within the Table:** Human Resources recommends and the City Manager approves placement of a position within the pay table.

**Approval of the Table Rates:** The City Manager recommends and the City Council approves the table when adopting the budget. A rate in excess of range ZA Step 6 requires City Council approval.

**Implementation:** An employee that works in a job classification that provides year-round service and who has not had a break in service and whose pay prior to implementation 5/10/2015 exceeds step 6, shall be Y-Rated. A break in service is defined as terminating employment or not working any hours for four consecutive pay periods.