



SUBSTITUTE ORDINANCE NO. 28907

1 AN ORDINANCE relating to pay and compensation; amending Chapter 1.12 of the
2 Tacoma Municipal Code relating to the Compensation Plan, to implement
3 rates of pay and compensation for nonrepresented classifications, to reflect
the organizational structure.

4 WHEREAS Substitute Ordinance No. 28862, passed on December 13, 2022,
5 provided for the implementation of a new compensation structure for
6 nonrepresented employees, which was implemented effective January 2, 2023, and

7 WHEREAS as part of the implementation process, the City provided for an
8 appeal process for employees who did not agree with their new classification in the
9 new compensation structure, and

10 WHEREAS the City has determined a need to make refinements to the
11 structure by adding new classifications, as well as other changes as a result of this
12 appeal review process, and

13 WHEREAS one of the impacts of the classification and compensation study
14 implementation approach included the placement of tenured, nonrepresented
15 employees at the lower end of the salary range (where new hires may be placed),
16 and

17 WHEREAS a determination was made to adjust the steps of those employees
18 to more closely align with the length of their employment in a classification or
19 position, up to a maximum placement of Step 5, and

20 WHEREAS the ordinance will also provide authority for the Human
21 Resources Director to approve additional step increases to address compression
22 issues and/or to address specific tenure-based inequities, and

23 WHEREAS additional changes include: (1) an increase to the pay range for
24 four classifications, (2) a decrease in the pay range for one classification, (3) the
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1 creation of eleven new nonrepresented classifications, (4) the deletion of 14
 2 classifications that are no longer needed, and (5) a title change for two
 3 classifications, and

4 WHEREAS additionally, the ordinance clarifies that step increases for the
 5 classifications of City Manager and Director of Utilities are not automatic, and makes
 6 changes to the classification codes that begin with the letter “O” to avoid possible
 7 data entry errors; Now, Therefore,

8 BE IT ORDAINED BY THE CITY OF TACOMA:

9 Section 1. That Section 1.12.031 of the Tacoma Municipal Code (“TMC”) is
 10 hereby amended, effective September 25, 2023, to read as follows:
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12 **1.12.031 Salary range – Increases for nonrepresented classifications.**

13 The salary ranges are intended to furnish administrative flexibility in recognizing individual differences
 14 between positions allocated to the same class in the classified service and for appointive positions and in
 providing employee incentives and rewarding employees for meritorious service. The following shall be
 the general policy with respect to the use of the pay steps within salary ranges:

15 A. The minimum rate of pay for a class shall be paid to any person on their original appointment to a
 16 position except when, as determined by the appointing authority and approved by the Human Resources
 Director, the employee possesses exceptional qualifications, or exceptional market conditions exist
 17 warranting employment at a higher step in the pay range; provided, that money is in the budget, as
 provided in Section 1.12.070.

18 B. ~~Effective January 2, 2023, the~~ basic salary range shall consist of full steps.

19 1. For nonrepresented employees hired January 1, 2023 or later, step increases shall be considered upon
 completion of a 12-month period and annually thereafter.

20 a. For nonrepresented employees hired before January 1, 2023, step increases shall be considered upon
 completion of a six-month period and annually thereafter.

21 2. Step increases shall consist of one full step.

22 a. If a step increase is withheld, written notice shall be given to the employee and the Human Resources
 Director at least ten days prior to the effective date of the step increase.

23 b. An employee not receiving a full step increase shall not thereafter be entitled to any further step
 24 increases in that position except upon the specific recommendation of the appointing authority. Such
 further step increases, upon specific recommendation of the appointing authority, may be made to any
 25 higher step in the range for which the employee would have qualified.

26 [c. The Human Resources Director may approve additional step increases to address identified
 compression issues.](#)



1 [d. As part of the 2023 Classification and Compensation Study implementation, the Human Resources Director may approve additional step increases in order to address specific tenure-based inequities, effective September 25, 2023.](#)

2 [e. The classifications of City Manager and Director of Utilities are comprised of all non-automatic steps, with progression based on market and/or an executive performance appraisal conducted by the appropriate hiring authority.](#)

3 3. For purposes of computing the length of time for eligibility for step increases:

4 a. Upon the request of the department concerned and upon approval of the Human Resources Director, the period of all leaves of absence without pay shall be excluded, provided that military leave, pursuant to TMC 1.12.260, shall not be excluded from the time computed.

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6 b. All employees granted leaves of absence without pay in excess of 15 calendar days, except for military leaves as above stated, shall have a period of time equal to the total leave without pay added to the annual time for the further increases.

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8 4. All step increases are subject to the availability of funds. Salary increases or decreases resulting from the adjustment of salary ranges in accordance with Section 1.12.021 shall not prevent within-range step increases in accordance with this section.

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10 If any portion of this section conflicts with any other portion of the Tacoma Municipal Code, it is intended that this provision controls.

11 Section 2. That Section 1.12.355 of the TMC is hereby amended, effective
12 August 28, 2023, to read as follows:

Code	A	Job Title	1	2	3	4	5	6	7	8	9
00040	A	Client Technology Support Specialist	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
00020		Development Services Specialist	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
00030		Development Services Specialist, Senior	37.60	39.48	41.45	43.52	45.70	47.99	50.39	51.64	52.94
00040	A	Engineering Support Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
00050		Events AV/Production Technician	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81
00060	A	Fleet & Facilities Field Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
00070		Housing Rehab Specialist	30.27	31.78	33.37	35.04	36.79	38.63	40.56	41.57	42.61
00080	A	Hydro Parks Supervisor, Assistant	37.60	39.48	41.45	43.52	45.70	47.99	50.39	51.64	52.94
00090		Master Control Programmer	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81



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00100	A	Natural Resources Field Supervisor	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
00110		Natural Resources Field Technician	28.15	29.56	31.04	32.59	34.22	35.93	37.73	38.67	39.64
00120	A	Power Warehouse Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
00130		Regulatory Compliance Technician	28.15	29.56	31.04	32.59	34.22	35.93	37.73	38.67	39.64
00140		Regulatory Compliance Technician, Senior	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81
00150		Telecom Planning & Design Specialist	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
00160	A	Telecom Planning & Design Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
00170	A	Telecommunications Technical Specialist, Senior	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
00180		TV/Video Producer	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81
00190		Community Service Officer	30.27	31.78	33.37	35.04	36.79				

Code	A	Job Title	1	2	3	4	5	6	7	8	9
N0010	A	Client Technology Support Specialist	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
N0020		Development Services Specialist	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
N0030		Development Services Specialist, Senior	37.60	39.48	41.45	43.52	45.70	47.99	50.39	51.64	52.94
N0040	A	Engineering Support Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
N0050		Events AV/Production Technician	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81
N0060	A	Fleet & Facilities Field Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
N0070		Housing Rehab Specialist	30.27	31.78	33.37	35.04	36.79	38.63	40.56	41.57	42.61
N0080	A	Hydro Parks Supervisor, Assistant	37.60	39.48	41.45	43.52	45.70	47.99	50.39	51.64	52.94
N0090		Master Control Programmer	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81



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N0100	A	Natural Resources Field Supervisor	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
N0110		Natural Resources Field Technician	28.15	29.56	31.04	32.59	34.22	35.93	37.73	38.67	39.64
N0120	A	Power Warehouse Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
N0130		Regulatory Compliance Technician	28.15	29.56	31.04	32.59	34.22	35.93	37.73	38.67	39.64
N0140		Regulatory Compliance Technician, Senior	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81
N0150		Telecom Planning & Design Specialist	34.98	36.72	38.56	40.49	42.51	44.64	46.87	48.04	49.24
N0160	A	Telecom Planning & Design Supervisor	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
N0170	A	Telecommunications Technical Specialist, Senior	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
N0180		TV/Video Producer	32.54	34.16	35.87	37.66	39.55	41.52	43.60	44.69	45.81
N0190		Community Service Officer	30.27	31.78	33.37	35.04	36.79				

Section 3. That Section 1.12.355 of the TMC is hereby amended, effective August 28, 2023, to read as follows:

Code	A	Job Title	1	2	3	4	5	6	7	8	9
P0240	A	Chief Fire Code Official	67.06	70.41	73.93	77.63	81.51	85.58	89.86	92.11	94.41
P0310	A	Communications & Marketing Analyst, Principal	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
P0320	A	Communications & Marketing Analyst, Senior	37.60	39.48	41.45	43.52	45.70	47.99	50.39	51.64	52.94
P0370	A	Continuous Improvement Consultant, Principal	46.71	49.04	51.50	54.07	56.77	59.61	62.59	64.16	65.76
P1950	A	Department Emergency Management Officer, Senior	53.98	56.68	59.51	62.49	65.61	68.89	72.33	74.14	76.00



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P0870	A	Historic Preservation Officer	40.42	42.44	44.56	46.79	49.13	51.58	54.16	55.52	56.91
P0970	A	Learning Consultant, Senior (Instructional Designer)	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
T0340	A	Licensed Architect	46.71	49.04	51.50	54.07	56.77	59.61	62.59	64.16	65.76
P1080	A	Manager, Power Audit & Compliance	58.03	60.93	63.97	67.17	70.53	74.06	77.76	79.70	81.70
P1090	A	Manager, Power Energy Conservation	62.38	65.50	68.77	72.21	75.82	79.61	83.59	85.68	87.82
P1100	A	Manager, Power Energy Portfolio Services	67.06	70.41	73.93	77.63	81.51	85.58	89.86	92.11	94.41
P1320	A	Power Assistant Section Manager, Energy Conservation	83.30	87.47	91.84	96.43	101.26	106.32	111.63	114.42	117.29
P1330	A	Power Assistant Section Manager, Energy Portfolio Services	83.30	87.47	91.84	96.43	101.26	106.32	111.63	114.42	117.29
P1340	A	Power Assistant Section Manager, Power Field Operations	83.30	87.47	91.84	96.43	101.26	106.32	111.63	114.42	117.29
T0420	A	Power Assistant Section Manager, Power Systems Engineering	83.30	87.47	91.84	96.43	101.26	106.32	111.63	114.42	117.29
M0390	A	Power Section Manager	103.49	108.66	114.09	119.80	125.79	132.08	138.68	142.15	145.70
P1750	A	Senior Manager, Power Audit & Compliance	67.06	70.41	73.93	77.63	81.51	85.58	89.86	92.11	94.41
T0450	A	Senior Manager, Power Energy Conservation	72.08	75.69	79.47	83.45	87.62	92.00	96.60	99.02	101.49
P1760	A	Senior Manager, Power Field Operations	77.49	81.37	85.43	89.71	94.19	98.90	103.85	106.44	109.10
P1800	A	Term Energy Trader	72.08	75.69	79.47	83.45	87.62	92.00	96.60	99.02	101.49



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P1820	A	Tort Claims Investigator	43.45	45.62	47.90	50.30	52.84	55.45	58.23	59.68	61.17
Code	A	Job Title	1	2	3	4	5	6	7	8	9
P0240	A	Chief Fire Code Official	72.08	75.69	79.47	83.45	87.62	92.00	96.60	99.02	101.49
P0310	A	Communications & Marketing Analyst, Principal	46.71	49.04	51.50	54.07	56.77	59.61	62.59	64.16	65.76
P0320	A	Communications & Marketing Analyst, Senior	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
P0370	A	Continuous Improvement Consultant, Principal	50.21	52.72	55.36	58.13	61.03	64.08	67.29	68.97	70.69
P0970	A	Learning Consultant, Senior (Instructional Designer)	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
M0390	A	Power Section Manager, Power Utility	103.49	108.66	114.09	119.80	125.79	132.08	138.68	142.15	145.70
P1800	A	Term Energy Trader	67.06	70.41	73.93	77.63	81.51	85.58	89.86	92.11	94.41

Section 4. That Section 1.12.355 of the TMC is hereby amended, effective August 28, 2023, to read as follows:

Code	A	Job Title	1	2	3	4	5	6	7	8	9
M0470	A	Assistant Section Manager, Power Utility	83.30	87.47	91.84	96.43	101.26	106.32	111.63	114.42	117.29
M0480	A	Assistant Utilities Technology Director	89.55	94.03	98.73	103.67	108.85	114.29	120.01	123.01	126.08
P1980	A	Customer Service Analyst, Senior	40.42	42.44	44.56	46.79	49.13	51.58	54.16	55.52	56.91
P1990	A	Division Manager, Neighborhood & Community Services	58.03	60.93	63.97	67.17	70.53	74.06	77.76	79.70	81.70
T0540	A	Engineering Project Manager, Principal	62.38	65.50	68.77	72.21	75.82	79.61	83.59	85.68	87.82



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P2040	A	Equity Programs Consultant, Senior	43.45	45.62	47.90	50.30	52.81	55.45	58.23	59.68	61.17
P2050	A	Natural Resources Analyst, Senior	46.71	49.04	51.50	54.07	56.77	59.61	62.59	64.16	65.76
P2000	A	Manager, Power Utility	72.08	75.69	79.47	83.45	87.62	92.00	96.60	99.02	101.49
P2010		Power Energy Portfolio Analyst, Associate	37.60	39.48	41.45	43.52	45.70	47.99	50.39	51.64	52.94
P2020	A	Real-Time Energy Trader, Lead	62.38	65.50	68.77	72.21	75.82	79.61	83.59	85.68	87.82
P2030	A	Senior Manager, Power Utility	77.49	81.37	85.43	89.71	94.19	98.90	103.85	106.44	109.10

Section 5. That Section 1 is effective September 25, 2023, and Sections 2, 3, and 4 are effective August 28, 2023.

Passed _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney