



TO: T.C. Broadnax, City Manager
FROM: Joy St. Germain, Director, Human Resources
 Karen Short, Human Resources Senior Analyst
COPY: City Council and City Clerk
SUBJECT: Pay and Compensation Ordinance – November 15, 2016
DATE: November 4, 2016

SUMMARY:

An ordinance amending the Tacoma Municipal Code, Chapter 1.12, Compensation Plan, to implement rates of pay for non-represented employees, and changes in classification to reflect the organizational structure.

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 pay and compensation for non-represented employees.

BACKGROUND:

The ordinance will address non-represented wages for 2017 and 2018, in the following manner:

1. In 2017, non-represented and non-represented executive classifications identified as below the market or with compression issues will receive a market-based wage adjustment, up to a cap of 6 percent effective January 1, 2017.
2. Non-represented classifications that have been identified as above the market will not receive a wage increase in 2017.
3. In 2018, non-represented and non-represented executive classifications will receive the balance of any determined 2017 market-based wage adjustment, up to a cap of 6 percent.
4. Additionally, in 2018, funding is budgeted for a general wage adjustment to be approved by the Council that will be based on an assessment of a number of factors (i.e. recruitment and retention; negotiated contract wage adjustments in comparison to represented employees; CPI, etc).

The ordinance will also provide for changes in title, the addition of new unclassified and classified titles, and the deletion of titles that are no longer in use, to reflect the organizational structure:

| Code | | Job Title (current) | Code | | Job Title (Revised titles, New titles, or Deleted titles) effective January 1, 2017) |
|------|---|---|------|---|--|
| 0754 | A | Neighborhood & Community Services Manager | 0754 | A | Neighbor & Community Services <u>Program</u> Manager |
| 0730 | A | PAF Director | 0730 | A | <u>PAF Tacoma Venues & Events</u> Director |
| 0731 | A | PAF Director, Deputy | 0731 | A | <u>PAF Tacoma Venues & Events</u> Director, Deputy |
| 0732 | A | PAF Division Manager | 0732 | A | <u>PAF Tacoma Venues & Events</u> Division Manager |
| 1164 | A | PAF Event Services Coordinator | 1164 | A | <u>PAF Tacoma Venues & Events</u> Event Services Coordinator |
| 1168 | A | PAF Event Services Manager | 1168 | A | <u>PAF Tacoma Venues & Events</u> Event Services Manager |
| 0728 | A | PAF Marketing Manager | 0728 | A | <u>PAF Tacoma Venues & Events</u> Marketing Manager |
| 0733 | A | PAF Operations Manager | 0733 | A | <u>PAF Tacoma Venues & Events</u> Operations Manager |
| 1215 | A | PAF Sales Coordinator | 1215 | A | <u>PAF Tacoma Venues & Events</u> Sales Coordinator |
| 1156 | A | PAF Technical Services Coordinator | 1156 | A | <u>PAF Tacoma Venues & Events</u> Technical Services Coordinator |



| Code | | Job Title (current) | Code | | Job Title (Revised titles, New titles, or Deleted titles) effective January 1, 2017) |
|------|---|---|----------------------|---|--|
| 2349 | A | Development Specialist | 2349 | A | Development Specialist I |
| 4602 | | Occupational Intern, Skilled | 4602 | | Intern |
| | | | 4615 | | Management Intern |
| | | | 2351 | A | Development Specialist II |
| | | | 2352 | A | Development Specialist III |
| | | | 2038 | A | Plans Examiner I |
| | | | 2039 | A | Plans Examiner II |
| | | | 2040 | A | Plans Examiner III |
| | | | 2131 | A | Power Engineer I |
| | | | 2132 | A | Power Engineer II |
| | | | 2133 | A | Power Engineer III |
| | | | 2134 | A | Power Engineer IV |
| | | | 0519 | A | Fire Code Official |
| | | | 0139 | A | Cable Franchise & Production Supervisor |
| 1186 | A | Management & Budget Internal Consultant | 1186 | A | Delete classification |
| 1184 | A | Management & Budget Specialist | 1184 | A | Delete classification |
| 2036 | A | Plans Examiner | 2036 | A | Delete classification |
| 2037 | A | Plans Examiner, Senior | 2037 | A | Delete classification |

ISSUE:

An ordinance is necessary to provide for changes to rates of pay and compensation for non-represented employees and changes in classification to reflect the organizational structure.

RECOMMENDATION:

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

FISCAL IMPACT:

Fiscal impact information is provided by the Office of Management and Budget.