

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Ordinance No. 373 to Reclassify a Position Within the City's Classification and Compensation Plan
DEPARTMENT: Human Resources
PRESENTED BY: Marci Wright, Human Resources Director
Debbie Tarry, Finance Director

ISSUE STATEMENT: The Finance Department currently has one full time position, the Payroll Officer, dedicated to processing the City's payroll. The City of Shoreline pays its employees every two weeks and the administrative process to produce this payroll is a constant, ongoing cycle. In order to accommodate both normal absences by the Payroll Officer and regular payroll production, it is necessary to have an additional employee cross-trained to support the payroll operation.

ANALYSIS: The additional support required is:

1. To assist with assigned tasks in the ongoing payroll process on a regular basis; and
2. To perform the complete payroll process in the absence of the Payroll Officer

These support duties require additional skill, experience, knowledge and responsibility beyond that required of the existing Finance Technician classification. At the same time, they entail less overall knowledge and responsibility than required of the Payroll Officer.

The Finance Department has determined the best approach to provide this payroll support is assign the duties to one of their Finance Technicians. During 2004 the Department identified and cross-trained a Finance Technician to provide this required payroll support.

As a result, we have identified the need to reclassify the employee performing these back-up payroll responsibilities to a new classification, Accounts Payable/Payroll Technician. This new classification will be assigned to Range 35, which is 5% above the current Finance Technician classification (Range 33).

FINANCIAL IMPACT: The 2005 cost to implement this reclassification is approximately \$2,100 and can be absorbed within the current general fund.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 373 reclassifying the Finance Technician assisting with payroll processing to the new classification of Accounts

Payable/Payroll Technician and adding this new classification to the City of Shoreline Classification and Compensation Plan.

ATTACHMENTS

Attachment A – Ordinance No. 373 Reclassifying a Finance Technician Position in the Finance Department to a New Classification Entitled Accounts Payable/ Payroll Technician and Amending Ordinance No. 366, By Amending The 2005 Non-Exempt Salary Table To Add This Classification

Approved By:

City Manager



City Attorney



ORDINANCE NO. 373

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING A FINANCE TECHNICIAN POSITION IN THE FINANCE DEPARTMENT TO A NEW CLASSIFICATION ENTITLED ACCOUNTS PAYABLE/PAYROLL TECHNICIAN AND AMENDING ORDINANCE NO. 366, BY AMENDING THE 2005 NON-EXEMPT SALARY TABLE TO ADD THIS CLASSIFICATION

WHEREAS, the 2005 Final Budget for the City of Shoreline was adopted by Ordinance No. 366, Section 1 (hereafter "2005 Budget"); and

WHEREAS, City staff have determined it is appropriate to reclassify the Finance Technician assisting with payroll processing within the Finance Department to a new classification Accounts Payable/Payroll Technician; and

WHEREAS, a salary range should be set which is commensurate with the new classification; and

WHEREAS, the Accounts Payable/Payroll Technician will continue to work in the Finance Department 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. 366 by making the following revisions to the 2005 Non-Exempt Salary Table, 2005 Adopted Budget, Appendix ("Table"):

A new classification designated "Accounts Payable/Payroll Technician is added to Range 35 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 FEBRUARY 14, 2005.

Ronald B. Hansen, Mayor

ATTEST:

APPROVED AS TO FORM:

Sharon Mattioli
City Clerk

Ian Sievers
City Attorney

Date of Publication: February 17, 2005
Effective Date: February 22, 1005

City of Shoreline									
Range Placement Table									
2.5% Between Ranges; 4% Between Steps					Salary Table 02 - Non-Exempt				
January 1, 2005 (Revised February 14, 2005)									
Range #	Title	Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
1		Hourly	7.89	8.21	8.53	8.87	9.23	9.60	
2		Hourly	8.09	8.41	8.74	9.09	9.45	9.83	
3		Hourly	8.28	8.61	8.96	9.32	9.69	10.08	
4		Hourly	8.49	8.83	9.18	9.55	9.93	10.34	
5		Hourly	8.71	9.05	9.42	9.79	10.19	10.59	
6		Hourly	8.93	9.27	9.65	10.04	10.44	10.86	
7		Hourly	9.16	9.52	9.90	10.29	10.71	11.13	
8		Hourly	9.39	9.76	10.14	10.56	10.97	11.41	
9	Lifeguard/Instructor II	Hourly	9.61	10.00	10.39	10.81	11.25	11.70	
10		Hourly	9.86	10.26	10.66	11.09	11.53	11.99	
11		Hourly	10.09	10.51	10.93	11.37	11.82	12.29	
12		Hourly	10.35	10.76	11.20	11.64	12.12	12.60	
13		Hourly	10.61	11.04	11.48	11.94	12.42	12.92	
14		Hourly	10.88	11.31	11.77	12.24	12.73	13.24	
15		Hourly	11.15	11.60	12.06	12.55	13.04	13.56	
16		Hourly	11.44	11.90	12.37	12.86	13.38	13.91	
17		Hourly	11.72	12.19	12.67	13.18	13.71	14.26	
18	Senior Lifeguard	Hourly	12.00	12.49	12.98	13.50	14.05	14.61	
19		Hourly	12.30	12.80	13.31	13.84	14.40	14.97	
20		Hourly	12.61	13.12	13.64	14.20	14.77	15.35	
21		Hourly	12.93	13.45	13.99	14.55	15.12	15.74	
22		Hourly	13.26	13.78	14.34	14.92	15.51	16.13	
23		Hourly	13.59	14.13	14.70	15.29	15.90	16.53	

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January 1, 2005 (Revised February 14, 2005)									
Range		Hourly						Maximum	
#	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
24		Hourly	13.93	14.48	15.07	15.67	16.29	16.94	
25		Hourly	14.27	14.85	15.44	16.06	16.70	17.37	
26		Hourly	14.63	15.22	15.82	16.45	17.11	17.81	
27	Recreation Assistant I Teen Program Assistant	Hourly	15.00	15.60	16.23	16.88	17.55	18.25	
28		Hourly	15.38	15.99	16.63	17.30	17.99	18.71	
29	Administrative Assistant I	Hourly	15.76	16.40	17.05	17.73	18.44	19.17	
30		Hourly	16.15	16.80	17.47	18.18	18.89	19.66	
31	Park Maintenance Worker I Recreation Assistant II	Hourly	16.56	17.23	17.91	18.63	19.37	20.14	
32	Public Works Maintenance. Worker I	Hourly	16.97	17.66	18.36	19.09	19.85	20.65	
33	Finance Technician Administrative Assistant II	Hourly	17.40	18.10	18.81	19.58	20.35	21.17	
34	Technical Assistant	Hourly	17.83	18.55	19.29	20.06	20.86	21.69	
35	Park Maintenance Worker II Capital Projects Technician Accounts Payable/Payroll Technician	Hourly	18.27	19.01	19.76	20.56	21.38	22.23	
36		Hourly	18.74	19.48	20.27	21.07	21.91	22.79	
37	Domestic Violence Victim Coordinator Public Works. Maintenance Worker II Administrative Assistant III	Hourly	19.19	19.97	20.77	21.60	22.45	23.36	
38	Payroll Officer	Hourly	19.67	20.45	21.27	22.13	23.02	23.93	
39	Senior Park Maintenance Worker Facilities Maintenance Worker II	Hourly	20.16	20.97	21.82	22.69	23.60	24.54	
40	Engineering Technician Project Inspector I	Hourly	20.67	21.51	22.36	23.26	24.19	25.16	
41	CRT Representative Surface Water Quality Specialist	Hourly	21.19	22.05	22.93	23.84	24.79	25.78	

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January 1, 2005 (Revised February 14, 2005)									
Range #	Title	Hourly Rate	Step 1	Step 2	Step 3	Step 4	Maximum		
							Step 5	Step 6	
42	Sr. Public Works Maintenance Worker	Hourly	21.73	22.59	23.49	24.43	25.40	26.43	
	Deputy City Clerk								
	Records and Information Manager								
43	Environmental Educator	Hourly	22.27	23.16	24.08	25.04	26.05	27.09	
	Right-of-Way Inspector								
44	Code Enforcement Officer	Hourly	22.82	23.74	24.69	25.67	26.70	27.76	
	Plans Examiner I								
45	Planner II	Hourly	23.39	24.33	25.30	26.32	27.37	28.47	
46	Recreation Coordinator	Hourly	23.97	24.94	25.93	26.96	28.05	29.17	
	Project Inspector II								
47	Computer/Network Specialist	Hourly	24.59	25.56	26.59	27.65	28.76	29.91	
48	Plans Examiner II	Hourly	25.19	26.20	27.25	28.34	29.47	30.65	
49	Facilities Supervisor	Hourly	25.83	26.86	27.93	29.04	30.21	31.41	
50		Hourly	26.47	27.52	28.63	29.77	30.96	32.20	
51		Hourly	27.13	28.21	29.35	30.51	31.74	33.01	
52	Plans Examiner III	Hourly	27.82	28.93	30.09	31.29	32.54	33.84	
53		Hourly	28.51	29.65	30.84	32.07	33.36	34.69	
54		Hourly	29.22	30.39	31.60	32.87	34.19	35.55	
55		Hourly	29.95	31.15	32.40	33.69	35.05	36.44	
56		Hourly	30.71	31.94	33.21	34.54	35.91	37.36	
57		Hourly	31.47	32.73	34.04	35.40	36.81	38.29	
58		Hourly	32.26	33.54	34.88	36.28	37.74	39.24	
59		Hourly	33.07	34.40	35.76	37.20	38.69	40.23	
60		Hourly	33.89	35.24	36.65	38.12	39.65	41.23	
61		Hourly	34.74	36.13	37.58	39.08	40.64	42.27	

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Range		Hourly						Maximum	
#	Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
62		Hourly	35.61	37.05	38.53	40.06	41.66	43.32	
63		Hourly	36.49	37.96	39.47	41.06	42.70	44.41	
64		Hourly	37.42	38.91	40.47	42.09	43.76	45.52	
65		Hourly	38.34	39.88	41.47	43.13	44.86	46.65	
66		Hourly	39.30	40.87	42.51	44.21	45.98	47.82	
67		Hourly	40.29	41.90	43.58	45.32	47.14	49.01	
68		Hourly	41.29	42.94	44.65	46.45	48.31	50.24	
69		Hourly	42.33	44.02	45.78	47.61	49.51	51.50	
70		Hourly	43.38	45.12	46.93	48.80	50.76	52.78	
71		Hourly	44.47	46.25	48.10	50.02	52.02	54.10	
72		Hourly	45.59	47.41	49.30	51.28	53.33	55.45	
73		Hourly	46.72	48.60	50.54	52.56	54.66	56.84	
74		Hourly	47.89	49.80	51.80	53.87	56.03	58.26	
75		Hourly	49.09	51.06	53.09	55.22	57.43	59.72	