



Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Shelby Fritz, Human Resources Director
Kari Louie, Assistant Human Resources Director
Karen Short, Senior Human Resources Analyst
SUBJECT: Ordinance Disclosure
DATE: December 1, 2021

On the agenda for City Council action on December 7, 2021, will be an ordinance to amend the Compensation Plan. This memorandum discloses the contents of the ordinance pursuant to Section 1.12.970 of the Tacoma Municipal Code.

Section 1: Amends sections of the Tacoma Municipal Code, Chapter 1.12, Compensation Plan, to provide for language changes to enable the administration and maintenance of the plan to ensure pay equity and accessibility, streamline process, create efficiencies, and maintain the long-term integrity of the system, as recommended by the classification and compensation study, consistent with the Compensation Philosophy, adopted by Resolution 40526, on December 17, 2019. Changes include the following:

- Adding Human Resources Director approval of original appointment salary placements higher than the minimum rate of pay.
- That basic salary ranges will consist of full steps, and the current quarter-step increment salary ranges will be eliminated, effective July 4, 2022.
- Changing the time for consideration of the first step increase from 6 months to 12 months, and 12 months thereafter; and making all nonrepresented classifications eligible for automatic step increases.
- Allowing annual lump sum payments, upon Human Resources Director recommendation and Council approval, for employees who pay is over the range maximum, and have had their pay frozen.
- Authorizing early implementation of minimum rates of pay in certain circumstances as of January 1, 2022.
- Clarifying language regarding step placement upon promotion; and minor housekeeping changes related to titles and gender-neutral language.

Section 2: Amends Section 1.12.355 to provide for the implementation of the nonrepresented classification and compensation structure, effective July 4, 2022, consistent with the Compensation Philosophy adopted by Resolution 40526, on December 17, 2019. The list of nonrepresented classification titles, appointive designation if applicable, and overtime category is provided. Classifications designated as Overtime Category D are exempt, salaried, and not eligible for overtime. Classifications categorized as Category E are exempt, salaried and not eligible for overtime compensation except when assigned to work outside of normal work hours due to emergency situations.

Section 3: Amends Section 1.12.640 to provide for the deletion of language related to non-automatic step increases as provided in Exhibit B, effective July 4, 2022.

Section 4: Provides for the effective dates.

I would be happy to answer any questions you may have.

Code	A	Classification Title	Overtime Category	Code	A	Classification Title	Overtime Category
C157	A	Account Relationship Manager	D	C212	A	Conservation Manager	D
C199	A	Advanced Registered Nurse Practitioner	D	D117	A	Conservation Manager, Principal	D
C153	A	Arts Program Administrator	D	C241	A	Conservation Manager, Senior	D
C121	A	Arts Program Planner	D	D103	A	Construction Project Assistant Division Manager	D
D114	A	Assistant City Attorney	D	C162	A	Construction Project Field Supervisor	D
E124	A	Assistant City Manager	D	C192	A	Construction Project Manager	D
C206	A	Assistant to the City Manager	D	C102	A	Construction Project Manager, Associate	D
D166	A	Assistant/Deputy Director - Community & Economic Development	D	C108	A	Continuous Improvement Consultant	D
D167	A	Assistant/Deputy Director - Environmental Services	D	C170	A	Continuous Improvement Consultant, Senior	D
D168	A	Assistant/Deputy Director - Human Resources	D	C201	A	Continuous Improvement Manager	D
D171	A	Assistant/Deputy Director - Information Technology	D	D159	A	Controller	D
D169	A	Assistant/Deputy Director - Neighborhood & Community Services	D	D104	A	Court Administrator	D
D176	A	Assistant/Deputy Director - Office of Equity and Human Rights	D	C163	A	Court Operations Supervisor	D
D172	A	Assistant/Deputy Director - Public Works	D	C139	A	Criminal Justice Analyst	D
D173	A	Assistant/Deputy Director - Retirement	D	C193	A	Customer Service Administrator	D
D170	A	Assistant/Deputy Director - Tacoma Venues & Events	D	C103	A	Customer Service Analyst	D
C134	A	Behavioral Health Crisis Responder	D	C128	A	Customer Service Analyst, Senior	D
E100	A	Budget Officer	D	D148	A	Customer Service Division Manager	D
C122	A	Business & Economic Development Analyst	D	C225	A	Customer Service Manager	D
C154	A	Business & Economic Development Analyst, Senior	D	D112	A	Data Architecture Manager	D
D101	A	Business & Economic Development Division Manager	D	C238	A	Day-Ahead Energy Trader	D
C187	A	Business & Economic Development Manager	D	A100	A	Department Aide	A
C123	A	Business Services Analyst	D	E101	A	Department Director - Community & Economic Development	D
C100	A	Business Services Analyst, Associate	D	E114	A	Department Director - Environmental Services	D
C155	A	Business Services Analyst, Senior	D	E120	A	Department Director - Finance (CFO)	D
D102	A	Business Services Assistant Division Manager	D	E102	A	Department Director - Human Resources	D
D126	A	Business Services Division Manager (A)	D	E115	A	Department Director - Information Technology	D
D146	A	Business Services Division Manager (B)	D	E103	A	Department Director - Neighborhood & Community Services	D
C188	A	Business Services Manager	D	E104	A	Department Director - Planning & Development Services	D
C124	A	Business Systems Analyst	D	E116	A	Department Director - Public Works	D
C101	A	Business Systems Analyst, Associate	D	E105	A	Department Director - Retirement	D
C156	A	Business Systems Analyst, Senior	D	E106	A	Department Director - Tacoma Venues & Events	D
C189	A	Business Systems Manager	D	D122	A	Department Safety Manager	D
C135	A	Case Manager	D	D133	A	Deputy City Attorney	D
D174	A	Chief Deputy City Attorney	D	D153	A	Deputy City Attorney, Senior	D
D106	A	Chief Emergency Management Officer	D	E125	A	Deputy City Manager	D
C194	A	Chief Plans Examiner	D	C104	A	Development Services Analyst	D
E119	A	City Attorney	D	C165	A	Development Services Analyst, Senior	D
C233	A	City Clerk	D	D105	A	Development Services Assistant Division Manager	D
F101	A	City Manager	D	B113	A	Development Services Coordinator	A
D150	A	City Treasurer	D	D128	A	Development Services Division Manager	D
D109	A	Clinical Training and Accreditation Manager	D	F100	A	Director of Utilities	D
C125	A	Communications & Marketing Analyst	D	E107	A	Director, Office of Equity & Human Rights	D
C158	A	Communications & Marketing Analyst, Senior	D	E111	A	Director, Office of Health & Safety	D
D127	A	Communications & Marketing Division Manager	D	E108	A	Director, Office of Media & Communications	D
C190	A	Communications & Marketing Manager	D	D100	A	Division Manager, Arts Administration	D
C126	A	Community & Government Affairs Analyst	D	C114	A	Education & Outreach Liaison	D
C160	A	Community & Government Affairs Analyst, Senior	D	C209	A	Education & Outreach Manager	D
C127	A	Community Resources Analyst	D	B106	A	Education & Outreach Specialist	D
C161	A	Community Resources Analyst, Senior	D	C105	A	Emergency Management Officer	D
C191	A	Community Resources Manager	D	C195	A	Emergency Management Officer, Senior	D
C145	A	Conservation Analyst	D	C146	A	Energy Resource Planner	D
C116	A	Conservation Analyst, Associate	D	C239	A	Energy Resource Planner, Principal	D
C178	A	Conservation Analyst, Senior	D	C213	A	Energy Resource Planner, Senior	D
				C130	A	Engineer	E
				C226	A	Engineer Principal, Senior	E
				C106	A	Engineer, Associate	E
				C196	A	Engineer, Principal	E
				C167	A	Engineer, Senior	E

Code	A	Classification Title	Overtime Category	Code	A	Classification Title	Overtime Category
D129	A	Engineering Assistant Division Manager	D	C159	A	Marketing Development Research Analyst	D
D149	A	Engineering Division Manager	D	B122		Master Control Programmer	D
B114		Engineering Intern	A	C164		Meter Service Administrator	D
D107	A	Engineering Manager	E	C136		Mobile Unit Registered Nurse	D
C131	A	Equity Programs Analyst	D	C142	A	Natural Resources Analyst	D
B115	A	Equity Programs Coordinator	A	C175	A	Natural Resources Analyst, Senior	D
C227	A	Equity Programs Manager	D	D115	A	Natural Resources Assistant Division Manager	D
C140	A	Executive Assistant	D	B111	A	Natural Resources Field Specialist	A
C132	A	Facilities & Fleet Analyst	D	C207	A	Natural Resources Manager	D
D108	A	Facilities & Fleet Assistant Division Manager	D	C235	A	Natural Resources Manager, Senior	D
B116		Facilities & Fleet Coordinator	D	C143	A	Operations Technology Administrator	D
D130	A	Facilities & Fleet Division Manager	D	C208	A	Operations Technology Administrator, Principal	E
C168	A	Facilities & Fleet Field Supervisor	D	C236	A	Operations Technology Administrator, Principal Senior	E
C197	A	Facilities & Fleet Manager	D	C176	A	Operations Technology Administrator, Senior	E
C133	A	Financial Services Analyst	D	D116	A	Operations Technology Manager	E
C198	A	Financial Services Analyst, Senior	D	B118	A	Paralegal	A
B117		Financial Services Coordinator	A	C115		Planner	D
C228	A	Financial Services Manager	D	C210	A	Planner, Principal	D
D131	A	Financial Services Manager, Senior	D	C144	A	Planner, Senior	D
E121	A	Fire Chief	D	D134	A	Planning Division Manager	D
D151	A	Fire Division Manager (Chief Fire Code Official)	D	C237	A	Planning Manager	D
D147	A	Government Affairs Officer	D	C129	A	Plans Examiner	D
C223	A	Guest Experience Manager, Senior	D	C166	A	Plans Examiner, Senior	D
B101	A	Guest Experience Specialist	A	E122	A	Police Chief	D
E109	A	Hearing Examiner	D	C141	A	Policy Analyst	D
C107		Historic Preservation Analyst	D	C173	A	Policy Analyst, Senior	D
C200	A	Historic Preservation Officer	D	D135	A	Power Assistant Section Manager	D
C137	A	Housing Analyst	D	D136	A	Power Assistant Section Manager - Real-Time Energy Trading	D
C169	A	Housing Analyst, Senior	D	D137	A	Power Assistant Section Manager - Transmission & Distribution	D
D110	A	Housing Division Manager	D	D138	A	Power Operations Assistant Section Manager	D
B102		Housing Rehabilitation Specialist	D	D154	A	Power Operations Assistant Section Manager, Senior	D
C171	A	Human Resources Business Partner	D	C177	A	Power Operations Supervisor	D
D111	A	Human Resources Division Manager	D	C211	A	Power Operations Supervisor, Senior	E
C229	A	Human Resources Manager	D	D162	A	Power Section Manager	D
B107		Hydroelectric Parks Specialist	A	D163	A	Power Section Manager - Generation	D
B125		Hydroelectric Parks Supervisor	A	D164	A	Power Section Manager - Transmission & Distribution	D
D139	A	Hydroelectric Project Manager	D	C232	A	Prosecuting City Attorney	D
C179	A	Hydroelectric Project Supervisor	D	C234	A	Public Disclosure Manager	D
C109	A	Information Technology Administrator	E	C215	A	Rail Chief Mechanical Officer	D
C203	A	Information Technology Administrator, Principal	E	D118	A	Rail Manager of Operations	D
C230	A	Information Technology Administrator, Principal Senior	E	C117	A	Rail Operations Analyst	D
E110	A	Information Technology Assistant Director - Power	D	C180	A	Rail Roadmaster	D
D152	A	Information Technology Assistant Division Manager	D	C181	A	Rail Trainmaster	D
D158	A	Information Technology Division Manager	D	D119	A	Real Property Assistant Division Manager	D
B110	A	Information Technology Infrastructure Specialist	A	C147	A	Real Property Officer	D
D113	A	Information Technology Manager	E	C216	A	Real Property Officer, Senior	D
C204	A	Information Technology Project Manager	D	C214	A	Real-Time Energy Trader	D
C110	A	Information Technology Project Manager, Associate	D	C174	A	Records Administrator	D
C231	A	Information Technology Project Manager, Senior	E	C113		Records Analyst	D
B100	A	Intern	A	B105		Records Specialist	A
C205	A	Labor Negotiator	D	C148	A	Regulatory Compliance Analyst	D
C138	A	Labor Relations Analyst	D	C182	A	Regulatory Compliance Analyst, Senior	D
D132	A	Labor Relations Division Manager	D	D120	A	Regulatory Compliance Assistant Division Manager	D
B103		Legal Assistant	A	C217	A	Regulatory Compliance Manager	D
B120		LEOFF I Coordinator	D	B108	A	Regulatory Compliance Specialist	A
C111	A	Management Fellow	D	B112	A	Regulatory Compliance Specialist, Senior	A
B119		Management Support Administrator	A	D175	A	Retirement Chief Investment Officer	D
C112	A	Management Support Administrator, Senior	D	D165	A	Retirement Deputy Chief Investment Officer	D
B104		Management Support Specialist	A	C183	A	Risk Management Program Administrator	D

Code	A	Classification Title	Overtime Category	Code	A	Classification Title	Overtime Category
D121	A	Risk Manager	D	C184	A	TV/Video Producer	D
C218	A	Safety Manager	D	C119	A	TV/Video Producer, Associate	D
C149	A	Safety Officer	D	D160	A	Utilities Assistant Superintendent - Rail	D
B121		Safety Officer, Associate	A	D161	A	Utilities Assistant Superintendent - Water	D
D123	A	Solid Waste Assistant Division Manager	D	C151	A	Utilities Economist	D
D141	A	Solid Waste Division Manager	D	C185	A	Utilities Economist, Senior	D
D142	A	Surface & Wastewater Assistant Division Manager	D	E112	A	Utilities Superintendent/Deputy Director - Management Services	D
D155	A	Surface & Wastewater Division Manager	D	E123	A	Utilities Superintendent/Deputy Director - Power	D
C219	A	Surface & Wastewater Operations Manager	D	E113	A	Utilities Superintendent/Deputy Director - Public Affairs & Communication	D
C118	A	Sustainability Analyst	D	E117	A	Utilities Superintendent/Deputy Director - Rail	D
C150	A	Sustainability Analyst, Senior	D	E118	A	Utilities Superintendent/Deputy Director - Water	D
D143	A	Sustainability Initiatives Division Manager	D	B124		Venues & Events Coordinator	A
C220	A	Sustainability Manager	D	D125	A	Venues & Events Division Manager	D
B123		Technical Services Coordinator	A	C152		Venues & Events Planner	D
D140	A	Term Energy Trader	D	C240	A	Venues & Events Security Manager	D
C172	A	Torts Claims Investigator	D	C120	A	Water O & M Analyst	D
C202	A	Training & Development Manager	D	C186	A	Water O & M Analyst, Senior	D
D144	A	Transportation Services Assistant Division Manager	D	D145	A	Water O & M Assistant Division Manager	D
D156	A	Transportation Services Division Manager	D	D157	A	Water O & M Division Manager	D
C222	A	Transportation Services Manager	D	C224	A	Water O & M Operations Manager	D
B109		Transportation Services Specialist	A				
C221	A	TV/Video Manager	D				
D124	A	TV/Video Manager, Senior	D				