



MEMO TO: Members of the City Council

FROM: Mayor Angela Birney

DATE: June 6, 2020

SUBJECT: Adoption of an Ordinance Updating Job Classifications for 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 “Community Support Administrator” to Pay Plan “N” (Non-Represented) and Pay Plan “N-S” (Non-Represented Supplemental), and eliminating the Digital Forensic Investigator-Senior classification from Pay Plan “N” (Non-Represented) and Pay Plan “N-S” (Non-Represented Supplemental).

II. DEPARTMENT CONTACTS

Cathryn Laird, Human Resources Director	425-556-2125
Darrell Lowe, Police Chief	425-556-2529

III. DESCRIPTION/BACKGROUND

The Police Department requests creating a new classification entitled “Community Support Administrator” to Pay Plan “N” (Non-Represented). This position would work with law enforcement officers on patrol to assist individuals with mental health, substance use, homelessness and other social services needs. This position will also be added to Pay Plan “N-S” (Non-Represented Supplemental) in a supplemental capacity.

IV. PREVIOUS DISCUSSIONS HELD

Committee of the Whole Finance, Administration and Communications, May 26, 2020.

V. IMPACT

A. Service/Delivery:

N/A

B. Fiscal Note:

The salary range for the Community Support Administrator is \$77,148 - \$104,148. This position has existed within the Police Department for the past year with funding provided via a grant through the Washington Association of Sheriffs and Police Chiefs (WASPC). The employee currently performing the work in the department is a contract employee of IKRON of Greater Seattle (counseling service). The Police Department desires to improve the mental health field response, and converting this position to a regular position would provide the department with the ability to expand the program without dependence on a grant cycle. Additionally, the department is eliminating the Digital Forensic Investigator-Senior position as it is being underutilized due to advancements in technology. There is a portion of this work that will move to detectives and patrol officers, who will be able to assimilate the work with technology assistance.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

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

VII. TIME CONSTRAINTS

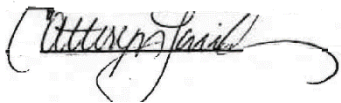
The HR Department recommends an effective date of June 3, 2020 for the addition of the Community Support Administrator classification.

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