



**MEMO TO:** Finance, Administration, and Communications Committee of the Whole

**FROM:** Cathryn Laird, Interim Human Resources Director

**DATE:** June 25, 2019

**SUBJECT:** Amendments to Non-Represented and Fire Support Pay Plans

**I. PURPOSE** ☐ For Info Only ☐ Potential Agenda Item ☒ Scheduled for Council Action

**II. RECOMMENDATION**

Approve amendments to two City Pay Plans:

- Non-Represented Pay Plan: add new position Deputy Director of Public Works/City Engineer
- Fire Support Pay Plan: add new position Department Administrative Coordinator

**III. DEPARTMENT CONTACTS**

Cathryn Laird, Interim Human Resources Director, 425-556-2125

**IV. DESCRIPTION/BACKGROUND**

The Human Resources Department is requesting to add two new positions, necessitating amendments to the respective pay plans. Changes to the City's pay plans require the review and approval of Council.

**A. Analysis**

Deputy Director of Public Works/City Engineer: Each department should have a Deputy Director in order to assist the Director at the operational level, be able to serve in the Director's role in his/her absence, and to lead and implement city-wide projects as assigned. Because of its size and scope, the Public Works Department is especially in need of this role. Besides serving as the Deputy Director, this role will also serve as the City Engineer.

Department Administrative Coordinator, Fire Support: The Fire Department is currently making strategic changes designed to better align workload with available personnel resources to increase capacity and streamline work. The Department seeks to reclassify

an existing position (Administrative Assistant) to a higher level, Department Administrative Coordinator. Currently, the Fire Support bargaining unit does not have the Department Administrative Coordinator within their pay plan, but is in favor of adding it. This position aligns with the current division of labor and is a long-term strategy to support both Fire Operations and Fire Support Services.

**V. TIME CONSTRAINTS**

N/A

**VI. LIST OF ATTACHMENTS**

Draft ordinance amending the Non-Represented Pay Plan – Attachment A  
Draft amended Non-Represented Pay Plan – Attachment A, Exhibit 1  
Draft ordinance amending the Fire Support Pay Plan – Attachment B  
Draft amended Fire Support Pay Plan – Attachment B, Exhibit 1