



## Legislation Details (With Text)

**File #:** AM No. 20-066  
**Type:** Consent Item **Status:** Passed  
**File created:** 5/19/2020 **In control:** City Council  
**On agenda:** 6/2/2020 **Final action:** 6/2/2020  
**Title:** Adoption of an Ordinance Updating Job Classifications for Pay Plan Pay Plan "N" (Non-Represented) and Pay Plan "N-S" (Non-Represented Supplemental)

a. ORDINANCE NO. 3000: An Ordinance Amending Pay Plans "N" and "N-S" in Order to Add a Job Classification to the Non-Represented and Non-Represented Supplemental Pay Plans and Remove a Job Classification from Those Pay Plans, and Providing for Severability and Establishing an Effective Date

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Agenda Memo No. 20-066, 2. Attachment A: Ordinance, 3. Attachment A, Exhibit 1: Non-Represented Pay Plan, 4. Attachment A, Exhibit 2: Non-Represented Supplemental Pay Plan

Date	Ver.	Action By	Action	Result
6/2/2020	1	City Council	approved	

**MEMO TO:** Members of the City Council

**FROM:** Mayor Angela Birney

**SUBJECT:**

Adoption of an Ordinance Updating Job Classifications for Pay Plan Pay Plan "N" (Non-Represented) and Pay Plan "N-S" (Non-Represented Supplemental)

- a. ORDINANCE NO. 3000: An Ordinance Amending Pay Plans "N" and "N-S" in Order to Add a Job Classification to the Non-Represented and Non-Represented Supplemental Pay Plans and Remove a Job Classification from Those Pay Plans, and Providing for Severability and Establishing an Effective Date

**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  
Darrell Lowe, Police Chief

425-556-2125  
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”)