

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Ordinance No. 465 to Reclassify the Human Services Manager within the City's Classification and Compensation Plan and Create Community Services Division
DEPARTMENT:	Human Resources
PRESENTED BY:	Julie Modrzejewski, Assistant City Manager Marci Wright, Human Resources Director

ISSUE STATEMENT: In an effort to gain strategic benefits and tighter connections among single functions, the City Manager has decided to restructure the City Manager's Office to form a new division: Community Services Division. The new division will combine the following functions/positions:

- Human Services (Human Services Manager, Planner II)
- Customer Response Team (CRT Supervisor, Lead CRT Representative, 2 CRT Representatives, Administrative Assistant II)
- Emergency Management (Emergency Management Coordinator)
- Neighborhoods (Neighborhoods Coordinator)

The new division will be headed by Rob Beem and the title of his position will be changed from Human Services Manager to Community Services Manager. His position will continue to report to the Assistant City Manager.

Because the new position of Community Services Manager will be responsible for three additional functions (CRT, Emergency Management and Neighborhoods) and will have three additional direct reports, we believe these duties warrant a revised classification. We are recommending we reclassify the incumbent to the new classification Community Services Manager to be effective April 1, 2007.

ANALYSIS: With Emergency Management, Human Services, the Customer Response Team, and Neighborhood Resources more tightly connected, the City would benefit in the following ways:

1. The community would benefit with more outreach by the Customer Response Team to Neighborhoods through the sharing of information and education on a variety of issues including code enforcement, general citizen interest and calls, etc. The Customer Response Team would have a visible presence to the Neighborhoods and, in turn, the Neighborhoods can provide valuable information and feedback for future City actions to address neighborhood issues and concerns as well as receive information about what is going well.
2. This shift would also enhance the coordination with Emergency Management Planning and the role the public must play in the first critical 72 hours in any

emergency. Neighborhoods and CRT can be an important link to the community in terms of disseminating information, training, and organization for post event activities.

3. This organizational change would also strengthen the City's public involvement - public involvement strategies are critical to the success of major capital projects, bond issues, land use issues and other sometimes controversial issues. Neighborhoods can play a strategic and useful role in actively engaging the community, gaining valuable input and providing an important access point for the City.
4. By having Human Services, the Customer Response Team, and Neighborhoods greater connected, it with would help in disseminating information to the public about the range of human services that are available and how to access them.

In addition to the above strategic benefits, this new reporting structure would allow the Assistant City Manager to shift her workload to further support and assist the City Manager. This change would result in the Assistant City Manager having two less direct reports (CRT Supervisor and Emergency Management Coordinator).

Due to the additional responsibilities for functions, budget and staff resulting from this reorganization, we recommend the creation of the new classification of Community Services Manager. Because we know from previous surveys that the Customer Response Team and Emergency Management functions are fairly unique in our defined labor market, we do not believe conducting a survey of our market would be helpful in establishing a salary range for this new classification. Instead we have looked at internal comparisons to develop a salary recommendation. We compared components of the job including size of staff, level in the organization and key responsibilities. We believe the closest internal "matches" for the Community Services Manager are the following division managers: Building Official; Finance Manager and Permit Services Manager. All of the classifications are assigned to salary range 59.

We recommend reclassifying the Human Services Manager to Community Services Manager and moving the position from Range 55 to Range 59.

FINANCIAL IMPACT: The 2007 cost to implement this reclassification is estimated to be approximately \$7,146 and can be absorbed within the general fund budget.

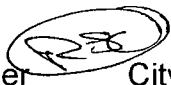
RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 465 reclassifying a position within the City of Shoreline Classification and Compensation Plan.

ATTACHMENTS

- Attachment A An Ordinance Reclassifying the Human Services Manager to a new classification Community Services Manager and amending the 2007 Budget by amending the 2007 Exempt Salary Table
- Attachment B Classification Specification for Community Services Manager

Approved By:

City Manager  City Attorney 

ORDINANCE NO. 465

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE HUMAN SERVICES MANAGER TO A NEW CLASSIFICATION COMMUNITY SERVICES MANAGER AND AMENDING THE 2007 BUDGET, AS AMENDED, BY AMENDING THE 2007 EXEMPT SALARY TABLE AND ORGANIZATION CHART

WHEREAS, the 2007 Budget for the City of Shoreline was adopted by Ordinance No. 449, Section 1, and amended by Ordinance No. 457;

WHEREAS, City staff have determined it is appropriate to reclassify the Human Services Manager to a new classification specification, Community Services Manager; and

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

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

Section 1. Amendment to the 2007 Budget. The Exempt Salary Table of the 2007 Budget as adopted by Ordinance No. 449, as amended and as shown on Exhibit A attached hereto is amended as follows:

The classification "Human Services Manager" is deleted from Range 55 and new classification "Community Services Manager" is added to Range 59

Section 2. Amendment to the 2007 Budget. The City organization chart of the 2007 Budget as adopted by Ordinance 449, as amended, is amended as set forth in Exhibit B attached hereto.

Section 3. 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 MARCH 26, 2007.

Robert Ransom, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

Mkt Adj. 3.78%

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

EFFECTIVE JAN 1, 2007

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	17,410	18,125	18,840	19,580	20,371	21,188
2		Annual	17,869	18,559	19,299	20,065	20,856	21,699
3		Annual	18,278	19,018	19,784	20,575	21,392	22,260
4		Annual	18,737	19,503	20,269	21,086	21,928	22,822
5		Annual	19,222	19,988	20,805	21,622	22,490	23,383
6		Annual	19,707	20,473	21,316	22,158	23,052	23,971
7		Annual	20,218	21,009	21,852	22,720	23,639	24,583
8		Annual	20,729	21,545	22,388	23,307	24,226	25,196
9		Annual	21,214	22,082	22,949	23,868	24,839	25,834
10		Annual	21,775	22,643	23,537	24,481	25,451	26,472
11		Annual	22,286	23,205	24,124	25,094	26,089	27,136
12		Annual	22,847	23,766	24,736	25,706	26,753	27,825
13		Annual	23,435	24,379	25,349	26,370	27,417	28,515
14		Annual	24,022	24,966	25,987	27,034	28,106	29,229
15		Annual	24,609	25,604	26,625	27,698	28,795	29,944
16		Annual	25,247	26,268	27,315	28,387	29,536	30,710
17		Annual	25,885	26,906	27,978	29,102	30,276	31,476
18		Annual	26,498	27,570	28,668	29,816	31,016	32,267
19		Annual	27,162	28,259	29,382	30,557	31,782	33,058
20		Annual	27,851	28,974	30,123	31,348	32,599	33,901
21		Annual	28,540	29,689	30,889	32,114	33,390	34,743
22		Annual	29,280	30,429	31,654	32,931	34,233	35,611
23		Annual	29,995	31,195	32,446	33,748	35,101	36,505
24		Annual	30,761	31,961	33,263	34,590	35,969	37,398
25		Annual	31,501	32,778	34,080	35,458	36,862	38,343

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EFFECTIVE JAN 1, 2007

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
26		Annual	32,293	33,595	34,922	36,326	37,781	39,313
27		Annual	33,110	34,437	35,841	37,271	38,751	40,283
28		Annual	33,952	35,305	36,709	38,190	39,721	41,304
29		Annual	34,794	36,198	37,653	39,134	40,717	42,325
30		Annual	35,662	37,092	38,572	40,130	41,712	43,397
31		Annual	36,556	38,036	39,543	41,125	42,759	44,469
32		Annual	37,475	38,981	40,538	42,146	43,831	45,593
33		Annual	38,419	39,951	41,534	43,219	44,929	46,741
34		Annual	39,364	40,947	42,580	44,291	46,052	47,890
35		Annual	40,334	41,968	43,627	45,388	47,201	49,090
36		Annual	41,381	43,014	44,750	46,512	48,375	50,315
37		Annual	42,376	44,086	45,848	47,686	49,575	51,566
38		Annual	43,423	45,159	46,971	48,860	50,826	52,843
39		Annual	44,520	46,307	48,171	50,086	52,102	54,170
40		Annual	45,644	47,482	49,371	51,362	53,404	55,548
41	Planner I	Annual	46,792	48,681	50,622	52,638	54,732	56,927
42		Annual	47,967	49,881	51,872	53,940	56,085	58,357
43		Annual	49,167	51,132	53,174	55,293	57,514	59,812
44		Annual	50,392	52,409	54,502	56,672	58,944	61,292
45	Planner II Executive Assistant to the City Manager	Annual	51,643	53,710	55,855	58,101	60,424	62,849
46	Budget Analyst Management Analyst Staff Accountant Recreation Coordinator Grants Specialist	Annual	52,919	55,063	57,259	59,531	61,930	64,407
47	Human Resources Analyst	Annual	54,298	56,442	58,714	61,037	63,488	66,040
48	Purchasing Officer	Annual	55,625	57,846	60,169	62,569	65,070	67,674

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49	Neighborhoods Coordinator Emergency Management Coordinator Planner III Parks & Rec Project Coordinator	Annual	57,029	59,301	61,675	64,126	66,704	69,359
50	Communications Specialist Senior Accountant Recreation Coordinator II	Annual	58,433	60,756	63,207	65,734	68,363	71,095
51	Web Developer	Annual	59,888	62,288	64,790	67,368	70,074	72,882
52	Associate Traffic Engineer Public Works Administrative Manager Development Review Engineer I CRT Supervisor	Annual	61,420	63,871	66,423	69,078	71,835	74,720
53	Network Administrator	Annual	62,952	65,453	68,083	70,814	73,648	76,583
54	PW Maintenance Supervisor	Annual	64,509	67,087	69,767	72,575	75,486	78,498
55	Capital Projects Manager I GIS Specialist Human Services Manager City Clerk	Annual	66,117	68,772	71,529	74,388	77,375	80,464
56	Parks Superintendent Recreation Superintendent	Annual	67,802	70,508	73,316	76,251	79,289	82,480
57	Database Administrator	Annual	69,487	72,269	75,154	78,166	81,280	84,548
58	Assistant City Attorney	Annual	71,223	74,056	77,017	80,106	83,323	86,641
59	Building Official Economic Development Program Mgr Finance Manager Capital Projects Manager II Surface Water & Enviro Services Manager Traffic Engineer Development Review Engineer II Permit Services Manager <u>Community Services Manager</u>	Annual	73,009	75,945	78,957	82,123	85,416	88,811
60		Annual	74,822	77,809	80,923	84,165	87,535	91,032
61		Annual	76,711	79,774	82,965	86,284	89,730	93,330
62	Information Systems Manager Assistant Director PADS	Annual	78,626	81,791	85,059	88,454	91,977	95,653
63		Annual	80,566	83,808	87,152	90,649	94,274	98,052

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64	Aurora Corridor Project Manager Communications & IR Director Capital Project Administrator	Annual	82,608	85,901	89,347	92,921	96,623	100,503
65		Annual	84,650	88,045	91,568	95,219	99,048	103,005
66	Public Works Operations Manager	Annual	86,769	90,241	93,866	97,618	101,524	105,583
67		Annual	88,964	92,513	96,214	100,069	104,077	108,212
68	Human Resources Director	Annual	91,160	94,810	98,588	102,545	106,655	110,918
69		Annual	93,457	97,184	101,064	105,123	109,310	113,701
70	Assistant City Manager	Annual	95,780	99,609	103,617	107,753	112,067	116,534
71		Annual	98,180	102,111	106,196	110,433	114,849	119,444
72	Finance Director Parks, Rec & Cultural Services Director Planning & Devel. Svcs. Director Public Works Director	Annual	100,656	104,664	108,850	113,216	117,734	122,431
73	City Attorney	Annual	103,158	107,293	111,582	116,049	120,670	125,495
74	Deputy City Manager	Annual	105,736	109,948	114,364	118,934	123,708	128,634
75		Annual	108,391	112,731	117,224	121,921	126,796	131,851



Citizens of Shoreline

03/09/07

Shoreline City Council

City Manager
Bob Olander

Support
Department
and Staff

City Attorney
Ian Sievers

Communications &
Intergovernmental
Relations
Joyce Nichols

Finance
Debbie Tarry

Human
Resources
Marc Wright

Assistant City
Manager
Julie Modrzejewski

Parks,
Recreational &
Cultural
Services
Dick Deal

Planning &
Development
Services
Joe Tovar

Police
Tony Burt

Public Works
Mark Relph



City Clerk
Scott Passey

Community
Services
Manager
Rob Beem

Management
Analyst
Bernard
Seeger

Management
Analyst
John Harris

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