



MEMO TO: Members of the City Council

FROM: Mayor Angela Birney

DATE: February 4, 2020

SUBJECT: Adoption of an Ordinance Updating Job Classifications in Pay Plan “N” (Non-Represented) and Pay Plan “N-S” (Non-Represented Supplemental)

I. RECOMMENDED ACTION

Approve the attached salary ordinance (Attachment A) and direct the City to proceed with: Adding a new classification entitled “Executive Analyst” to Pay Plan “N” (Non-Represented) and Pay Plan “N-S” (Non-Represented Supplemental) and removing the classification entitled “Executive Assistant” from those Pay Plans.

II. DEPARTMENT CONTACTS

Cathryn Laird, Human Resources Director

425-556-2125

III. DESCRIPTION/BACKGROUND

The Executive Office requests creating a new classification entitled “Executive Analyst” to Pay Plan “N” (Non-Represented). This position would provide complex research, analytical, project management and administrative work in support of the Executive Office. This position will also be added to Pay Plan “N-S” (Non-Represented Supplemental) in a supplemental capacity. This new classification modifies and replaces the previously included classification of “Executive Assistant.” The Executive Assistant classification shall be removed from the “N” and “N-S” Pay Plans.

IV. PREVIOUS DISCUSSIONS HELD

Redmond City Council Committee of the Whole: Public Safety and Finance, Administration and Communications January 21, 2020.

V. IMPACT

A. Service/Delivery:

The change in job classifications will provide for analyst support to the Executive Office.

B. Fiscal Note:

The salary range for the Executive Analyst is \$73,320-\$98,976, which is slightly higher than that of the Executive Assistant, which is \$70,644-\$95,388. However, the starting salary for the Executive Analyst will depend upon the candidate(s) considered for the position.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

The Council could not approve the changes to Pay Plan “N” and “N-S.”

VII. TIME CONSTRAINTS

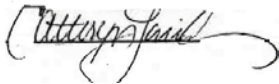
The Human Resources Department recommends an effective date of February 5, 2020 for the addition of the Executive Analyst classification and the removal of the Executive Assistant classification on the “N” Pay Plan and the “N-S” Pay Plan.

VIII. LIST OF ATTACHMENTS

Attachment A: Proposed Salary Ordinance for Pay Plan “N” (Non-Represented) and Pay Plan “N-S” (Non-Represented Supplemental)

Exhibit 1: 2020 Non-Represented (Pay Plan “N”)

Exhibit 2: 2020 Non-Represented Supplemental (Pay Plan “N-S”)



Cathryn Laird, Human Resources Director



Approved for Agenda _____
Angela Birney, Mayor