



Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Shelby Fritz, Human Resources Director
 Kari Louie, Assistant Human Resources Director
 Karen Short, Senior Human Resources Consultant
SUBJECT: Ordinance Disclosure
DATE: August 9, 2023

On the agenda for City Council action on August 15, 2023, 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 1.12.031 to provide as a result of the implementation of the Classification and Compensation Study, language authority for the Human Resources Director to approve additional step increases to address identified compression issues; to approve additional step increases in order to address specific tenure-based inequities; and clarify that 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.

Section 2: Amends Section 1.12.355 by amending the code number assigned to 19 classifications, changing the letter “O” to the letter “N” to avoid confusion and data entry errors.

Section 3: Amends Section 1.12.355 to provide for a pay range increase of 7.5 percent for 4 classifications, a pay range decrease for one classification of 7 percent; title changes for two classifications; and the deletion of 14 classifications that are no longer needed.

Section 4: Amends Section 1.12.355 to provide for the addition of 9 new classifications to the classification and compensation structure, effective August 28, 2023. The list of classification titles, appointive designation if applicable, and overtime category are provided below. Classifications designated as Overtime Category A are non-exempt, and eligible for overtime pay. Classifications designated as Overtime Category D are exempt, salaried, and not eligible for overtime.

Code	A	Job Title	OT Category
M0470	A	Assistant Section Manager, Power Utility	D
M0480	A	Assistant Utilities Technology Director	D
P1980	A	Customer Service Analyst, Senior	D
P1990	A	Division Manager, Neighborhood & Community Services	D
T0540	A	Engineering Project Manager, Principal	D
P2000	A	Manager, Power Utility	D
P2010		Power Energy Portfolio Analyst, Associate	A
P2020	A	Real-Time Energy Trader, Lead	D
P2030	A	Senior Manager, Power Utility	D

Section 5: Provides for the effective dates

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