

Council Meeting Date: September 24, 2001

Agenda Item: 7(c)

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adoption of Ordinance No. 284 Amending the Budget Ordinance to Reclassify A Position in the Public Works Department from an Admin. Asst. I to an Admin. Asst. II
DEPARTMENT: Human Resources
PRESENTED BY: Marci Wright, Human Resources Director

PROBLEM/ISSUE STATEMENT: The Public Works Department currently has 3 positions in the Administrative Assistant series: one Administrative Assistant III; one Administrative Assistant II; and one Administrative Assistant I. The Public Works Department requested a review of the Administrative Assistant I position to determine whether the work performed by the incumbent employee continued to fit within the existing classification.

When originally created as an Administrative Assistant I, the position was primarily responsible for reception and data entry duties for the Customer Response Team function within Public Works. With the transition of CRT out of Public Works, the Administrative Assistant I position remained within Public Works and has taken on new responsibilities. Human Resources staff performed a desk audit of these current duties to determine the level of work assigned.

ALTERNATIVES ANALYZED: The following alternatives were considered:

- The position could be reclassified to an Administrative Assistant II through the adoption of Proposed Ordinance No. 284 (Recommended). After reviewing the work performed, staff believes the duties newly assigned to this position make it more appropriately classified as an Administrative Assistant II.
- Leave the position classified as an Administrative Assistant I. If the position remains classified as an Administrative Assistant I, staff would reassign duties to the position to ensure that the incumbent is working within classification.

FINANCIAL IMPACT: If adopted, the proposed reclassification would be effective as of June 11, 2000, the date the Department submitted the review request. The 2001 cost to implement the reclassification is approximately \$900 and can be absorbed within the current department budget. The annualized impact is approximately \$2,000.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 284 amending the Budget Ordinance to reclassify a Public Works Admin. Asst. I to an Admin. Asst. II.

Approved By: City Manager  City Attorney 

ATTACHMENT

Attachment A - Ordinance No. 284 Reclassifying the Administrative Assistant I position in the Public Works Department to an Administrative Assistant II.

ORDINANCE NO. 284

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
RECLASSIFYING THE ADMINISTRATIVE ASSISTANT I POSITION IN
THE PUBLIC WORKS DEPARTMENT TO AN ADMINISTRATIVE
ASSISTANT II.**

WHEREAS, City staff have determined it is appropriate to reclassify the Administrative Assistant I position within the Public Works Department to an Administrative Assistant II; now therefore

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

Section 1. Amendment. The City of Shoreline 2001 Budget, *Public Works Department -2001 Position Summary*, adopted by Ordinance 254 is amended to read as set forth in Exhibit A attached hereto.

Section 2. Salary Adjustment. Salary of the employee filling the position reclassified by this Ordinance shall be adjusted and compensation paid as though this Ordinance had been in effect on June 11, 2001.

Section 3. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five days after passage and publication

ADOPTED BY THE CITY COUNCIL ON SEPTEMBER 24, 2001.

Mayor Scott Jepsen

ATTEST:

APPROVED AS TO FORM:

Sharon Mattioli, CMC
City Clerk

Ian Sievers
City Attorney

Publication Date: September 27, 2001
Effective Date: October 2, 2001

PUBLIC WORKS DEPARTMENT - 2001 POSITION SUMMARY
Exhibit A

	1998	1999	2000	2001
	Budgeted	Budgeted	Budgeted	Budgeted
	Positions	Positions	Positions	Positions
Public Works Director	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Management Analyst	0.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00
Capital Projects Manager	0.00	1.00	1.00	1.00
Capital Projects Manager	0.00	1.00	1.00	1.00
Capital Project Manager	0.00	0.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00	1.00
Maintenance Supervisor	0.00	1.00	1.00	1.00
Senior Maintenance Worker	0.00	0.00	1.00	1.00
Maintenance Worker II	0.00	1.00	1.00	1.00
Maintenance Worker II	0.00	0.00	1.00	1.00
Maintenance Worker II	0.00	0.00	1.00	1.00
Maintenance Worker I	0.00	1.00	1.00	1.00
Maintenance Worker I	0.00	0.00	1.00	1.00
Maintenance Worker I	0.00	0.00	1.00	1.00
CRT Supervisor	1.00	1.00	1.00	1.00
CRT Representative	1.00	1.00	1.00	1.00
CRT Representative	1.00	1.00	1.00	1.00
CRT Representative	1.00	1.00	1.00	1.00
Surface Water Program Coord.	1.00	1.00	1.00	1.00
Facilities Coordinator	1.00	1.00	1.00	1.00
Facilities Maint. Worker II	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant II	0.00	1.00	1.00	1.00
Administrative Assistant I Administrative Assistant II	0.00	0.00	0.00	1.00
Utility Coordinator	0.00	0.00	1.00	1.00
Environmental Educator	0.00	0.00	0.00	1.00
Surface Water Quality Specialist	0.00	0.00	0.00	1.00
Capital Inspector	0.00	0.00	0.00	0.50
	15.00	22.00	29.00	32.50