

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

|                      |  |
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| <b>AGENDA TITLE:</b> | Adoption of Adjustment to the Salary Range for the Sr. Parks Maintenance Worker Position |
| <b>DEPARTMENT:</b>   | Human Resources; City Attorney   |
| <b>PRESENTED BY:</b> | Marci Wright, Human Resources Director   |

#### **EXECUTIVE / COUNCIL SUMMARY**

The City's original classification and compensation study (completed in 1997) created a three classification parks maintenance series: Parks Maintenance Worker I, Parks Maintenance Worker II and Senior Parks Maintenance Worker. While the other two classifications have been in active use for many years, the City has never used the Senior Maintenance Worker classification. We have also had a three classification public works maintenance series: Public Works Maintenance Worker I, Public Works Maintenance Worker II and Senior Public Works Maintenance Worker. All three of these Public Works classifications have been in use for several years.

Historically the Public Works Maintenance Worker series has been paid slightly higher than the Parks Maintenance Worker series. As a result of our 2006 market survey, during the 2006 budget process the Parks Maintenance Worker I and Parks Maintenance Worker II positions were moved up into the same range as their Public Works counterparts. This change was done based on the survey results as well as the recognition that the Parks positions and qualifications had changed to a degree worthy of realignment. At this time the Senior Parks Maintenance Worker classification was not recommended to realign because the lack of use of the position left it somewhat undefined in scope. Instead, it was decided to evaluate this issue if and when it became necessary to use the classification.

In the spring of 2008 a vacancy at the Parks Maintenance Worker II level led to an evaluation of the current structure of the Parks maintenance operation. During this review it became apparent that due to the growing size of the City's park system, the additional positions added over the last few years and the resulting growth in the workload of the Parks Superintendent, additional resources and support for field staff activities was needed to address projected levels of service. As a result the decision was made to pursue converting the vacant Parks Maintenance Worker II position to the Senior Parks Maintenance Worker. Because this Senior position functions as a lead position, this change would address the concerns outlined above.

The Human Resources Department worked with the Parks, Recreation and Cultural Services Director and Parks Superintendent to review the current needs for the position and make the necessary revisions to the job description. When reviewing the level of responsibility, essential functions and requirements, we concluded this position at its current level was out of alignment in the salary table.

Based on the previous realignment of the Maintenance Worker positions and the current level of responsibilities and experience for the Senior Parks Maintenance Worker, it is our recommendation that the Senior Parks Maintenance Worker be moved from Range 39 to Range 42 to align it with the Senior Public Works Maintenance Worker position. We believe this revised internal alignment is supported by the market review and changes done in 2006 and will achieve appropriate internal equity of these positions.

We have attached for your Council's review a copy of the ordinance (Attachment A) and a revised salary table (Attachment B).

### **RECOMMENDATION**

Staff recommends that Council approve Ordinance No. 517 revising the salary range for the Senior Maintenance Worker in the Parks and Recreation and Cultural Services Department.

Approved By: City Manager  City Attorney 

**ORDINANCE NO. 517**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, REVISING THE SALARY RANGE FOR THE SENIOR MAINTENANCE WORKER IN THE PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT AND AMENDING THE 2008 NON-EXEMPT SALARY TABLE OF THE 2008 FINAL BUDGET FOR THE CITY OF SHORELINE**

WHEREAS, Ordinance No. 486 adopted the 2008 Final Budget for the City of Shoreline (hereafter "2008 Budget"); and

WHEREAS, City staff have determined it is appropriate to revise the salary range for the Senior Parks Maintenance Worker classification specification;

WHEREAS, the salary range should be set which is commensurate with the work performed and comparable to equivalent classifications; and

WHEREAS, the position shall continue to work in the Parks Recreation and Cultural Services Department and no amendments to the Department's 2008 budget are needed;

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

**Section 1. Amendment .** The City hereby amends the 2008 Final Budget for the City of Shoreline by making the following revisions to the 2008 Non-Exempt Salary Table of this document:

The classification "Senior Parks Maintenance Worker" is removed from Range 39 and added to Range 42 of the 2008 Non-Exempt Salary 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 August 25, 2008.**

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Mayor Cindy Ryu

**ATTEST:**

**APPROVED AS TO FORM:**

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Scott Passey  
City Clerk

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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, 2008

| Range | Title                   | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|-------------------------|-------------|------------|--------|--------|--------|--------|------------|
| 1     |                         | Hourly      | 8.63       | 8.98   | 9.34   | 9.71   | 10.10  | 10.50      |
| 2     |                         | Hourly      | 8.86       | 9.22   | 9.58   | 9.97   | 10.37  | 10.78      |
| 3     |                         | Hourly      | 9.06       | 9.43   | 9.80   | 10.20  | 10.60  | 11.03      |
| 4     |                         | Hourly      | 9.29       | 9.66   | 10.05  | 10.45  | 10.87  | 11.31      |
| 5     |                         | Hourly      | 9.53       | 9.91   | 10.31  | 10.72  | 11.15  | 11.60      |
| 6     |                         | Hourly      | 9.77       | 10.16  | 10.57  | 10.99  | 11.43  | 11.89      |
| 7     |                         | Hourly      | 10.03      | 10.43  | 10.84  | 11.28  | 11.73  | 12.20      |
| 8     |                         | Hourly      | 10.28      | 10.69  | 11.12  | 11.56  | 12.03  | 12.51      |
| 9     |                         | Hourly      | 10.52      | 10.94  | 11.38  | 11.83  | 12.31  | 12.80      |
| 10    |                         | Hourly      | 10.80      | 11.23  | 11.68  | 12.15  | 12.63  | 13.14      |
| 11    |                         | Hourly      | 11.05      | 11.49  | 11.95  | 12.43  | 12.93  | 13.45      |
| 12    |                         | Hourly      | 11.33      | 11.78  | 12.25  | 12.75  | 13.25  | 13.79      |
| 13    |                         | Hourly      | 11.62      | 12.09  | 12.57  | 13.07  | 13.60  | 14.14      |
| 14    |                         | Hourly      | 11.91      | 12.39  | 12.88  | 13.40  | 13.94  | 14.49      |
| 15    | Lifeguard/Instructor II | Hourly      | 12.20      | 12.69  | 13.20  | 13.73  | 14.28  | 14.85      |
| 16    |                         | Hourly      | 12.52      | 13.02  | 13.54  | 14.08  | 14.65  | 15.23      |
| 17    |                         | Hourly      | 12.84      | 13.35  | 13.88  | 14.44  | 15.02  | 15.62      |
| 18    |                         | Hourly      | 13.14      | 13.67  | 14.21  | 14.78  | 15.37  | 15.99      |
| 19    |                         | Hourly      | 13.47      | 14.01  | 14.57  | 15.15  | 15.76  | 16.39      |
| 20    |                         | Hourly      | 13.81      | 14.36  | 14.94  | 15.54  | 16.16  | 16.80      |
| 21    |                         | Hourly      | 14.15      | 14.72  | 15.31  | 15.92  | 16.56  | 17.22      |
| 22    |                         | Hourly      | 14.52      | 15.10  | 15.71  | 16.33  | 16.99  | 17.67      |
| 23    |                         | Hourly      | 14.87      | 15.47  | 16.09  | 16.73  | 17.40  | 18.10      |
| 24    | Senior Lifeguard        | Hourly      | 15.25      | 15.86  | 16.50  | 17.16  | 17.85  | 18.56      |
| 25    |                         | Hourly      | 15.62      | 16.25  | 16.90  | 17.57  | 18.28  | 19.01      |
| 26    |                         | Hourly      | 16.01      | 16.65  | 17.32  | 18.01  | 18.73  | 19.48      |

## City of Shoreline

## Range Placement Table

2.5% Between Ranges; 4% Between Steps

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Effective Jan 1, 2008

| Range | Title   | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|---|-------------|------------|--------|--------|--------|--------|------------|
| 27    | Teen Program Assistant<br>Recreation Assistant I  | Hourly      | 16.42      | 17.08  | 17.76  | 18.47  | 19.21  | 19.98      |
| 28    |   | Hourly      | 16.84      | 17.51  | 18.21  | 18.94  | 19.70  | 20.49      |
| 29    |   | Hourly      | 17.25      | 17.95  | 18.66  | 19.41  | 20.19  | 20.99      |
| 30    |   | Hourly      | 17.69      | 18.39  | 19.13  | 19.89  | 20.69  | 21.52      |
| 31    | Recreation Assistant II<br>Administrative Assistant I   | Hourly      | 18.13      | 18.85  | 19.61  | 20.39  | 21.21  | 22.06      |
| 32    | Public Works Maintenance Worker I<br>Parks Maintenance Worker I   | Hourly      | 18.58      | 19.33  | 20.10  | 20.90  | 21.74  | 22.61      |
| 33    |   | Hourly      | 19.05      | 19.81  | 20.61  | 21.43  | 22.29  | 23.18      |
| 34    |   | Hourly      | 19.52      | 20.30  | 21.11  | 21.96  | 22.84  | 23.75      |
| 35    | Finance Technician<br>Administrative Assistant II<br>Recreation Assistant III   | Hourly      | 20.00      | 20.80  | 21.63  | 22.50  | 23.40  | 24.34      |
| 36    |   | Hourly      | 20.52      | 21.34  | 22.20  | 23.08  | 24.01  | 24.97      |
| 37    | Parks Maintenance Worker II<br>Public Works Maintenance Worker II<br>Accounts Payable/Payroll Technician<br>Capital Projects Technician                               | Hourly      | 21.01      | 21.86  | 22.73  | 23.64  | 24.58  | 25.57      |
| 38    | Technical Assistant   | Hourly      | 21.53      | 22.40  | 23.29  | 24.22  | 25.19  | 26.20      |
| 39    | <del>Senior Parks Maintenance Worker</del><br>Facilities Maintenance Worker II<br>Payroll Officer<br>Administrative Assistant III<br>Environmental Programs Assistant | Hourly      | 22.08      | 22.96  | 23.88  | 24.84  | 25.83  | 26.86      |
| 40    | Engineering Technician  | Hourly      | 22.64      | 23.54  | 24.48  | 25.46  | 26.48  | 27.54      |
| 41    | Surface Water Quality Specialist  | Hourly      | 23.20      | 24.13  | 25.10  | 26.10  | 27.15  | 28.23      |
| 42    | Deputy City Clerk<br>Sr. Public Works Maintenance Worker<br>Records and Information Manager<br><u>Senior Parks Maintenance Worker</u>                                 | Hourly      | 23.79      | 24.74  | 25.73  | 26.76  | 27.83  | 28.94      |

City of Shoreline  
Range Placement Table

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Salary Table 02 - NON-EXEMPT

Effective Jan 1, 2008

| Range | Title  | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|--|-------------|------------|--------|--------|--------|--------|------------|
| 43    | Environmental Educator<br>Right-of-Way Inspector<br>CRT Representative | Hourly      | 24.38      | 25.36  | 26.37  | 27.43  | 28.52  | 29.66      |
| 44    | Plans Examiner I   | Hourly      | 24.99      | 25.99  | 27.03  | 28.11  | 29.23  | 30.40      |
| 45    | Associate Planner<br>Lead CRT Representative                           | Hourly      | 25.61      | 26.63  | 27.70  | 28.81  | 29.96  | 31.16      |
| 46    | Recreation Coordinator I<br>Code Enforcement Officer                   | Hourly      | 26.24      | 27.29  | 28.38  | 29.52  | 30.70  | 31.93      |
| 47    | Computer/Network Specialist  | Hourly      | 26.93      | 28.00  | 29.12  | 30.29  | 31.50  | 32.76      |
| 48    | Plans Examiner II<br>Combination Inspector                             | Hourly      | 27.59      | 28.69  | 29.84  | 31.03  | 32.27  | 33.56      |
| 49    | Facilities Supervisor  | Hourly      | 28.28      | 29.41  | 30.59  | 31.81  | 33.09  | 34.41      |
| 50    |  | Hourly      | 28.98      | 30.14  | 31.34  | 32.60  | 33.90  | 35.26      |
| 51    |  | Hourly      | 29.70      | 30.89  | 32.12  | 33.41  | 34.74  | 36.13      |
| 52    | Plans Examiner III   | Hourly      | 30.46      | 31.68  | 32.94  | 34.26  | 35.63  | 37.06      |
| 53    |  | Hourly      | 31.22      | 32.47  | 33.77  | 35.12  | 36.52  | 37.98      |
| 54    |  | Hourly      | 31.99      | 33.27  | 34.60  | 35.99  | 37.42  | 38.92      |
| 55    |  | Hourly      | 32.79      | 34.10  | 35.46  | 36.88  | 38.36  | 39.89      |
| 56    |  | Hourly      | 33.62      | 34.97  | 36.37  | 37.82  | 39.34  | 40.91      |
| 57    |  | Hourly      | 34.46      | 35.84  | 37.27  | 38.76  | 40.31  | 41.93      |
| 58    |  | Hourly      | 35.32      | 36.73  | 38.20  | 39.73  | 41.32  | 42.97      |
| 59    |  | Hourly      | 36.21      | 37.65  | 39.16  | 40.73  | 42.36  | 44.05      |
| 60    |  | Hourly      | 37.11      | 38.59  | 40.13  | 41.74  | 43.41  | 45.14      |
| 61    |  | Hourly      | 38.04      | 39.56  | 41.15  | 42.79  | 44.50  | 46.28      |
| 62    |  | Hourly      | 38.99      | 40.55  | 42.17  | 43.86  | 45.61  | 47.44      |
| 63    |  | Hourly      | 39.95      | 41.55  | 43.21  | 44.94  | 46.74  | 48.61      |
| 64    |  | Hourly      | 40.97      | 42.61  | 44.31  | 46.08  | 47.92  | 49.84      |
| 65    |  | Hourly      | 41.98      | 43.66  | 45.40  | 47.22  | 49.11  | 51.07      |
| 66    |  | Hourly      | 43.03      | 44.75  | 46.54  | 48.40  | 50.34  | 52.35      |

**City of Shoreline**

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Effective Jan 1, 2008

| Range | Title | Hourly<br>Rate | Min<br>Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max<br>Step 6 |
|-------|-------|----------------|---------------|--------|--------|--------|--------|---------------|
| 67    |       | Hourly         | 44.12         | 45.88  | 47.72  | 49.63  | 51.61  | 53.68         |
| 68    |       | Hourly         | 45.21         | 47.02  | 48.90  | 50.85  | 52.89  | 55.00         |
| 69    |       | Hourly         | 46.35         | 48.20  | 50.13  | 52.13  | 54.22  | 56.39         |
| 70    |       | Hourly         | 47.50         | 49.40  | 51.37  | 53.43  | 55.57  | 57.79         |
| 71    |       | Hourly         | 48.69         | 50.64  | 52.66  | 54.77  | 56.96  | 59.24         |
| 72    |       | Hourly         | 49.92         | 51.91  | 53.99  | 56.15  | 58.40  | 60.73         |
| 73    |       | Hourly         | 51.16         | 53.20  | 55.33  | 57.55  | 59.85  | 62.24         |
| 74    |       | Hourly         | 52.44         | 54.53  | 56.71  | 58.98  | 61.34  | 63.80         |
| 75    |       | Hourly         | 53.75         | 55.90  | 58.14  | 60.46  | 62.88  | 65.40         |