

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Ordinance No. 387 to Increase the Salary Range for a Position Within the City's Classification and Compensation Plan
DEPARTMENT: Human Resources
PRESENTED BY: Marci Wright, Human Resources Director
Julie Modrzejewski, Assistant City Manager

ISSUE STATEMENT: City Clerk Sharon Mattioli retires this summer. As part of the process to recruit for her replacement, we surveyed the cities in our defined labor market to determine whether the current salary range continued to be competitive. As a result of the survey, we are recommending an increase in the salary range for the City Clerk position.

ANALYSIS: The City Clerk classification was scheduled to be part of our survey of City classifications to be conducted later this summer. To ensure the salary for the position is competitive, we conducted a survey for City Clerk early to use the results in our recruitment.

The current annual maximum salary (Range 53) for the City Clerk is \$72,149. As you can see from the attached survey results (Attachment B), the median of our labor market is \$75,558.

Based on the survey, we recommend increasing the salary for the City Clerk position by assigning the classification to Range 55. (Note: since this is salary issue and not a reclassification, we are not making any changes to the ongoing duties of the City Clerk. For the Council's background information, we are attaching the classification specification)



FINANCIAL IMPACT: The 2005 cost to implement this reclassification is unknown. Depending on the salary placement of the new City Clerk, the 2005 cost may be less or more than the amount budgeted. Any necessary cost adjustment can be absorbed within the current general fund.

RECOMMENDATION: Staff recommends that Council adopt Ordinance No. 387 increasing the salary range for the City Clerk position in the City Clerk's Office and amending Ordinance No. 384.

ATTACHMENTS

Attachment A – Ordinance No. 387 Increasing the Salary Range for the City Clerk position in the City Clerk's Office and Amending Ordinance No. 384 By Amending The 2005 Non-Exempt Salary Table To Reflect This Increase

Attachment B – Clerk Salary Survey Results and Class Specification

Approved By: City Manager  City Attorney 

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ORDINANCE NO. 387

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, INCREASING THE SALARY RANGE FOR THE CITY CLERK POSITION IN THE CITY CLERK'S OFFICE AND AMENDING ORDINANCE NO. 384 BY AMENDING THE 2005 EXEMPT SALARY TABLE TO REFLECT THIS INCREASE

WHEREAS, the Ordinance 384 amended the 2005 Final Budget for the City of Shoreline (hereafter "2005 Budget"); and

WHEREAS, City staff have conducted a salary survey of our defined labor market and have determined it is appropriate to increase the two salary range for the City Clerk position within the City Clerk's Office; and

WHEREAS, the City Clerk will continue to work in the City Clerk's Office and no amendments to the Department's 2005 budget are needed;

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

Section 1. Amendment to the 2005 Budget Summary. The City hereby amends Section 1 of Ordinance No. 384 by making the following revisions to the 2005 Exempt Salary Table, 2005 Adopted Budget, Appendix ("Table"):

The salary range for the City Clerk classification is increased from Range 53 to Range 55 of the Table.

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON JUNE 13, 2005.

Ronald B. Hansen, Mayor

ATTEST:

APPROVED AS TO FORM:

Sharon Mattioli
City Clerk

Ian Sievers
City Attorney

Date of Publication: June 16, 2005
Effective Date: June 21, 2005

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps
 January 1, 2005

Salary Table 01 - Exempt

Range	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
1		Annual	16,402	17,075	17,749	18,446	19,192	19,961
2		Annual	16,835	17,484	18,182	18,903	19,649	20,442
3		Annual	17,220	17,917	18,638	19,384	20,154	20,971
4		Annual	17,652	18,374	19,095	19,865	20,659	21,500
5		Annual	18,109	18,831	19,600	20,370	21,188	22,029
6		Annual	18,566	19,288	20,081	20,875	21,717	22,583
7		Annual	19,047	19,793	20,586	21,404	22,270	23,160
8		Annual	19,528	20,298	21,092	21,957	22,823	23,737
9		Annual	19,985	20,803	21,621	22,486	23,400	24,338
10		Annual	20,514	21,332	22,174	23,064	23,977	24,939
11		Annual	20,995	21,861	22,727	23,641	24,579	25,565
12		Annual	21,524	22,390	23,304	24,218	25,204	26,214
13		Annual	22,078	22,967	23,881	24,843	25,829	26,863
14		Annual	22,631	23,521	24,483	25,469	26,479	27,537
15		Annual	23,184	24,122	25,084	26,094	27,128	28,210
16		Annual	23,785	24,747	25,733	26,743	27,825	28,932
17		Annual	24,386	25,348	26,358	27,417	28,523	29,653
18		Annual	24,964	25,974	27,008	28,090	29,220	30,399
19		Annual	25,589	26,623	27,681	28,787	29,942	31,144
20		Annual	26,238	27,296	28,379	29,533	30,711	31,938
21		Annual	26,888	27,970	29,100	30,254	31,457	32,732
22		Annual	27,585	28,667	29,822	31,024	32,251	33,549
23		Annual	28,258	29,389	30,567	31,794	33,068	34,391

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24		Annual	28,980	30,110	31,337	32,587	33,886	35,233
25		Annual	29,677	30,880	32,106	33,405	34,728	36,123
26		Annual	30,423	31,649	32,900	34,223	35,593	37,036
27		Annual	31,192	32,443	33,766	35,112	36,507	37,950
28		Annual	31,986	33,261	34,583	35,978	37,421	38,912
29		Annual	32,780	34,102	35,473	36,868	38,359	39,874
30		Annual	33,597	34,944	36,339	37,806	39,297	40,884
31		Annual	34,439	35,834	37,253	38,744	40,283	41,894
32		Annual	35,305	36,724	38,191	39,706	41,293	42,953
33		Annual	36,195	37,638	39,129	40,716	42,327	44,035
34		Annual	37,085	38,576	40,115	41,726	43,386	45,117
35		Annual	37,998	39,538	41,101	42,760	44,468	46,247
36		Annual	38,984	40,524	42,159	43,818	45,574	47,402
37		Annual	39,922	41,534	43,193	44,925	46,704	48,580
38		Annual	40,908	42,544	44,251	46,031	47,883	49,783
39		Annual	41,943	43,626	45,382	47,185	49,085	51,033
40		Annual	43,001	44,732	46,512	48,388	50,312	52,332
41	Planner I	Annual	44,083	45,863	47,690	49,590	51,562	53,631
42		Annual	45,189	46,993	48,869	50,817	52,837	54,977
43		Annual	46,320	48,171	50,095	52,092	54,184	56,348
44		Annual	47,474	49,374	51,346	53,390	55,531	57,743
45	Grants Specialist Planner II Executive Assistant to the City Manager	Annual	48,652	50,600	52,621	54,737	56,926	59,210

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

January 1, 2005

Salary Table 01 - Exempt

Range	Title	Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6
46	Budget Analyst Management Analyst Staff Accountant Emergency Management Coordinator Recreation Coordinator	Annual	49,855	51,875	53,943	56,084	58,344	60,677
47	Human Resources Analyst	Annual	51,154	53,174	55,314	57,503	59,811	62,216
48	Purchasing Officer Project Engineer (non-licensed) Associate Traffic Engineer	Annual	52,404	54,496	56,685	58,946	61,303	63,756
49	Coordinator Office of Neigh Customer Resp. Team Superv. Planner III Surface Water Prog. Coord.	Annual	53,727	55,867	58,104	60,413	62,842	65,343
50	Communications Specialist Senior Accountant	Annual	55,050	57,238	59,547	61,928	64,405	66,978
51	Public Wks. Maint. Supervisor Web Developer	Annual	56,420	58,681	61,038	63,467	66,016	68,662
52	Capital Projects Manager I Public Works Administrative Manager Development Review Engineer	Annual	57,863	60,172	62,577	65,078	67,676	70,393
53	City Clerk Parks Superintendent Network Administrator	Annual	59,306	61,663	64,140	66,714	69,383	72,149
54	Recreation Superindendent Permit Services Manager	Annual	60,773	63,202	65,728	68,373	71,115	73,953
55	Assistant City Attorney GIS Specialist Human Services Manager <u>City Clerk</u>	Annual	62,289	64,790	67,387	70,081	72,894	75,804
56	Capital Projects Manager II Surface Water & Env Svcs Mgr Traffic Engineer	Annual	63,876	66,425	69,071	71,836	74,698	77,704
57	Database Administrator	Annual	65,463	68,085	70,802	73,640	76,574	79,652
58		Annual	67,099	69,768	72,558	75,468	78,498	81,624

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Salary Table 01 - Exempt

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59	Building Official Planning Manager Economic Development Program Mgr Finance Manager	Annual	68,782	71,548	74,386	77,368	80,470	83,669
60		Annual	70,490	73,303	76,237	79,292	82,466	85,761
61	Aurora Corridor Project Manager Communications & IR Director	Annual	72,269	75,155	78,161	81,288	84,535	87,926
62	Information Systems Manager Asst PADS Director Public Works Operations Manager	Annual	74,073	77,055	80,133	83,332	86,651	90,114
63		Annual	75,901	78,955	82,105	85,400	88,815	92,375
64		Annual	77,825	80,927	84,174	87,541	91,028	94,683
65	Human Resources Director	Annual	79,749	82,947	86,266	89,705	93,313	97,040
66	City Engineer	Annual	81,745	85,015	88,431	91,966	95,645	99,469
67	Assistant City Manager	Annual	83,813	87,156	90,643	94,275	98,050	101,946
68		Annual	85,881	89,320	92,880	96,607	100,479	104,496
69	Finance Director Parks, Rec and Cultural Services Director Planning & Devel. Svcs. Director Public Works Director	Annual	88,046	91,557	95,213	99,036	102,981	107,117
70	City Attorney	Annual	90,234	93,842	97,618	101,514	105,578	109,787
71	Deputy City Manager	Annual	92,495	96,199	100,047	104,039	108,199	112,528
72		Annual	94,828	98,604	102,548	106,660	110,917	115,342
73		Annual	97,185	101,081	105,121	109,330	113,683	118,228
74		Annual	99,614	103,582	107,742	112,047	116,545	121,186
75		Annual	102,115	106,203	110,436	114,861	119,455	124,216

City Clerk Salary Survey		
Jurisdiction	Position	Maximum Salary
Auburn	City Clerk	68088
Bellevue	No match	
Edmonds	City Clerk	88,443
Everett	City Clerk	72324
Federal Way	City Clerk	72768
Kent	City Clerk	71736
Kirkland	City Clerk & Media Services M	82500
Redmond	City Clerk	88512
Renton	City Clerk/Cable Mgr	78348
King Co	No match	
Median		75,558
Current Shoreline Range 53		72,149
Shoreline Range 55		75,804

CITY OF SHORELINE

CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To manage, supervise and coordinate the programs and activities of the City Clerk's office; to oversee the maintenance and archiving of original City records; to assist citizens in participating in City government; and to provide responsible administrative support to the City Council and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager.

Exercises direct supervision over clerical support staff, Deputy City Clerk, and Records and Information Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manage, supervise and coordinate the programs and activities of the City Clerk's office; develop and implement records management procedures for City agencies and authorities; supervise City's specialty business licensing program and assist in implementation of the City's adult entertainment ordinance.
2. Plan, organize, supervise, coordinate and participate in the operations of the City Clerk's office; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
3. Develop and administer the budget for the City Clerk's office; monitor expenditures and implement adjustments.
4. Coordinate and oversee the preparation of the City Council agenda and associated agenda packets.
5. Oversee the distribution of Council agendas, minutes and other information posting for public knowledge; respond to citizen requests and inquiries regarding ordinances, Council actions and other pertinent information.
6. Attend Council meetings; act as parliamentarian, oversee the accurate recording of proceedings and preparation of minutes, recording, indexing and filing for public record.
7. Prepare and publish legal notices in accordance with established procedures and legal requirements; file ordinances and resolutions of the Council; oversee the updating of the local Shoreline Municipal Code.
8. Serve as custodian of official City records; perform the official certification and recording for the City; certify ordinance books; attest and record all applicable vital statistics.
9. Serve as liaison for the City Clerk's office with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues; provide guidance and direction to other departments regarding legislative processes and statutory requirements for submittal to the City Council.
10. Administer contract and supervise administrative support of the Shoreline Hearing Examiner. Provide responsible staff assistance to the City Manager.
11. Supervise performance of technical operations for the City's government access channel.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

State and local laws prescribing duties of the City Clerk.
Operational characteristics, services and activities of a City Clerk's office.
Principles and practices of records management including records retention laws.
Principles and practices of program development and administration.
Principles and practices of local budget preparation and administration.
Principles of supervision, training and performance evaluation.
Business English, spelling and arithmetic.
Modern office procedures, methods and computer equipment.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of lower level staff.
Direct and participate in the operations, services and activities of the City Clerk's office.
Develop and administer an efficient records management system.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible managerial, supervisory or administrative experience in the fields of records management, office management or a related field, preferably in a city clerk's office.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a Municipal Clerk Certification.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, extensive contact with community, staff and Council; attendance at Council meetings required.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive public speaking and interaction; extensive use of computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

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