

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Human Resources Director Position Classification		
DEPARTMENT:	City Manager's Office		
PRESENTED BY:	Debbie Tarry, City Manager		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

On November 25, 2013 as part of 2014 budget adoption discussion, Council approved a budget proviso to have the City Manager bring back a classification recommendation for Council approval for the Human Resources (HR) Director position. Council approval is to take place prior to initiating a recruitment to hire a replacement of the HR Director and prior to the expenditure of any budgeted dollars in excess of those required to fund the salary and benefits of the current Director. The Council has the power under state law to define the functions, powers, and duties of the City's officers and employees and to fix their compensation and working conditions (RCW 35A.11.020). Furthermore the budget sets the salary or salary range for each office, position or job classification (RCW 35A.33.050). The HR Director position is currently in Salary Range 70 in the exempt salary schedule. This classification is 10% below the salary range classification of the City's other department directors.

RESOURCE/FINANCIAL IMPACT:

If the HR Director position remains in Salary Range 70, there would be no financial impact to the City, as the 2014 budget assumes that the classification will not change. If however the classification is changed by the Council to a lower salary range, budget savings would be achieved in 2014. At the time of preparing the 2014 budget, staff was not aware that the current HR Director would be retiring and as such the 2014 budget reflects the anticipated salary of the HR Director at step 6 of salary range 70. The hiring of a new HR Director could result in placement at a lower step within the recommended salary range.

RECOMMENDATION

As this is a discussion item only, no action is required at this time. The City Manager's recommendation is to maintain the Human Resource Director position at Salary Range 70. If Council is in agreement no further action will be required by Council, as this is the pay classification that was adopted with the 2014 budget. However, if Council determines that there is a more appropriate range for this position, then Council action will be scheduled for February 10.

Approved By: City Manager **DT** City Attorney **IS**

BACKGROUND

On November 25, 2013 as part of 2014 budget adoption discussion, Council approved a budget proviso to have the City Manager bring back a classification recommendation for Council approval for the Human Resources (HR) Director position. This Council approval is to take place prior to initiating a recruitment to hire a replacement of the HR Director and prior to the expenditure of any budgeted dollars in excess of those required to fund the salary and benefits of the current Director. The HR Director position is currently in Salary Range 70 (range of \$108,901 to \$132,494) in the 2014 exempt salary schedule, which is attached to the staff report as Attachment A. This staff report will provide an analysis of HR Director/Manager salaries in our area and information on some of the key roles and responsibilities the organization needs the HR Director to play in the coming years.

DISCUSSION

Role and Responsibility of HR Director

Most important to this discussion is the current and future roles and responsibilities of the HR Director. The HR Director currently has a high level of influence in the organization, as this position sits on the City's Leadership Team and engages Department Directors in peer to peer relationships. The HR Director is responsible for providing advice, recommendations and implementation of a number of personnel issues such as recruitment, hiring, compensation and classification, benefit administration and disciplinary actions. The HR Director is further charged with implementing major organizational initiatives such as the City's employee survey and resulting work plans, the City's performance evaluation system, organizational culture (i.e., communication model, ethics training, values/mission), investigating employee grievances and assisting with specific departmental needs. Although we currently have a talented team of department directors, none have the time capacity nor the formal training or experience to fulfill the role of HR Director. The HR Director job description is included in this staff report as Attachment E.

Going forward it is the City Manager's recommendation that this level of leadership continue, given the future human resource opportunities and changes the organization will be facing. This includes both the succession planning for the retirement of many of the City's key department heads, but also the merging of utilities into the organization. This latter responsibility will be a very significant undertaking, as the role will not only entail many personnel and labor-related management work tasks, but also organizational culture building, as two different cultures will merge when the Ronald Wastewater District is assumed in 2017.

Over the next five or so years, the HR Director position will be critical to helping the City Manager manage an organization in transition. Being able to continue to work with Department Directors on a peer to peer level will be critical to providing the type and level of support needed to make these transitions successful (although the Department Directors and the HR Director position are not in the same salary range, they are seen as peers in the organization given that the HR Director sits on the Leadership Team and is a Director, rather than a Manager).

The HR Director has most recently (3 years) reported directly to the City Manager. For several years prior to that time, the HR Director reported to the Assistant City Manager. The City Manager is currently implementing a “flexible” model in which certain departments will have operational reporting through the Assistant City Manager in order to more equitably distribute work load and reporting responsibilities. The City Manager will have the new HR Director report to the Assistant City Manager.

Compensation

As is noted earlier, the current HR Director position is in Salary Range 70. The City’s salary schedule, job classifications, step system, etc., were developed in 1997 as part of the City’s first Classification and Compensation Plan. Since that time, the HR Director position has always been pegged at a range 10% below the top paid operational Department Directors in the City, or four salary ranges. The primary reason that this has been the case is that there has never been a “match” for the HR Director position when it has been surveyed as part of the City’s salary survey process. Given that the City does not have any collective bargaining units, we have consistently chosen not to match this position with our comparable cities. As can be seen in the table in Attachment B to this staff report, the HR Director position is currently under market (8.43% below the median) with regard to our comparable cities, however we have consistently chosen not to match this position with our comparable cities, given that we are the only city with no bargaining units.

In addition to our comparable cities, staff also wanted to look at how the salary for our HR Director position compares to other jurisdictions in the Puget Sound region and western Washington. Attachments C and D to this staff report present this data based on information obtained through the 2013 Association of Washington Cities Salary Survey. Attachment C compares the HR Director position to cities in the Puget Sound region with a population between 30,000 and 80,000, while Attachment D compares our position to western Washington cities with populations 25% above and 25% below Shoreline’s. In both cases, our HR Director position is only 4.01% above the median, which we would determine as “in market” if these results were found in our salary survey (‘in market’ is defined as being within 5.00% of the median of comparable cities.)

Regardless of this comparison, the City Manager recommends that Council not compare individual positions at the City against other labor markets outside the City’s identified comparable cities. This would start to create uncertainty for City employees and confusion with the City’s current compensation policy and plan. While we have provided this information for additional context for Council discussion, staff recommends that if Council wants to consider any change in the comparable labor market, that it should be done holistically and should not be conducted without undertaking a thorough classification and compensation study first.

Recommendation

Given these organizational needs and market conditions, the City Manager recommends keeping the HR Director position in its current salary range and keeping this position a Director position.

RESOURCE/FINANCIAL IMPACT

If the HR Director position remains in Salary Range 70, there would be no financial impact to the City, as the 2014 budget assumes that the classification will not change. If however the classification is changed by the Council to a lower salary range, budget savings would be achieved in 2014. At the time of preparing the 2014 budget, staff was not aware that the current HR Director would be retiring and as such the 2014 budget reflects the anticipated salary of the HR Director at step 6 of salary range 70. The hiring of a new HR Director could result in placement at a lower step within the recommended salary range.

RECOMMENDATION

As this is a discussion item only, no action is required at this time. The City Manager's recommendation is to maintain the Human Resource Director position at Salary Range 70. If Council is in agreement no further action will be required by Council, as this is the pay classification that was adopted with the 2014 budget. However, if Council determines that there is a more appropriate range for this position, then Council action will be scheduled for February 10.

ATTACHMENTS

- Attachment A: 2014 Exempt Salary Schedule
- Attachment B: HR Director/Manager Data – Comparable Cities
- Attachment C: HR Director/Manager Data – Puget Sound Cities 30,000 to 80,000
Population
- Attachment D: HR Director/Manager Data – Western Washington Cities with
Populations 25% Above and 25% Less Than Shoreline
- Attachment E: HR Director Job Classification

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj: 1.26%
Effective: January 1, 2014

Range	Title	Salary	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
1		Annual	19,795	20,587	21,410	22,266	23,157	24,083	
2		Annual	20,317	21,130	21,975	22,854	23,768	24,719	
3		Annual	20,782	21,613	22,477	23,377	24,312	25,284	
4		Annual	21,304	22,156	23,043	23,964	24,923	25,920	
5		Annual	21,856	22,730	23,639	24,585	25,568	26,591	
6		Annual	22,407	23,303	24,235	25,205	26,213	27,262	
7		Annual	22,988	23,907	24,863	25,858	26,892	27,968	
8		Annual	23,568	24,511	25,491	26,511	27,571	28,674	
9		Annual	24,119	25,084	26,088	27,131	28,216	29,345	
10		Annual	24,758	25,748	26,778	27,849	28,963	30,122	
11		Annual	25,339	26,352	27,406	28,502	29,642	30,828	
12		Annual	25,977	27,016	28,097	29,221	30,389	31,605	
13		Annual	26,645	27,710	28,819	29,972	31,170	32,417	
14		Annual	27,312	28,405	29,541	30,723	31,951	33,229	
15		Annual	27,980	29,099	30,263	31,473	32,732	34,042	
16		Annual	28,705	29,854	31,048	32,290	33,581	34,924	
17		Annual	29,431	30,608	31,833	33,106	34,430	35,807	
18		Annual	30,128	31,333	32,586	33,889	35,245	36,655	
19		Annual	30,882	32,118	33,402	34,738	36,128	37,573	
20		Annual	31,666	32,933	34,250	35,620	37,045	38,526	
21		Annual	32,450	33,748	35,097	36,501	37,961	39,480	
22		Annual	33,291	34,623	36,008	37,448	38,946	40,504	
23		Annual	34,104	35,468	36,887	38,362	39,897	41,493	
24		Annual	34,975	36,374	37,829	39,342	40,915	42,552	
25		Annual	35,816	37,249	38,739	40,289	41,900	43,576	
26		Annual	36,716	38,185	39,712	41,301	42,953	44,671	
27		Annual	37,645	39,151	40,717	42,345	44,039	45,801	
28		Annual	38,603	40,147	41,753	43,423	45,160	46,966	
29		Annual	39,561	41,143	42,789	44,500	46,280	48,132	
30		Annual	40,547	42,169	43,856	45,610	47,435	49,332	
31		Annual	41,563	43,226	44,955	46,753	48,623	50,568	
32		Annual	42,608	44,313	46,085	47,928	49,846	51,839	

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj: 1.26%
Effective: January 1, 2014

Range	Title	Salary	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	
33		Annual	43,682	45,429	47,247	49,136	51,102	53,146
34		Annual	44,756	46,546	48,408	50,344	52,358	54,453
35		Annual	45,859	47,693	49,601	51,585	53,648	55,794
36		Annual	47,049	48,931	50,888	52,924	55,041	57,242
37		Annual	48,181	50,108	52,112	54,197	56,365	58,619
38		Annual	49,371	51,346	53,400	55,536	57,757	60,067
39		Annual	50,619	52,644	54,750	56,939	59,217	61,586
40		Annual	51,896	53,972	56,131	58,376	60,711	63,140
41		Annual	53,202	55,330	57,543	59,845	62,239	64,729
42		Annual	54,537	56,719	58,988	61,347	63,801	66,353
43	Assistant Planner	Annual	55,901	58,138	60,463	62,882	65,397	68,013
44		Annual	57,295	59,586	61,970	64,449	67,027	69,708
45	Executive Assistant to the City Manager	Annual	58,717	61,066	63,508	66,048	68,690	71,438
46	Staff Accountant	Annual	60,168	62,575	65,078	67,681	70,388	73,204
47	Associate Planner	Annual	61,735	64,205	66,773	69,444	72,222	75,111
48	Budget Analyst Management Analyst Recreation Coordinator I	Annual	63,245	65,775	68,405	71,142	73,987	76,947
49	Parks & Rec Project Coordinator Emergency Management Coordinator Neighborhoods Coordinator	Annual	64,841	67,435	70,132	72,937	75,855	78,889
50		Annual	66,437	69,095	71,859	74,733	77,722	80,831
51	Web Developer Senior Planner	Annual	68,092	70,816	73,648	76,594	79,658	82,844
52	Customer Response Team Supervisor Development Review Engineer I Grants Coordinator Recreation Coordinator II CMO Management Analyst Senior Human Resources Analyst Senior Management Analyst Senior Budget Analyst	Annual	69,833	72,627	75,532	78,553	81,695	84,963
53	Network Administrator Construction Inspection Supervisor	Annual	71,575	74,438	77,415	80,512	83,732	87,082
54	PW Maintenance Supervisor	Annual	73,345	76,279	79,330	82,503	85,804	89,236
55	Capital Projects Manager I City Clerk	Annual	75,174	78,181	81,308	84,560	87,943	91,460

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj: 1.26%
Effective: January 1, 2014

Range	Title	Salary	Min					Max
			Step 1	Step 2	Step 3	Step 4	Step 5	
56	Engineer I: Traffic	Annual	77,089	80,173	83,380	86,715	90,184	93,791
57	GIS Specialist	Annual	79,005	82,165	85,452	88,870	92,425	96,122
58		Annual	80,979	84,218	87,587	91,090	94,734	98,523
59	Recreation Superintendent Finance Manager Capital Projects Manager II Community Services Manager Intergovernmental Prog Manager Development Review Engineer II Permit Services Manager Parks Superintendent Planning Manager Central Services Manager Structural Plans Examiner Engineer II: Traffic Engineer II: Surface Water IT Systems Analyst	Annual	83,011	86,331	89,784	93,376	97,111	100,995
60		Annual	85,071	88,474	92,013	95,694	99,521	103,502
61	Building Official	Annual	87,219	90,708	94,336	98,110	102,034	106,115
62	Assistant City Attorney Economic Development Program Mgr	Annual	89,396	92,972	96,691	100,558	104,581	108,764
63	City Traffic Engineer SW & Environmental Svcs Manager	Annual	91,602	95,266	99,077	103,040	107,161	111,448
64		Annual	93,924	97,681	101,588	105,651	109,878	114,273
65	Engineering Manager Transportation Planning Manager	Annual	96,246	100,096	104,099	108,263	112,594	117,098
66	Information Systems Manager	Annual	98,655	102,601	106,705	110,973	115,412	120,029
67		Annual	101,151	105,197	109,405	113,781	118,332	123,066
68		Annual	103,647	107,793	112,105	116,589	121,252	126,102
69		Annual	106,259	110,510	114,930	119,527	124,308	129,281
70	Human Resources Director	Annual	108,901	113,257	117,787	122,498	127,398	132,494
71	City Engineer Utility and Operations Manager	Annual	111,629	116,094	120,738	125,567	130,590	135,814
72		Annual	114,444	119,022	123,783	128,734	133,884	139,239
73		Annual	117,289	121,980	126,859	131,934	137,211	142,700
74	Assistant City Manager Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Dev Director Public Works Director City Attorney	Annual	120,220	125,029	130,030	135,231	140,641	146,266
75		Annual	123,239	128,168	133,295	138,627	144,172	149,939

Attachment B

City of Shoreline Comparable Cities

Jurisdiction	Job Title	Population	2013 Salary (High)	# of Direct Reports (FTE)	Fire?	Police?	Utilities?
Kent	Human Resources Director	120,500	\$ 143,832	7		X	X
Everett	Labor Relations & HR Director	104,200	\$ 143,640	7	X	X	X
Renton	HR & Risk Mgmt Administrator	95,540	\$ 149,472	8	X	X	X
Federal Way	Human Resources Manager	89,720	\$ 90,660	4		X	
Kirkland	Dir of HR & Performance Mgmt	81,730	\$ 145,116	8.7	X	X	X
Auburn	Dir of HR & Risk/Property Mgmt	73,235	\$ 148,104	7		X	X
Lakewood	Human Resources Director	58,310	\$ 112,608	4		X	
Redmond	Human Resources Director	55,840	\$ 140,100	10.5	X	X	X
Olympia	Line of Business Director	48,480	\$ 102,864	8	X	X	X
Edmonds	Human Resources Manager	39,800	\$ 109,385	0.5	X	X	X
<i>Median</i>		<i>77,483</i>	<i>\$ 141,870</i>	<i>7</i>			
Shoreline	Human Resources Director	53,670	\$ 130,845	2			
Current Shoreline Salary Percent Higher/lower than Median			-8.43%				

Attachment C

<i>Puget Sound Cities 30,000 - 80,000 Population (King, Snohomish, Pierce, Thurston, & Kitsap Counties)</i>			
Jurisdiction	Job Title	Population	2013 Salary (High)
Auburn	Dir of HR & Risk/Property Mgmt	73,235	\$ 148,104
Marysville	Human Resources Director	62,100	\$ 141,036
Lakewood	Human Resources Director	58,310	\$ 112,608
Redmond	Human Resources Director	55,840	\$ 140,100
Olympia	Line of Business Director	48,480	\$ 102,864
Sammamish	Administrative Services Director	48,060	\$ 154,860
Burien	Human Resources Manager	48,030	\$ 98,688
Lacey	Director of Public Affairs and HR	44,350	\$ 125,592
Edmonds	Human Resources Manager	39,800	\$ 109,385
Puyallup	Human Resources Director	37,980	\$ 129,096
Bremerton	Human Resources Manager	37,850	\$ 95,592
Lynnwood	Human Resources Director	35,960	\$ 130,296
Bothell	Human Resources Director	34,460	\$ 144,540
Issaquah	Human Resources Manager	32,130	\$ 117,780
University Place	Human Resources Manager	31,340	\$ 84,660
<i>Median</i>		<i>44,350</i>	<i>\$ 125,592</i>
Shoreline	Human Resources Director	53,670	\$ 130,845
Current Shoreline Salary Percent Higher/Lower than Median			4.01%

Attachment D

Western Washington Cities with Populations 25% Above and 25% Less Than Shoreline			
Jurisdiction	Job Title	Population	2013 Salary (High)
Marysville	Human Resources Director	62,100	\$ 141,036
Lakewood	Human Resources Director	58,310	\$ 112,608
Redmond	Human Resources Director	55,840	\$ 140,100
Olympia	Line of Business Director	48,480	\$ 102,864
Sammamish	Administrative Services Director	48,060	\$ 154,860
Burien	Human Resources Manager	48,030	\$ 98,688
Lacey	Director of Public Affairs and HR	44,350	\$ 125,592
<i>Median</i>		<i>48,480</i>	<i>\$ 125,592</i>
Shoreline	Human Resources Director	53,670	\$ 130,845
Current Shoreline Salary Percent Higher/Lower than Median			4.01%



Human Resources Director

Class Code:
70

Bargaining Unit: N/A

CITY OF SHORELINE
Established Date: Jan 7, 2011
Revision Date: Jan 1, 2014

SALARY RANGE

\$108,901.00 - \$132,494.00 Annually

GENERAL STATEMENT:

*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 plan, direct, manage and oversee the activities and operations of the Human Resources Department including employee development and training, recruiting and placement and compensation and benefit plan administration; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the City Manager.
Exercises direct supervision over professional and support staff.

ESSENTIAL AND MARGINAL FUNCTIONS:

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume full management responsibility for all Department services and activities including employee development and training, recruitment and placement, and compensation and benefit administration; recommend and administer policies and procedures.
2. Manage the development and implementation of Department goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Human Resources Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Coordinate with departments to design new positions; recommend reclassification requests and salary adjustments.
7. Direct the design and presentation of managerial and supervisory training programs for all departments; conduct periodic training needs assessment.
8. Direct the City's employment functions; assist departments in filling position vacancies; develop and monitor job descriptions; recruit qualified candidates and screen applicants.
9. Recommend and administer compensation plan and related policies; direct salary studies for compensation evaluation; prepare reports on findings and recommendations.
10. Direct benefit studies; develop cost-effective benefit programs for employees.
11. Assist employees, supervisors and managers in understanding the application of personnel policies and practices; counsel employees concerning job-related issues.
12. Oversee the maintenance of confidential personnel files for all employees, interns, City Councilmembers and extra-help staff.
13. Investigate employee grievances; respond to and resolve employee complaints; oversee the application of discipline.
14. Conduct pre-termination hearings.
15. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

16. Oversee and participate in the development and administration of the Department budget, approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
17. Explain, justify and defend Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
18. Represent the Human Resources Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
19. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
20. Provide staff support to assigned boards and commissions.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Marginal Function:

Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

Operations, services and activities of a comprehensive human resources program.
 Principles and practices of human resources management.
 Principles and practices of program development and administration.
 Methods and techniques of research and analysis.
 Quantitative methods related to organizational research in the personnel field.
 Principles and practices of local budget preparation and administration.
 Principles of supervision, training and performance evaluation.
 Position classification and salary administration programs.
 Principles and practices of benefits plan administration.
 Business and personal ethics.
 Advanced principles and practices of record keeping.
 Modern office procedures, methods and equipment including computers.
 Applicable computer software applications.
 Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive human resources administration program.
 Develop and administer departmental goals, objectives and procedures.
 Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 Identify and respond to sensitive community and organizational issues, concerns and needs.
 Plan, organize, direct and coordinate the work of lower level staff.
 Delegate authority and responsibility.
 Select, supervise, train and evaluate staff.
 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.
 Design new positions as needed.
 Design and present training programs for all departments.
 Oversee and participate in recruitment and selection activities.
 Conduct comprehensive compensation and benefit studies.
 Implement and administer cost effective employee benefits programs.
 Interpret and explain personnel policies and procedures.
 Maintain confidential personnel files.
 Investigate employee grievances.
 Prepare clear and concise administrative and financial reports.
 Prepare and administer large and complex budgets.
 Interpret and apply applicable Federal, State and local policies, laws and regulations.
 Operate office equipment including computer and supporting word processing and spreadsheet applications.
 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:

Six years of increasingly responsible public sector human resources administration experience including

three years of management and administrative responsibility.

Training:

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

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screen; extensive contact with City staff.

Physical Conditions:

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