



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Karen Short, Human Resources Senior Analyst  
Gary Buchanan, Human Resources Director  
Kari L Louie, Senior Compensation & Benefits Manager  
**COPY:** City Council and City Clerk  
**SUBJECT:** Pay and Compensation Ordinance – January 30, 2018  
**DATE:** January 25, 2018

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**SUMMARY:**

An ordinance to amend the Tacoma Municipal Code (TMC), Compensation Plan, Chapter 1.12, to implement changes to the organizational structure, and to implement corresponding rates of pay and compensation for represented and non-represented classifications.

**STRATEGIC POLICY PRIORITY:**

The requested ordinance aligns with the City Council’s Strategic Policy Priority to encourage and promote an open, effective, results-oriented organization by providing for wages and other compensation, for represented and non-represented classifications, and changes to reflect the organizational structure.

**BACKGROUND:**

The ordinance will provide for the creation of three classifications specifically related to the duties involved with research and response to requests for information under the Public Records Act, RCW 42.56.

The City is required by the State Public Records Act (RCW 42.56) to allow the general public to inspect and/or copy certain documents, records, policies, and other information; and to appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public requesting records, and to oversee the City’s compliance with the Public Records Act. The Act also provides that agencies provide the “fullest assistance” to requests for public documents. It is the policy of the City to provide the fullest assistance to requesters, and to comply with the provisions of the Public Records Act.

Due to changes to State law in how Public Records Act requests are to be handled and tracked, including additional reporting responsibilities, the ordinance will create the classifications titled Public Disclosure Specialist, Public Disclosure Analyst, and Public Disclosure Manager. The classification of Public Disclosure Specialist will be created as classified, and eligible for overtime; the classification of Public Disclosure Analyst will be created as classified, and exempt from overtime; and the classification of Public Disclosure Manager will be created as unclassified, and exempt from overtime.

The classifications of Public Disclosure Specialist and Public Disclosure Analyst will be represented and incorporated in the collective bargaining agreement with the International Brotherhood of Electrical Workers, Local 483, Clerical Unit.

**ISSUE:**

Authorization from the City Council by ordinance is required to implement rates of pay and compensation for represented and non-represented classifications.

**RECOMMENDATION:**

It is recommended that the City Council take the necessary action to approve this legislation.

**FISCAL IMPACT:**

There is no fiscal impact. Expenditures are the responsibility of each department for their respective employees.