



Memorandum

TO: T.C. Broadnax, City Manager
FROM: Joy St. Germain, Human Resources Director
SUBJECT: Ordinance Disclosure
DATE: June 30, 2016

On the agenda for City Council action on July 12, 2016, 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 Section 1.12.355 to provide for the creation of two new classified positions. The classifications will be titled Customer Service Training Analyst (CSC 0554) and LEOFF 1 Pension Specialist (CSC 0553). Both classifications will be designated as non-represented and exempt from overtime. Employees to be placed in these new classifications are currently assigned to Human Resources Specialist and Human Resources Analyst. These new classifications will more closely align the incumbents with their specific body of work.

Section 2: Amends Section 1.12.355 to provide for a wage increase for the classification of Management Fellow, CSC 4607 of approximately 19 percent. Due to recent changes in the Fair Labor Standards Act (FLSA) guidelines regarding overtime exemptions that will take effect in December 2016, and a market review of the classification, the pay increase will allow the classification to keep its current exempt FLSA status, and will also assist in employee retention.

Section 6: Provides for the effective dates of the sections above.

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