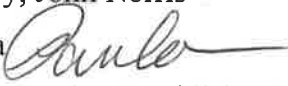




Memorandum

DATE: December 21, 2016
TO: Debbie Tarry, John Norris
FROM: Paula Itaoka 
RE: Request Approval to Establish a Job Classification for the Limited Term Sound Transit Project Manager
CC: John Norris

Juniper Nammi has been performing the role of Sound Transit Project Manager on an interim basis since October, shortly after John Norris assumed oversight responsibility. Juniper has proven herself capable and John has determined she should fill this role until the limited term assignment is completed.

We need a classification for this position equal to but separate from that of the original authorization to hire an Engineer II. Juniper is not a professional engineer and cannot be classified as such. Juniper's out of class pay is 13% on top of her Senior Planner Step 6 pay. That means effective 1/1/2017 she would earn 105,722. The 2017 top step of range 59 is 105,854 (that's the range assigned to an Engineer II). A range 59 will adequately capture Juniper's current out of class pay.

To memorialize Juniper's unique limited term assignment, and to make clear what happens after the assignment, I recommend the following:

- Approve the job description for a Limited Term Sound Transit Project Manager, classify the position at range 59 and add it to the salary table.
- Appoint Juniper to this position at step 6 and discontinue her out of class compensation.
- At the end of the limited term assignment, remove the classification from the pay table.
- If Juniper remains with the organization in another capacity, her compensation will be based on the classification she then performs, will no longer be tied to her sound transit limited term assignment and will not exceed step 6 of the then classification.

Approved



Debbie Tarry, City Manager, 12/21/16