

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Ordinance No. 569 to Reclassify the Records & Information Manager within the City's Classification and Compensation Plan
DEPARTMENT: City Manager's Office, City Clerk's Office & Human Resources
PRESENTED BY: Julie Underwood, Assistant City Manager
Scott Passey, City Clerk
Marci Wright, Human Resources Director

PROBLEM/ISSUE STATEMENT:

The City Clerk's Office experienced a vacancy in the Records & Information Manager (RIM) position on December 4, 2009 due to the resignation of the incumbent. This is a 32-hour/week position, or 0.8 Full Time Equivalent (FTE) with prorated benefits in Salary Range 42. This position is responsible for a number of vital functions, including implementing citywide records management policies and procedures; employee training; managing the Records Center; and providing assistance to City departments on records creation, management, and disposition. In order to improve efficiency and provide good customer service, staff proposes some organizational changes to the City Clerk's Office, which include reclassification of this position.

FINANCIAL IMPACT:

The proposed organizational changes can be funded within the current budget; and therefore, no additional funding is needed to support the reclassification.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 569 reclassifying a position within the City of Shoreline Classification and Compensation Plan.

Approved By:

City Manager 

City Attorney 

BACKGROUND

The records management program in the City Clerk's Office has involved an increasingly demanding level of technical expertise. In 2004, the Records & Information Manager (RIM) position was created to help the City move from the organization of paper records to a complex mix of electronic formats. This position is responsible for a number of vital functions, including: implementing citywide records management policies and procedures; employee training; managing the Records Center; and providing technical assistance to City departments on records creation, management, and disposition.

ALTERNATIVES ANALYSIS

The options available to the City include: 1) choosing not to fill the position; 2) filling the position with a 0.8 FTE Records & Information Manager; 3) reclassifying the position as recommended by staff; or 4) some combination or variant of the above.

It is worth noting that the City Manager has the administrative authority to exercise Options 1 and 2; the City Council has discretion over Options 3 and 4. The City Manager considered Option 1 due to the modified hiring freeze, however, he made the decision to grant an exemption because of the critical nature of the position. Not filling the position could leave the City in a vulnerable position because an increased workload on the City Clerk's Office without the necessary resources could result in failure to meet state and local requirements. As staff has tracked the trends in records management over the past several years, it has become increasingly apparent that cities the size of Shoreline need dedicated records coordinators to ensure compliance with State law. The importance of this position becomes even more apparent when considering the relative ease with which electronic records are created, transmitted, and retained. It is for these reasons that staff recommends not only backfilling the position, but reclassifying it to meet the current and future needs of the City.

Therefore, in order to improve efficiency and customer service levels, staff recommends the following changes to the RIM position:

1. **Modify the job description to make public disclosure requests a secondary function as a supportive and assisting role** (with the City Clerk assuming primary responsibility). From a practical standpoint, staff has found the public record request aspect of the RIM position to be increasingly demanding to the extent that the RIM has only assumed secondary responsibility for this function.
2. **Downgrade the salary from Range 42 to Range 39 to better align with this change in function.** Salary Range 39 is the same range as Administrative

Assistant III, which is an equivalent classification in terms of job duties and qualifications.

3. **Change the position title to *Records Coordinator*** (see attached classification for job duties and responsibilities).
4. **Restore the position to 1.0 FTE.** In 2005, the RIM position was reduced from 1.0 FTE to 0.8 FTE to meet the demands of a unique situation that no longer exists. At that time, 0.2 FTE shifted from the Clerk's Office to Information Technology because the RIM was heavily involved in the development and acquisition of our document management system (Portal). Since we no longer have this need, staff proposes that the 0.2 FTE shift back to the Records Coordinator, restoring this position to 1.0 FTE. Given that the Clerk's Office serves as the City's primary front counter, coupled with the ever-increasing emphasis on good customer service, the Clerk's Office would function more effectively with a full-time FTE occupying the Records Coordinator position.

FINANCIAL IMPACT

The 2010 Budget contains sufficient funds to cover the cost of this reclassification.

The cost of the extra 0.2 FTE will be neutralized by the downgrade in the salary range. Second, the Office would have the same number of FTEs but would be better able to respond to internal and external service requests. The 2010 City Clerk budget totals 4.0 FTEs, which includes a 0.2 FTE Administrative Assistant I (AAI) that the Clerk's Office shares with the Finance Department. Previously, the Clerk's budget included extra help funds, which was used to help the Records & Information Manager with the Records Program. As a result of the elimination of extra help funds in the 2009 budget, the Clerk's Office was able to use a 0.2 FTE AAI to assist with records. It is proposed that the AAI be eliminated from the Clerk's Office and that the Records Coordinator be restored to 1.0 FTE. The Finance Department would fully manage the workload of the AAI position.

RECOMMENDATION

The Clerk's Office, like other departments, is constantly striving to find creative solutions to ever-changing circumstances. This proposal will not only meet the immediate needs of the Clerk's office, but it will position the Office to provide better support to City departments, and ultimately, better service to the citizens of Shoreline. Staff recommends that Council adopt Ordinance No. 569 reclassifying a position within the City of Shoreline Classification and Compensation Plan.

Attachment A: Ordinance No. 569 Reclassifying the Records and Information Manager to a new classification Records Coordinator and amending the 2010 Non-Exempt Salary Table

Attachment B: Classification Specification for Records Coordinator

Approved By:

City Manager RSO City Attorney ____

ORDINANCE NO. 569

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, RECLASSIFYING THE RECORDS AND INFORMATION
MANAGER TO A NEW CLASSIFICATION RECORDS COORDINATOR AND
AMENDING THE 2010 BUDGET BY AMENDING THE 2010 NON-EXEMPT
SALARY TABLE**

WHEREAS, the 2010 Budget for the City of Shoreline was adopted by Ordinance No. ???

WHEREAS, City staff have determined it is appropriate to reclassify the Records and Information Manager to a new classification specification, Records Coordinator; and

WHEREAS, due to the reclassification, the salary range for the position should be adjusted; and

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

Section 1. Amendment to the 2010 Budget. The Non-Exempt Salary Table of the 2010 Budget as adopted by Ordinance 569 and as shown on Exhibit A attached hereto is amended as follows:

The classification "Records and Information Manager" is deleted from Range 42 and a new classification "Records Coordinator" is added to Range 39

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 JANUARY 11, 2010.

Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Hourly	9.08	9.45	9.83	10.22	10.63	11.05
2		Hourly	9.32	9.70	10.09	10.49	10.91	11.34
3		Hourly	9.54	9.92	10.32	10.73	11.16	11.60
4		Hourly	9.78	10.17	10.57	11.00	11.44	11.90
5		Hourly	10.03	10.43	10.85	11.28	11.73	12.20
6		Hourly	10.28	10.69	11.12	11.57	12.03	12.51
7		Hourly	10.55	10.97	11.41	11.87	12.34	12.84
8		Hourly	10.82	11.25	11.70	12.17	12.65	13.16
9		Hourly	11.07	11.51	11.97	12.45	12.95	13.47
10		Hourly	11.36	11.82	12.29	12.78	13.29	13.82
11		Hourly	11.63	12.09	12.58	13.08	13.60	14.15
12		Hourly	11.92	12.40	12.89	13.41	13.95	14.50
13		Hourly	12.23	12.72	13.23	13.75	14.31	14.88
14		Hourly	12.53	13.04	13.56	14.10	14.66	15.25
15	Lifeguard/Instructor II	Hourly	12.84	13.35	13.89	14.44	15.02	15.62
16		Hourly	13.17	13.70	14.25	14.82	15.41	16.03
17		Hourly	13.51	14.05	14.61	15.19	15.80	16.43
18		Hourly	13.83	14.38	14.95	15.55	16.18	16.82
19		Hourly	14.17	14.74	15.33	15.94	16.58	17.24
20		Hourly	14.53	15.11	15.72	16.35	17.00	17.68
21		Hourly	14.89	15.49	16.11	16.75	17.42	18.12
22		Hourly	15.28	15.89	16.53	17.19	17.87	18.59
23		Hourly	15.65	16.28	16.93	17.61	18.31	19.04
24	Senior Lifeguard	Hourly	16.05	16.69	17.36	18.06	18.78	19.53
25		Hourly	16.44	17.09	17.78	18.49	19.23	20.00
26		Hourly	16.85	17.52	18.23	18.95	19.71	20.50
27		Hourly	17.28	17.97	18.69	19.43	20.21	21.02
28		Hourly	17.72	18.42	19.16	19.93	20.73	21.55

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
29		Hourly	18.16	18.88	19.64	20.42	21.24	22.09
30		Hourly	18.61	19.35	20.13	20.93	21.77	22.64
31	Administrative Assistant I Recreation Assistant I Teen Program Assistant	Hourly	19.07	19.84	20.63	21.46	22.31	23.21
32	Public Works Maintenance Worker I Parks Maintenance Worker I	Hourly	19.55	20.34	21.15	22.00	22.88	23.79
33		Hourly	20.05	20.85	21.68	22.55	23.45	24.39
34		Hourly	20.54	21.36	22.22	23.10	24.03	24.99
35	Finance Technician Administrative Assistant II Recreation Assistant II	Hourly	21.05	21.89	22.76	23.67	24.62	25.61
36		Hourly	21.59	22.46	23.35	24.29	25.26	26.27
37	Parks Maintenance Worker II Public Works Maintenance Worker II Accounts Payable/Payroll Technician Capital Projects Technician Legal Assistant	Hourly	22.11	23.00	23.92	24.87	25.87	26.90
38	Technical Assistant	Hourly	22.66	23.56	24.51	25.49	26.51	27.57
39	Environmental Programs Assistant Facilities Maintenance Worker II Payroll Officer Administrative Assistant III Recreation and Class Prog Assistant Recreation Assistant III <u>Records Coordinator</u>	Hourly	23.23	24.16	25.13	26.13	27.18	28.26
40	Engineering Technician	Hourly	23.82	24.77	25.76	26.79	27.86	28.98
41	Surface Water Quality Specialist	Hourly	24.42	25.39	26.41	27.47	28.56	29.71
42	Deputy City Clerk Sr. Public Works Maintenance Worker Records and Information Manager Senior Parks Maintenance Worker	Hourly	25.03	26.03	27.07	28.15	29.28	30.45
43	Environmental Educator Right-of-Way Inspector CRT Representative	Hourly	25.66	26.68	27.75	28.86	30.01	31.21
44	Plans Examiner I	Hourly	26.29	27.35	28.44	29.58	30.76	31.99
45		Hourly	26.95	28.03	29.15	30.31	31.52	32.79

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Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
46	Recreation Coordinator I Code Enforcement Officer	Hourly	27.61	28.72	29.87	31.06	32.30	33.60
47	Computer/Network Specialist Associate Planner	Hourly	28.33	29.47	30.64	31.87	33.15	34.47
48	Plans Examiner II Combination Inspector	Hourly	29.03	30.19	31.39	32.65	33.96	35.31
49		Hourly	29.76	30.95	32.19	33.47	34.81	36.20
50		Hourly	30.49	31.71	32.98	34.30	35.67	37.10
51		Hourly	31.25	32.50	33.80	35.15	36.56	38.02
52	Plans Examiner III	Hourly	32.05	33.33	34.66	36.05	37.49	38.99
53		Hourly	32.85	34.16	35.53	36.95	38.43	39.96
54		Hourly	33.66	35.01	36.41	37.86	39.38	40.95
55		Hourly	34.50	35.88	37.32	38.81	40.36	41.97
56		Hourly	35.38	36.79	38.27	39.80	41.39	43.04
57		Hourly	36.26	37.71	39.22	40.79	42.42	44.11
58		Hourly	37.16	38.65	40.20	41.80	43.48	45.22
59		Hourly	38.10	39.62	41.21	42.85	44.57	46.35
60		Hourly	39.04	40.60	42.23	43.92	45.67	47.50
61		Hourly	40.03	41.63	43.29	45.03	46.83	48.70
62		Hourly	41.03	42.67	44.37	46.15	48.00	49.92
63		Hourly	42.04	43.72	45.47	47.29	49.18	51.15
64		Hourly	43.10	44.83	46.62	48.49	50.43	52.44
65		Hourly	44.17	45.94	47.77	49.69	51.67	53.74
66		Hourly	45.28	47.09	48.97	50.93	52.97	55.09
67		Hourly	46.42	48.28	50.21	52.22	54.31	56.48
68		Hourly	47.57	49.47	51.45	53.51	55.65	57.87
69		Hourly	48.77	50.72	52.75	54.86	57.05	59.33
70		Hourly	49.98	51.98	54.06	56.22	58.47	60.81
71		Hourly	51.23	53.28	55.41	57.63	59.93	62.33
72		Hourly	52.52	54.62	56.81	59.08	61.44	63.90
73		Hourly	53.83	55.98	58.22	60.55	62.97	65.49
74		Hourly	55.17	57.38	59.68	62.06	64.54	67.13

City of Shoreline
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Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2010

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
75		Hourly	56.56	58.82	61.17	63.62	66.17	68.81

CITY OF SHORELINE

RECORDS COORDINATOR

*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 oversee and implement the Citywide Records Management Program, manage City Clerk databases; administer citywide information management standards, and perform a variety of administrative legislative duties in support of the City Clerk.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk.

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

Essential Functions:

1. Maintain City Clerk's tracking and retrieval systems for all legislative documents, contracts, interlocal agreements, deeds and easements, and other Clerk records and databases, as well as for the City-wide Records Center; provide staff training in use of these systems as needed; ensure quality control and long-term accessibility of information.
2. Supervise operation of the City Records Center, including physical planning, equipment and services purchasing, and records intake, check-out, and destruction processes.
3. Oversee microfilming and imaging of Clerk records; advise departments on records and information management; assist with planning for long-term disposition of records and data; assist departments with records inventories and planning for microfilming and/or digitization of essential and permanent records; identify and transfer archival records; serve as City liaison to the Regional State Archives.
4. Intake records and assist departments in identification of Records Series and appropriate retention according to the State Retention Schedule for Local Governments.
5. Maintain electronic information management systems in order to comply with State law and to ensure long-term accessibility or appropriate destruction of electronic information; oversee City-wide standards for electronic information such as standard document formats, metadata, and file naming conventions; propose policy changes as needed to reflect changes in technology.
6. Assist the City Clerk with Public Records Disclosure Requests as needed and provide research assistance to staff and the public.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a City Clerk's office.

Principles and practices of records management including records retention laws, records tracking and archiving.

General local government practices.

Business English, spelling and arithmetic.

Database management principles and skills (experience in Microsoft Access database development preferred)

Principles of information systems design, controlled vocabularies, and issues relating to electronic records.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Participate in the operations, services and activities of the City Clerk's office.
Develop and administer an efficient records management system.
Develop procedures and practices regarding information storage, retrieval, and dissemination.
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:

Three years of increasingly responsible administrative experience in records management or a related field, preferably in a municipal records center or city clerk's office.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in information sciences, library sciences, archives and record management, public administration, communications or a related field.

WORKING CONDITIONS**Environmental Conditions:**

Office environment, exposure to computer screens, and records storage environment with possible exposure to some dust.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; extensive communication with the public and City staff; lifting up to 40 lbs.

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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