

RESOLUTION NO. 2829

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications, salaries, and allowances for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; jury duty, vacation, holidays, compensatory time, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; transportation; and authorizing this resolution to be effective on December 27, 1981 and repealing all prior resolutions dealing with the same subject, including Resolution No. 2803.

BE IT RESOLVED by the Port Commission of the Port of Seattle as follows:

I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

There are hereby established the following classification schedules and salary ranges for salaried positions of the Port of Seattle, i.e., all positions not covered under the Wage Resolution or signed labor agreements:

A. Classification of Positions: All salaried positions of the Port of Seattle shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt-management or administrative/professional, Schedule A, or nonexempt, Schedule B. Salaried position classifications with salary grades are established and set forth in Exhibit A, "Schedule of Authorized Positions" and are attached hereto and by this reference incorporated herein.

B. Graded Salary Ranges: All salaried positions except nongraded positions within the Port police and fire departments, Schedule A1 executive positions, department directors, out-of-region positions, legal staff, and student intern positions (all explained in following subsection) shall be classified according to grade number within such exempt or nonexempt categories according to their relative skill requirements, responsibilities, working conditions, and other factors as explained in Section II and more fully specified in Exhibit B, "The Salary Administration Manual," attached hereto and by this reference incorporated herein. Such salaried positions as graded and classified shall be paid in accordance with the following graded salary ranges:

SCHEDULE A AND B GRADED SALARY RANGES  
December 13, 1981

A1 - MANAGEMENT EXEMPT

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

SALARY RANGE				SALARY RANGE			
Grade	Minimum	Midpoint	Maximum	Grade	Minimum	Midpoint	Maximum
1	\$20,172 1,681	\$23,952 1,996	\$27,732 Annual 2,311 Monthly	1	\$17,100 1,425	\$20,316 1,693	\$23,520 Annual 1,960 Monthly
2	21,456 1,788	25,488 2,124	29,508 2,459	2	18,000 1,500	21,384 1,782	24,756 2,063
3	22,812 1,901	27,084 2,257	31,356 2,613	3	18,936 1,578	22,500 1,875	26,052 2,171
4	24,252 2,021	28,800 2,400	33,348 2,779	4	19,932 1,661	23,676 1,973	27,420 2,285
5	25,800 2,150	30,636 2,553	35,460 2,955	5	20,988 1,749	24,924 2,077	28,860 2,405
6	27,420 2,285	32,568 2,714	37,704 3,142	6	22,080 1,840	26,220 2,185	30,360 2,530
7	29,148 2,429	34,620 2,885	40,080 3,340	7	23,220 1,935	27,576 2,298	31,932 2,661
8	30,972 2,581	36,780 3,065	42,588 3,549	8	24,420 2,035	29,004 2,417	33,588 2,799
9	32,928 2,744	39,096 3,258	45,264 3,772	9	25,680 2,140	30,504 2,542	35,316 2,943
10	34,968 2,914	41,532 3,461	48,084 4,007	10	27,000 2,250	32,064 2,672	37,128 3,094
11	37,164 3,097	44,124 3,677	51,084 4,257	11	28,392 2,366	33,708 2,809	39,024 3,252
12	39,456 3,288	46,860 3,905	54,252 4,521	12	29,832 2,486	35,424 2,952	41,004 3,417
13	41,904 3,492	49,764 4,147	57,612 4,801				
14	44,484 3,707	52,824 4,402	61,152 5,096				

SCHEDULE B - NONEXEMPT

SALARY RANGE			
Grade	Minimum	Midpoint	Maximum
1	\$ 807	\$ 959	\$ 1,111 Monthly
2	859	1,020	1,181
3	911	1,082	1,253
4	967	1,149	1,330
5	1,028	1,220	1,412
6	1,090	1,295	1,499
7	1,157	1,374	1,591
8	1,227	1,458	1,688
9	1,302	1,546	1,790
10	1,380	1,640	1,899
11	1,464	1,739	2,014
12	1,553	1,844	2,135
13	1,646	1,955	2,263
14	1,743	2,070	2,396
15	1,846	2,192	2,538

Section I. (Cont'd)

C. Salary Rates, Ranges, and Allowances for Certain Nongraded Positions:

Salary rates, ranges, and a provision for a special allowance have been developed for certain nongraded classifications:

1. Police and Fire Classifications: Salary rates and benefits for these nongraded positions shall be established and maintained as follows:
  - a. Exempt: Schedule A classifications in the fire and police departments shall be paid salary rates which are influenced by rates paid for comparable positions in the region, and by the Port's internal salary relationships, including those resulting from the position evaluation system.
  - b. Nonexempt: Schedule B fire department classifications shall be paid rates which are influenced by those which are paid for similar position levels in this locale, primarily the City of Seattle, and by the Port's internal salary relationships.
2. Regional Manager Positions Located Outside the Seattle Area: Salary ranges for these positions are influenced by cost-of-living factors and other conditions in each region. Special Overseas Allowance: The Executive Director is authorized to provide in addition to their salary as provided by this Resolution the following: direct payment or supplement for housing; transportation to and from assignment of employee, family, and required personal effects; transportation and travel costs of employee and spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.
3. Executive Positions and Department Directors: Salary ranges for the Schedule A1 nongraded positions in the Executive Department and department directors shall be set as a percentage of the salary range developed for the Executive Director position. These ranges shall continue to be developed according to Exhibit B as amended to allow that compensation for these positions be handled independently of the position evaluation system which governs rate of compensation for all graded positions.
4. Legal Staff: Salary ranges for the Schedule A2 nongraded legal staff positions are influenced by prevailing salary rates for similar positions and the Port's internal salary relationships.
5. Student Intern or Foreign Trainee Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by the Director of Human Resources based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Such compensation may be disbursed directly for housing subsistence, etc., for administrative convenience.

D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges:

Exhibit A (Schedule of Authorized Positions), Exhibit B (Salary Manual), or salary rates and/or ranges may be amended by either ordinary motion approved by the Commission at any regular or special meeting or by the Executive Director when the changes are the result of provisions contained in this resolution.

## II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM

It is the policy of the Commission to pay Port employees on the basis of generally prevailing salary rates within the Seattle metropolitan area or, where appropriate, regional or industry comparisons; and to establish a system of position evaluation which recognizes in the position specifications the relative difficulty, level of responsibility, working conditions, amount and degree of supervision, and other factors which exist among the various authorized salaried positions within the Port. Such system of position evaluation shall follow the principles which are more fully set forth in Exhibit B (Salary Manual). Said system of position evaluation shall be administered by the Director of Human Resources, under the supervision of the Executive Director. Each position authorized in the Schedule of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of position evaluation, except those noted above in Section I.C., and each evaluated position has been assigned a grade number related to the salary schedules set forth in Section I.B. The Director of Human Resources shall, on a continuing basis, evaluate new positions and reevaluate existing authorized positions, taking into account any change in work conditions, responsibilities, education or skill requirements, etc., which could change a particular position specification and result in placement in a different salary grade range. The Director of Human Resources is hereby directed to recommend, on a continuing basis, appropriate reclassifications to assure that the purposes and objectives of the position evaluation system, outlined in the Salary Manual, are maintained.

The Executive Director shall have the final approval authority for all position reevaluations up to Schedule A1-10, or title changes, resulting from changes in organizational structure or from recognition of changes in any of the various established position factors. This authority shall not extend to the establishment of new positions. A summary report of such reevaluations shall be provided to the Port Commission on an annual basis at year end.

### III. FILLING VACANT POSITIONS AND SETTING SALARIES

A. Selection Criteria: Selections of appointees for new hires, transfers, or promotions, shall to the extent feasible conform to current position evaluation criteria developed in the position specifications for each authorized position; however, in the paramount interest of developing a strong personnel base, the Director of Human Resources shall assure that consideration be given to equivalent education, experience, special abilities, or job knowledge in lieu of that provided in position specifications.

B. Filling Vacant Positions: The Executive Director is hereby authorized to recruit and fill authorized positions (except that of Executive Director) up to the full-time-equivalent number of positions authorized for each department and on a multi-departmental listing provided in Exhibit A, and to set salaries within the salary grade ranges as outlined below. Prior to terminations or retirements of employees where overlap is clearly essential for effective continuity, the Executive Director may authorize filling an extra position to provide for a transition period not to exceed six months.

C. Setting Salaries: Authorizations for setting salaries in hires, and transfers are provided as follows:

1. Hires: Though salaries shall normally be set at the minimum of the salary range for hires, the Executive Director may authorize a salary up to the midpoint of the salary range for appointees possessing special qualifications or exceptional experience.
2. Transfers (or reclassifications other than promotional): The Executive Director is authorized to maintain the employee's salary level, so long as it falls within the position's salary range.

In the case of transfers to or from distant locations, the employee's salary level may be adjusted in accordance with differing cost-of-living factors and other conditions so long as the resulting salary is within the position's salary range.

In the case of reorganization, the Executive Director may authorize transfers of positions and/or employees from one department to another. In such instances, the same salary and position level shall be maintained at the time of the transfer. At no time shall total Port salaried positions exceed the total of numbers authorized in Exhibit A.

The Executive Director may also authorize interdepartmental transfers of up to 15 months' duration for selected Schedule A exempt positions for the purpose of cross training, development, and broadening of potential management skills. In such instances, the same title and salary range shall be maintained during the transfer. Personnel actions during such a training period shall be coordinated by the Director of Human Resources with the two departments involved.

IV. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES, AND ADJUSTMENTS

The Commission hereby authorizes the following types of salary adjustments and allowances for Port salaried employees:

A. For Salaried Employees Other Than Those in Nongraded Fire and Police Classifications:

1. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment as a new hire or a rehire in an authorized, permanent position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of the Employee Performance Evaluation System, may receive an increase ranging from 4% to 7% of their salary, provided they were hired at the minimum of the salary range for their classification. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a promotional adjustment may be considered within the guidelines established in Section A.3.
2. Discretionary Merit Fund Administration: A merit fund shall be established equal to 8% of the total salary midpoint amounts for salaried employees other than nongraded fire or police personnel. This fund shall be calculated for the monthly salaried payroll for eligible employees effective December 27, 1981. The merit fund shall be administered according to a plan prepared by the Director of Human Resources and approved by the Executive Director, subject to the following provisions:
  - a. Employees whose salaries are below range midpoint shall be eligible for merit increases which would permanently add to their base salaries. Employees at or above range midpoint shall be eligible for either merit increases or for lump sum merit awards which would not add to base salaries. Lump sum awards shall be provided on an annual basis in one amount. Employees at salary range maximum shall be eligible for lump sum awards only. Any merit increases recommended for employees whose salaries are above range midpoint shall be subject to close review. Special controls may be established by the Director of Human Resources for consideration of any merit recommendations affecting salaries which are above range midpoint.
  - b. On at least a semiannual basis, the Director of Human Resources shall initiate merit reviews for salaried employees.
  - c. Merit recommendations shall be submitted by department heads to the Director of Human Resources for review. A merit review shall consist of departmental salary plans which identify the amount and scheduled date for each requested merit increase. Salary plans must be approved by the Executive Director before any individual discretionary merit award shall be granted.
  - d. The total amount for either type of merit award shall not exceed 25% of the employee's base salary during any twelve-month period, nor be less than amounts established in guidelines issued by the Director of Human Resources.

Section IV.A.2. (Cont'd)

- e. Merit awards shall be provided selectively as meaningful recognition of high quality work performance. All eligible employees, without regard to classification, shall be eligible for merit awards; however, awards shall not be administered as "automatic adjustments," and shall take into account the relative ranking of performance of employees within the departments. Providing a large number of merit awards at the minimum rate shall be discouraged. There shall be no requirement to spend the entire merit fund.
- f. Merit awards may be recommended, scheduled, and approved for permanent and temporary employees, other than those employed on a limited assignment, when a high quality of work performance is demonstrated by the employee and is documented by the supervisor through a current Work Performance Review.
- g. Merits for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members.

3. Promotional Adjustments:

- a. Initial Adjustment: Promotional reclassifications shall normally result in employee salary increases ranging from 4% to 10% depending on the circumstances. However, if the difference between the employee's present salary and the minimum of the new rate range exceeds 10%, the promoted employee's new salary shall be set at minimum of the new rate range.

Any recommended promotional increase exceeding 10% requires the approval of the Senior Director, Finance and Administration.

- b. Secondary Promotional Adjustment: For permanent Port employees who are promoted to the minimum of a higher salary range, promotional adjustments may be made under the following conditions:

At the completion of six months in a new classification, a department head may elect to provide an adjustment of from 4 to 10 percent of an employee's salary for employees who were promoted to the minimum of a salary range. This adjustment shall not be deducted from the merit fund allocation. These conditions apply only to the first adjustment made to an employee's salary following promotion to a higher classification. Any subsequent adjustments shall be administered within merit guidelines and deducted from the merit fund. Such promotional salary adjustment shall not be automatic and shall be made only at the discretion of the department head, based upon the employee's work performance in the new classification as documented by the supervisor through a Work Performance Review.

- 4. Increases Following Position Reevaluations: After a position is reevaluated to a higher pay grade, the salary of an employee in that position may be adjusted to a salary level which takes into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties established in the reevaluation documentation and the proximity of the new rate to range maximum. As recommended by the department head and approved by the Director of Human Resources, the maximum upward salary adjustment in the new salary range may place the employee up to the level (percent above range minimum) held in the former range, or up to 10%, whichever is greater. Any recommendation exceeding this amount requires the approval of the Senior Director, Finance and Administration.

Section IV.A. (Cont'd)

5. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges: Employees in positions whose salaries fall below an adjusted salary grade range for their classification shall automatically receive the amount of increase necessary to reach the minimum rate of pay for the adjusted salary range. Employees whose salaries are above the range for their classification following a range adjustment may continue to receive their present rate of pay if it is determined under guidelines administered by the Director of Human Resources that such action is appropriate. An employee whose salary is permitted to remain above an adjusted range maximum shall not be eligible for any base salary increase unless a further adjustment increases the range maximum sufficiently to allow for an increase. However, employees at or above salary range maximum may be eligible for lump sum awards which do not increase base salary, in accordance with Section IV.A.2. and Section IV.C.1. of this resolution. Employees at or above salary range maximum may also be eligible for the special job-related add-on allowance provided in Section IV.D. In any event, all increases shall conform to the provisions and limitations in salary administration policy described in this section.
6. Temporary Pay for Replacements: When a graded employee is temporarily assigned for a period of 30 calendar days or more to replace another employee in a higher classification, such employee is eligible to receive a temporary reclassification adjustment to the minimum of the higher grade if fulfilling all duties of the employee being replaced. Such temporary pay shall not be provided for employees participating in the Port's interdepartmental transfer program as described in Section III.C.2.

B. Salary Adjustments For Employees in Fire Classifications:

1. Increases From E to D: Employees in Firefighter E classifications shall be granted a one-step salary increase from E to D, as shown on Page 6 of Exhibit A, after satisfactorily completing the approved Port training program or the one-year probationary period. Satisfactory work performance shall be documented in a performance review prior to such increase.

(For employment purposes, the first year of continuous active employment is established as the probationary period; for benefit purposes, six continuous calendar months of satisfactory performance constitutes the probationary period.)

2. Length-of-Service Increases for Certain Classifications:
  - a. B, C and D Classifications: If they are performing and continue to perform the duties of their positions satisfactorily, employees in Firefighter B, C, and D classifications shall receive a length-of-service, promotional increase after each twelve months from D to C to B and, finally to A, on a single-step salary schedule as shown on Page 6 of Exhibit A. Satisfactory performance shall be documented in a performance review prior to each such increase.
  - b. Longevity Pay for Certain Fire Classifications: After five years' active employment have been completed since the date of progression to "A" status or the date that "A" status would have been achieved under the conditions described in a. above, employees classified as Firefighter A, Fire Lieutenant, and Fire Captain shall receive a rate of pay



Section IV.B.2.b. (Cont'd)

equal to the current base rate in effect for that position plus a longevity adjustment equivalent to 2% of the base rate paid to the "A" classification and resulting in a new base rate for pay computations. After ten years' active employment based upon the same considerations, a 4% longevity adjustment shall be granted. After fifteen years' active employment, a 6% longevity adjustment shall be granted. Longevity amounts are always based on the "A" base rate.

3. Fire Department Differentials: The following differentials when added to "base rates" of firefighters are considered basic salary as applies to retirement contributions:
  - a. Work Schedule Differential: While assigned to work schedule which involves 24-hour shifts resulting in an average work week of 56 hours, nonexempt firefighters shall receive a 5% salary differential. This differential is applied to the "base rate" as shown on page 6 of Exhibit A. See Section V. for further details.
  - b. Premium for "Emergency Medical Treatment" Assignment: Qualified firefighters and lieutenants assigned to Emergency Medical Treatment duty shall receive a premium equivalent to 2% of their base rate during such assignment. No more than 15 firefighters and six lieutenants shall be assigned to E.M.T. duty at one time.
  - c. Premium for Special Assignment: Qualified nonexempt personnel scheduled to work 40 hours per week on special assignment shall receive a premium equivalent to 5% of their base rate during such assignment. No more than 10 firefighters shall be assigned to special assignment duty at one time.
4. Out of Classification Pay:
  - a. Lieutenant: When an employee who is classified as a combat firefighter is temporarily detailed to perform all duties of a combat lieutenant in excess of twelve hours on any shift, such employee shall be paid the base rate, work schedule differential, and E.M.T. premium, if applicable, of the lieutenant classification for the entire shift.
  - b. Captain: When an employee who is classified as a combat lieutenant is temporarily detailed to perform all duties of a combat captain for an entire shift, such employee shall be paid the base rate and work schedule differential of the captain classification for the shift.

C. General Adjustments for Salaried Employees Whose Salary Rates or Ranges Are Established in Exhibit A:

1. A midyear cost-of-living adjustment may be provided to the salary rates of eligible employees based on the local All Urban Consumer Price Index published by the Bureau of Labor Statistics. The amount of increase to salary rates for eligible employees would be equal to the percentage change in the C.P.I. as indicated above for the period between November 30, 1981 and May 31, 1982 and would be effective June 13, 1982. The above cost-of-living adjustment would be subject to the following limitations:
  - a. The adjustment must first be approved by the Port Commission at any regular or special meeting after reviewing the appropriateness of such an action.
  - b. The change in the Consumer Price Index must amount to at least 3 percent; otherwise, no increase shall be recommended.
  - c. Increases would not cause an employee's base salary to exceed range maximum. Any dollar amount which exceeds the range maximum would be annualized and paid in the form of a lump sum award. Any lump sum amount paid to employees working

Section IV.C.1.c. (Cont'd)

less than a full-time schedule would be prorated, based on the number of scheduled hours per week. When the number of hours worked varies each week, an average based on the most recent four-week period would be used to determine a prorated lump sum amount.

- d. Salary ranges, as provided in Exhibit A and Section I.B., shall not be adjusted or amended. Exhibit A, page 6, would be amended to include adjusted salary rates for nongraded fire and police positions.
- e. It would not apply to employees who have been employed for less than six months, except for nongraded fire and police personnel.

In the event that a cost-of-living salary adjustment has the same effective date as that previously authorized for another type of salary adjustment, the previously scheduled adjustment would be applied first.

- 2. The Director of Human Resources shall conduct comprehensive salary surveys following the midyear cost-of-living adjustment as set forth in 1. above. If survey findings indicate that Port salary ranges or rates are not in proper alignment as established in this resolution, the Executive Director may recommend appropriate adjustments to salary rates and/or ranges where realignment is needed. Any such survey adjustments approved by the Port Commission shall be effective in December, 1982.

Salary surveys for regional Marketing positions shall also be conducted annually by the Director of Human Resources to include data from the appropriate region. The Executive Director shall be authorized to adjust salary rates and/or ranges based on survey results up to a maximum of 10%.

D. Special Job-related Add-on Allowance for Employees in Certain Exempt Positions:

The Executive Director is hereby authorized to allot an add-on allowance of up to 3% of the gross annual salary of an individual in an A1 or A2 exempt position as additional compensation for job-related expense not otherwise reimbursable or authorized in Port policy or resolution. This allowance for expenses necessary to facilitate Port business would be applied or removed, depending upon job assignments. The amount would be considered as part of overall compensation for mandatory contributions, but would be recorded separately and would not be administered as a base for general increases, merits, survey or any other salary adjustments. It will also not be considered for life and long-term disability insurance benefits application. These allowances shall be administered by the Senior Director, Finance and Administration pursuant to the policy bulletin issued by the Executive Director or as it may be amended from time to time.

V. ADMINISTRATION OF PAY PRACTICES

Since some pay practices are handled differently for a group of fire personnel who work 24-hour shifts and average 56 hours per week throughout a year, a distinction for pay practices only is made in following sections of this resolution between them and other salaried employees whose positions are based upon 37.5 or 40 hours per week. For brevity, 56-hour fire personnel, described in Section IV.B.3.a. above, shall be called Group C Firefighters henceforth in this resolution.

Section V. (Cont'd)

A. Conversion of Salary Rates: For all salaried employees except Group C Firefighters, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by dividing the annual rate by the normal number of full-time hours per year (1950 hours for most positions and 2080 hours for firefighters and Schedule A positions required to work 40 hours per week) and...

1. Exempt Classifications (Schedule A): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked in a two-week period (75 or 80) to determine the biweekly salary, which is payable in 26 pay periods during the year.
2. Nonexempt Classifications (Schedule B): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked each week (37.5 or 40) to determine the weekly salary, which is payable in 52 pay periods during the year.
3. Group C Firefighter Classifications: The monthly salary rate is converted into a straight-time weekly rate of pay extended to the next highest cent, based on the Firefighter's regularly scheduled average work week, which is hereby established as 56 hours. The resulting salary is payable weekly.

B. Definitions of Employment Status for compensation practices:

1. Permanent status requires regularly scheduled work in a position expected to last more than five months for a minimum of 90 hours per month, consistent with the definition of "eligible position" used by the Public Employees Retirement System. Until the successful completion of the probationary period, employment status is "probationary, permanent" and thereafter is considered "regular, permanent."
  - a. Full-time status requires regular scheduling of 37.5, 40, or in the case of certain Firefighters, 56 hours per week.
  - b. Part-time status applies to any permanent employees scheduled to work less than "full-time" as described above. The minimum schedule for permanent, part-time employment is 20.8 hours per week.
2. A temporary employee is one who works full time in a temporary position, or less than ninety hours per month indefinitely. The status of a temporary employee whose full-time services are required beyond five months must be changed to "permanent." If permanent status cannot be authorized, the employee must be terminated.

An employee hired for "on-call," relief work shall be classified as temporary unless or until a sufficient number of hours of pre-scheduled work is established by department supervision to justify a change in status to permanent.

- C. Authorized Work Schedules for Full-time Employees: Full-time work schedules for most employees are made up of either five 7-1/2-hour shifts or five 8-hour shifts per week with the following exceptions:

Section V.C. (Cont'd)

1. Computer operations positions, some positions which supervise wage employees, and up to five relief ramp and operations controller positions which are authorized to include four 10-hour shifts per week. No other positions have been approved for a four-day week.
2. Firefighters working 24-hour shifts on alternate days.

D. Extra Compensation: The following terminology shall be used in this section and Section VI.B.3, Holidays: "an employee's Saturday" shall indicate the sixth day and "an employee's Sunday" shall indicate the seventh day in a full-time work week, regardless of the actual first and last day of a five-consecutive-day work week. This definition applies to overtime determinations only and in no way alters the defined Port payroll week which begins at 12:01 a.m. Sunday and ends at midnight Saturday.

1. For overtime: Permanent and temporary employees in nonexempt classifications shall receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above a full-time regularly scheduled workshift (see C. above) and/or work week (normally 37.5 or 40 hours), as the case may be. When required to work, overtime shall be paid for all work performed on "an employee's Saturday," "an employee's Sunday," and on a holiday to the extent provided in Section VI.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Group C Firefighters are excluded from receiving overtime compensation for working on any day which falls within their normal, regularly assigned schedule, since their compensation includes a work schedule differential.
2. For shift differential: All nonexempt employees other than firefighters shall receive a shift differential of 7.5% over their regular salary when required to work Swing Shift and 10% over their regular salary when required to work Graveyard Shift. Swing Shift shall be a full-time work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a full-time work shift which ends later than 2:00 a.m.
3. For compensatory time: Compensatory time may be used, subject to law in lieu of overtime, or to offset hours lost due to natural conditions.

VI. ADMINISTRATION OF BENEFIT PROGRAM

A. Basic Benefits Provided for All Salaried Employees (except as noted)

beginning on date of employment:

1. Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act (FICA). During 1982, both Port and employee contributions are scheduled to be 6.7% on earnings up to a maximum of \$32,400. In compliance with current FICA guidelines, employee sick leave in excess of one hour will be excluded from FICA taxable earnings.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except LEOFF, Plan One Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workers' Compensation Act.

Section VI.A.2. (Cont'd)

Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability (i.e., Longshore and Harbor Workers' Act); to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued sick leave as a supplement to Workers' Compensation may be provided within guidelines as established by the Executive Director.

3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. Military Leave: With appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per calendar year of military leave as provided in and limited by R.C.W. 38.40.060.

Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. Time off for weekend drills does not normally constitute military leave; however, time off without pay may be allowed when necessary at department head discretion.

5. Transportation: For purpose of commuting to and from work, and in view of increased costs of transportation and fuel shortages, payment is authorized for 50% of the cost of a monthly METRO bus pass for all salaried employees. In addition, van/car pools are established for employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charged to the employee passenger commuting within King County and 75% charged to the employee passenger commuting outside of King County. Employees commuting on the State ferry system shall be reimbursed an amount of up to 50% the cost of a monthly METRO bus pass. Employees in regional offices, including employees in the car allowance program, may receive 50% reimbursement for their local public transportation. The Transportation Subsidy Policy, under the administrative authority of the Director of Human Resources, takes into account that employees not participating in the programs are receiving parking at no cost.

B. Benefits Provided Permanent Employees:

1. Retirement: Employees hired in eligible positions are covered from date of employment by the Washington State Public Employees' Retirement System, except that employees in eligible fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 are covered by "Plan One" and employees who became members on or after October 1, 1977 are covered by "Plan Two." Since benefits under "Plan One" and "Plan Two" differ, please refer to appropriate retirement membership handbooks for further details.
2. Compensated Leave: (See Leaves Without Pay Policy for provisions covering leave without pay; any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the benefits office regarding continuance of insurance coverages, etc.)
  - a. Civic Duty Leave:
    - (1) Jury Duty: A permanent employee who serves on jury duty shall receive full regular compensation less any compensation (excluding mileage paid by the court) received for such service during the period of leave.

Section VI.B.2. (Cont'd)

- (2) Subpoenaed Witness Leave: When a permanent employee is subpoenaed as a witness under circumstances which are determined by the Director of Human Resources to constitute Port duty, the same pay conditions listed for jury duty shall apply.
- b. Sick Leave: Permanent salaried employees shall receive sick leave accruals as follows:
- (1) Salaried Employees Other than Firefighters: Permanent salaried employees shall accrue sick leave at the rate of .0462 hour per straight-time hour paid. These accruals shall commence from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.
  - (2) Firefighters Covered by LEOFF, Plan One: Port firefighters covered by LEOFF, Plan One, shall, as of January 1, 1978, be excluded from adding to sick leave accruals earned between January, 1970 and December, 1977. Unused sick leave accruals remaining on the records of such employees may be used at the employee's option in case of short-term illness.

At the discretion of the Fire Chief, Firefighters covered by LEOFF, Plan One, may be granted up to six full-time shifts per year of sick leave. Unused portions of this discretionary sick leave shall not be accrued or compensated for at termination. However, if a claim for such sick leave is later approved by the King County Disability Retirement Board as being payable through LEOFF, Plan One, the Fire Chief may credit the discretionary sick leave account of an employee. In no case shall sick leave payments be duplicated.

- (3) Firefighters covered by LEOFF, Plan Two: Group C Firefighters shall accrue up to 12 hours or one half of a 24-hour shift per month of sick leave, not to exceed six 24-hour shifts in a calendar year. Firefighters who work 40-hour schedules accrue at the rate of one working day per month of sick leave. These accruals shall commence from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.

Accumulation of sick leave shall be limited to the amount that each eligible employee can earn in a 12½-year period under the provisions stated above; i.e., 150 days for most employees except as follows: Employees in positions approved for a four-day work week would be limited to an accumulation equivalent to 120 10-hour shifts, and eligible Group C Firefighters are limited to an accumulation equivalent to 75 24-hour shifts.

Sick leave will be used only in instances of illness or injury. Departmental management may at any time require a physician's statement to justify use of sick leave. A physician's release shall be required prior to the return to work by any employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident. In compliance with current FICA guidelines, sick leave of less than one hour shall be administered in accordance with other appropriate leaves.

Section VI.B.2. (Cont'd)

Upon termination or retirement following five complete years of active employment in a continuous period of employment, qualified employees shall be compensated for 50% of their unused sick leave up to a 10-year accrual (120 days for most employees; 96 10-hour shifts for employees scheduled for a 10-hour day, 4-day work week; and 60 24-hour shifts for Group C Firefighters) at the rate of pay at termination, prorated to the last day worked.

- c. Bereavement Leave: At the discretion of the department head and under the supervision of the Director of Human Resources, from one to five working days per bereavement which shall not result in compensation for more than the number of hours in any normal work week may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Individual circumstances such as the distance to the funeral and the extent of employee involvement with the arrangements for the deceased shall be considered in determining the number of days to be granted an employee.

3. Holidays: (This section is effective from 1/01/82 through 12/31/82.) These eleven holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section V.D.1., Overtime.

Normal Date of Observance for  
Monday Through Friday Schedule

Holiday

January 1	New Year's Day
Third Monday in February (15)	Washington's Birthday Observed
Last Monday in May (31)	Memorial Day
July 5	Independence Day Holiday
First Monday in September (6)	Labor Day
Fourth Thursday in November (25)	Thanksgiving Day
Fourth Friday in November (26)	Day after Thanksgiving
December 22	Port-designated floater (in lieu of Lincoln's Birthday)
December 23	Port-designated floater (in lieu of Veteran's Day)
December 24	Christmas Day Holiday
*Employee selects date	*Personal Holiday

\*Eligibility for the personal holiday is not established until the probationary period is completed (Section IV., A.1 and B.1.)

At least one week advance notice and department head approval is required for the personal holiday. Each eligible employee shall take one personal holiday within the calendar year, subject to appropriate scheduling with their department head. On November 1, 1982, each department head shall set up a schedule for eligible employees who have not yet scheduled a personal holiday. An employee shall receive no extra pay for not taking a personal holiday, unless directed by the department head to work on the day scheduled and no other day off can be scheduled before year end. A terminating employee shall receive no pay for a personal holiday not taken prior to the last day worked.

- a. Holidays for full-time employees shall be handled as follows:
- (1) Employees on a Monday through Friday work schedule:  
When a holiday falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on Saturday, the preceding Friday will be considered the holiday.

Section VI.B.3.a. (Cont'd)

- (2) Employees working on other than a Monday through Friday work schedule: When a holiday falls on a regularly scheduled work day, that day will be considered the holiday. When a holiday falls on a regularly scheduled day off, the last preceding or the next following work day shall be treated as the holiday.

If the holiday (or the alternate day where applicable) cannot be scheduled as a day off for an otherwise eligible employee, overtime compensation shall be paid for the number of hours required to work on such a day in addition to holiday pay at the straight-time rate--not to exceed the normally scheduled number of hours up to a full-time day (7.5 or 8 hours is considered a full-time "day"). Straight-time holiday pay for nonexempt employees scheduled to work a 10-hour shift shall be limited to 8 hours per holiday.

In unusual cases, when scheduling of a day off in lieu of a holiday cannot be arranged for an individual employee according to the conditions as stated above, an alternate day off within the immediate or next pay period may be approved. If an alternate day off within these limits is not within the scheduling capabilities of the department, overtime shall be paid for the holiday worked. Days off in lieu of holidays shall not be carried over into other pay periods beyond limits stated herein.

- b. Group C Firefighters are not eligible for holiday pay since they are paid a 5% work schedule differential for weekends and holidays which fall in their normal work schedule.
- c. Part-Time Employees:
- (1) Permanent part-time employees may receive compensation for the holidays (as specified in a. above) on a pro rata basis of a full-time work schedule; i.e., a 22.5-hour employee may receive pay for 60% of the holiday hours provided, or 4.5 hours per holiday. When the number of hours worked varies each week, an average based on the most recent four-week period or a proportionate number of hours based on a predetermined schedule is used to determine the holiday pay.
- (2) Temporary part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay only.
- d. Temporary Employees: Unless clearly scheduled for full-time work for at least 30 days before and a day or more after a holiday, temporary employees are not eligible for pay on holidays not worked.
- e. Employees on Medical or Disability Leave: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan 1 disability leave, long-term disability leave, and worker's compensation, are not eligible for holiday pay. However, to the extent that sick leave supplements are being paid during the holiday week and for a day or more immediately preceding or following the holiday, prorata holiday pay does apply.



Section VI.B. (Cont'd)

4. Vacation With Pay:

- a. Scheduling of Vacation Leave: At any time after the successful completion of the six-month probationary period, regular permanent employees may request and use vacation leave of up to the number of days accrued (explained in detail below) at the time of the desired vacation date subject to the approval of the department head.

Normally, requests for approval of vacation schedules shall be made to the department head on a vacation request form one week or more in advance; more notice may be required by a department head whenever necessary. Payment for vacation leave may be made only to the extent of unused vacation accruals at the time of the leave.

In order to promote the health and efficiency of employees, scheduling of vacations of more than one week (five consecutive days) shall be encouraged.

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. On the anniversary date of the employee, any portion above a 24-month accrual of unused vacation leave shall be forfeited. Departmental management shall be responsible for encouraging and allowing proper scheduling for employees' taking annual leave in order to avoid any forfeiture of vacation leave.
- c. Rates of Accrual: Permanent salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. In this section, vacation shall be computed based on the normal workshift in hours (usually 7.5 or 8 hours, or in the case of Group C firefighters, 12 hours). Vacation leave is earned as follows:
- (1) Two Weeks Vacation: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, permanent employees shall accrue vacation at the rate of .0385 hours per straight-time hour paid (.0385 x 1950 annual hours = 75 vacation hours; .0385 x 2080 annual hours = 80 vacation hours; Group C firefighters  $10/12 \times 12$  months = 10 days or 120 vacation hours).
  - (2) Three Weeks Vacation: From the thirty-seventh full month to and including the one hundred thirty-second full month of continuous employment, permanent employees shall accrue vacation at the rate of .0577 hours per straight-time hour paid (.0577 x 1950 annual hours = 112.5 vacation hours; .0577 x 2080 annual hours = 120 vacation hours; Group C firefighters  $15/12 \times 12$  months = 15 days or 180 vacation hours).
  - (3) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, permanent employees shall accrue vacation at the rate of .0770 hours per straight-time hour paid (.0770 x 1950 annual hours = 150 vacation hours; .0770 x 2080 annual hours = 160 vacation hours; Group C firefighters  $20/12 \times 12$  months = 20 days or 240 vacation hours).
- d. Payment for Vacation Leave at Termination: Upon termination, regular permanent employees shall receive pay in lieu of unused accrued vacation leave based on the limitations stated above and pro-rated through the last day worked, which,

Section VI.B.4.d. (Cont'd)

except in cases of severe illness, is the termination date. A probationary permanent employee who terminates active employment before completing the probationary period shall receive no vacation pay.

5. Insurance Benefits: Coverages listed in Sections a. through d. below apply to permanent employees as defined in Section V.B. Dental coverage (e.) requires a normal employment schedule of at least 30 hours per week or 130 hours per month.
- a. Medical Insurance for Employees Only: Probationary, permanent employees who normally maintain active employment schedules of 90 hours or more each month shall receive paid surgical, hospital, and major medical insurance coverage beginning on the first of the month following a calendar month of continuous employment. This insurance benefit shall be provided in such amounts and in such manner as are established in contracts with insurance companies and/or agencies selected by the Port to provide such benefits. There shall be a choice of two medical/health insurance plans from which employees may choose one.
- b. Medical Insurance for Dependents: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular, permanent employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents; the eligibility and other conditions of coverage are established between the Port and the insurance companies or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan which the employee has chosen. Employees scheduled for less than full-time employment shall be responsible for the costs of dependent medical insurance which exceeds the King County Medical Blue Shield premium for a spouse and two children. Employee costs shall be by payroll deduction.
- In no case shall the Port be responsible for more than two adult premiums (employee and spouse) for an employee's family unit. If a dependent child is treated as an adult by either Group Health Cooperative or KCMBS, the extra cost shall be the responsibility of the employee and paid through payroll deduction.
- c. Life Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular, permanent employees and their eligible dependents shall receive paid life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- d. Long-Term Disability Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular, permanent employees shall receive paid insurance coverage for long-term disability in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.
- e. Dental Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum) in a position scheduled for at least 30 hours per week or 130 hours per month, regular,

Section VI.B.5.e. (Cont'd)

permanent employees and their eligible dependents shall receive paid dental insurance coverage. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.

Section VII.

VII. EFFECTIVE DATE: This resolution shall be effective December 27, 1981. The Executive Director, the Director of Accounting and Port Auditor, and the Director of Human Resources are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 27, 1981.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2803, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 8th day of December, 1981, and duly authenticated in open session by the signatures of the Commissioners voting and the seal of the Commission.

*Henry T. Simonson*  
*Jack B. ...*  
*David ...*  
*...*  
*Mark ...*

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

SCHEDULE "A" - EXEMPT POSITIONS: A1 - Management (Salary Grades 1-14 and \*)  
 A2 - Administrative/Professional (Salary Grades 1-12 and \*)

SCHEDULE "B" - NONEXEMPT POSITIONS: (Salary Grades 1-15 and \*)

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
(Annual Over Monthly)				
<u>EXECUTIVE DEPARTMENT</u>				
Schedule A1	* Executive Director	\$67,812 5,651	\$80,400 6,700	\$92,988 7,749
	* Senior Director, Operations	56,556 4,713	67,056 5,588	77,556 6,463
	* Senior Director, Facilities	52,080 4,340	61,752 5,146	71,412 5,951
	* Senior Director, Finance and Administration	47,940 3,995	56,844 4,737	65,748 5,479
12	Director of Project Development	39,456 3,288	46,860 3,905	54,252 4,521
9	Director of Labor Relations	32,928 2,744	39,096 3,258	45,264 3,772
8	Director, Budget and Internal Audit	30,972 2,581	36,780 3,065	42,588 3,549
5	Executive Assistant	25,800 2,150	30,636 2,553	35,460 2,955
3	Records Manager	22,812 1,901	27,084 2,257	31,356 2,613
.....				
A2	* General Counsel	39,792 3,316	47,256 3,938	54,708 4,559
	* Staff Attorney	25,524 2,127	30,312 2,526	35,100 2,925
8	Senior Staff Auditor	24,420 2,035	29,004 2,417	33,588 2,799
5	Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405
4	Commission Records Coordinator	19,932 1,661	23,676 1,973	27,420 2,285
4	Records Analyst	19,932 1,661	23,676 1,973	27,420 2,285
4	Staff Auditor	19,932 1,661	23,676 1,973	27,420 2,285
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Schedule B	10 Management Intern	1,380	1,640	1,899
	10 Executive Staff Assistant	1,380	1,640	1,899
	10 Records Retention/Library Specialist	1,380	1,640	1,899

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

EXECUTIVE DEPARTMENT, Cont'd.

Schedule B  
(continued)

9	Legal Assistant	\$ 1,302	\$ 1,546	\$ 1,790
9	Staff Assistant I	1,302	1,546	1,790
7	Secretary II	1,157	1,374	1,591
6	Secretary I	1,090	1,295	1,499
6	Specialized Office Assistant II	1,090	1,295	1,499
5	Specialized Office Assistant I	1,028	1,220	1,412
3	General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 29.8

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

ACCOUNTING DEPARTMENT

Schedule	A1	*	Director of Accounting and Port Auditor	\$37,980 3,165	\$45,024 3,752	\$52,068 4,339
	10		Associate Director of Accounting	34,968 2,914	41,532 3,461	48,084 4,007
	8		Assistant Director of Accounting	30,972 2,581	36,780 3,065	42,588 3,549
. . . . .						
	A2	8	Safety Coordinator and Claims Agent	24,420 2,035	29,004 2,417	33,588 2,799
		7	Employee Benefits Administrator	23,220 1,935	27,576 2,298	31,932 2,661
		6	Supervisor, Customer Accounting	22,080 1,840	26,220 2,185	30,360 2,530
		6	Accounting Systems Analyst	22,080 1,840	26,220 2,185	30,360 2,530
		6	Senior Accountant	22,080 1,840	26,220 2,185	30,360 2,530
		5	Section Head, Accounting	20,988 1,749	24,924 2,077	28,860 2,405
		5	Accountant, Financial Control Systems	20,988 1,749	24,924 2,077	28,860 2,405
		5	Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405
		5	Assistant Claims Agent	20,988 1,749	24,924 2,077	28,860 2,405
		4	Credit Specialist	19,932 1,661	23,676 1,973	27,420 2,285
		3	Employee Benefits Assistant	18,936 1,578	22,500 1,875	26,052 2,171

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Schedule	B	10	Lead Specialized Office Assistant	1,380	1,640	1,899
		9	Staff Assistant I	1,302	1,546	1,790
		9	Specialized Office Technician	1,302	1,546	1,790
		7	Secretary II	1,157	1,374	1,591
		6	Secretary I	1,090	1,295	1,499
		6	Specialized Office Assistant II	1,090	1,295	1,499
		5	Specialized Office Assistant I	1,028	1,220	1,412
		5	Data Processing Operator I	1,028	1,220	1,412
		3	General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 42.6

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

AVIATION DEPARTMENT

Schedule	Grade	Position Title	Minimum	Midpoint	Maximum
A1	*	Director of Aviation	\$45,432 3,786	\$53,868 4,489	\$62,304 5,192
	12	Assistant Director of Aviation, Operations and Services	39,456 3,288	46,860 3,905	54,252 4,521
	10	Assistant Director of Aviation, Administration and Budget	34,968 2,914	41,532 3,461	48,084 4,007
	9	Superintendent of Maintenance - Airport	32,928 2,744	39,096 3,258	45,264 3,772
	9	Superintendent of Operations	32,928 2,744	39,096 3,258	45,264 3,772
	8	Electrical Superintendent	30,972 2,581	36,780 3,065	42,588 3,549
	8	Electronics Superintendent	30,972 2,581	36,780 3,065	42,588 3,549
	8	Mechanical Superintendent	30,972 2,581	36,780 3,065	42,588 3,549
	7	Baggage Systems Superintendent	29,148 2,429	34,620 2,885	40,080 3,340
	6	Parking Superintendent	27,420 2,285	32,568 2,714	37,704 3,142
	6	Airport Supervisor	27,420 2,285	32,568 2,714	37,704 3,142
	6	Field Superintendent	27,420 2,285	32,568 2,714	37,704 3,142
	6	Building Superintendent	27,420 2,285	32,568 2,714	37,704 3,142
	5	Transit System Reliability and Quality Control Supervisor	25,800 2,150	30,636 2,553	35,460 2,955
	4	Central Control Supervisor	24,252 2,021	28,800 2,400	33,348 2,779
	3	Assistant Parking Superintendent	22,812 1,901	27,084 2,257	31,356 2,613
.....					
A2	11	Transit System Specialist - Electronic	28,392 2,366	33,708 2,809	39,024 3,252
	11	Transit System Specialist - Electrical/ Mechanical	28,392 2,366	33,708 2,809	39,024 3,252
	9	Associate Engineer	25,680 2,140	30,504 2,542	35,316 2,943
	8	Small Works Contract Administrator	24,420 2,035	29,004 2,417	33,588 2,799

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

AVIATION DEPARTMENT, Cont'd.

Schedule A2 (continued)	8	Airport Management Assistant	\$24,420 2,035	\$29,004 2,417	\$33,588 2,799
	8	Environmental Health Specialist	24,420 2,035	29,004 2,417	33,588 2,799
	6	Airport Supply Administrator	22,080 1,840	26,220 2,185	30,360 2,530

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Schedule B	13	Maintenance Shift Coordinator	1,646	1,955	2,263
	13	Lead Waste Plant Operator	1,646	1,955	2,263
	12	Operations Controller	1,553	1,844	2,135
	12	Inspector, Fire Alarm Systems	1,553	1,844	2,135
	10	Ramp Controller	1,380	1,640	1,899
	10	Waste Plant Operator	1,380	1,640	1,899
	10	Property Room Custodian	1,380	1,640	1,899
	10	Lead Specialized Office Assistant	1,380	1,640	1,899
	10	Staff Assistant II	1,380	1,640	1,899
	9	Staff Assistant I	1,302	1,546	1,790
	9	Specialized Office Technician	1,302	1,546	1,790
	9	Aviation Stockroom Assistant	1,302	1,546	1,790
	7	Secretary II	1,157	1,374	1,591
	6	Secretary I	1,090	1,295	1,499
	6	Specialized Office Assistant II	1,090	1,295	1,499
	5	Specialized Office Assistant I	1,028	1,220	1,412
	3	General Office Assistant	911	1,082	1,253
3	Messenger	911	1,082	1,253	
*	Student Intern				

Prevailing Rates Paid  
(as determined in Section I.C.)



<u>Salary</u>	<u>Position Title</u>	<u>Salary</u>
<u>Grade</u>		<u>Rate</u>

AVIATION DEPARTMENT, Cont'd.

Police Department

Schedule	Al	P	Chief of Port Police	\$46,812 3,901
		P	Deputy Chief of Port Police	44,580 3,715

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Fire Department

Schedule	Al	F	Fire Chief	\$45,708 3,809
		F	Deputy Fire Chief	43,536 3,628

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			<u>Base Salary Rate</u>	<u>**Rate with 5%</u>
Schedule B	F	*Captain	\$2,824	\$2,965
	F	*Lieutenant	2,456	2,579
	F	*Firefighter A	2,233	2,345
	F	Firefighter B	2,126	2,232
	F	Firefighter C	2,025	2,126
	F	Firefighter D	1,929	2,025
	F	Firefighter E	1,794	1,884

MAXIMUM AUTHORIZED NUMBER . . . . . 143.5

\*These classifications are eligible for longevity premiums as detailed in Section IV.B.2.b.

\*\*These salaries include 5% work schedule differential explained in Section IV.B.3.a.

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

ENGINEERING DEPARTMENT

Schedule	Grade	Position Title	Minimum	Midpoint	Maximum
A1	*	Chief Engineer	\$45,432 3,786	\$53,868 4,489	\$62,304 5,192
	12	Assistant Chief Engineer	39,456 3,288	46,860 3,905	54,252 4,521
	10	Chief Systems Engineer	34,968 2,914	41,532 3,461	48,084 4,007
	10	Chief Civil Engineer	34,968 2,914	41,532 3,461	48,084 4,007
	9	Project Manager	32,928 2,744	39,096 3,258	45,264 3,772
	9	Superintendent of Maintenance - Waterfront	32,928 2,744	39,096 3,258	45,264 3,772
	8	Supervisor - Cargo Handling Equipment	30,972 2,581	36,780 3,065	42,588 3,549
	8	Supervisor - Buildings and Grounds	30,972 2,581	36,780 3,065	42,588 3,549
	7	Maintenance Supervisor - Nights & Weekends	29,148 2,429	34,620 2,885	40,080 3,340
	6	Maintenance Supervisor	27,420 2,285	32,568 2,714	37,704 3,142
	4	Drafting Manager	24,252 2,021	28,800 2,400	33,348 2,779
.....					
A2	12	Senior Engineer	29,832 2,486	35,424 2,952	41,004 3,417
	12	Resident Engineer	29,832 2,486	35,424 2,952	41,004 3,417
	9	Associate Engineer	25,680 2,140	30,504 2,542	35,316 2,943
	8	Small Works Contract Administrator	24,420 2,035	29,004 2,417	33,588 2,799
	7	Assistant Engineer	23,220 1,935	27,576 2,298	31,932 2,661
	7	Contracts Administrator	23,220 1,935	27,576 2,298	31,932 2,661
	7	Maintenance Administration Supervisor	23,220 1,935	27,576 2,298	31,932 2,661
	6	Designer	22,080 1,840	26,220 2,185	30,360 2,530
	6	Engineering Administration Supervisor	22,080 1,840	26,220 2,185	30,360 2,530
	5	Junior Engineer	20,988 1,749	24,924 2,077	28,860 2,405

Salary  
Grade      Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

ENGINEERING DEPARTMENT, Cont'd.

Administrative

Schedule B	9	Work Order Administrator	\$ 1,302	\$ 1,546	\$ 1,790
	9	Staff Assistant I	1,302	1,546	1,790
	9	Specialized Office Technician	1,302	1,546	1,790
	8	Graduate Intern	1,227	1,458	1,688
	7	Secretary II	1,157	1,374	1,591
	6	Secretary I	1,090	1,295	1,499
	6	Specialized Office Assistant II	1,090	1,295	1,499
	5	Specialized Office Assistant I	1,028	1,220	1,412
	3	General Office Assistant	911	1,082	1,253

\* Student Intern

Prevailing Rates Paid  
(as determined in Section I.C.)

Design

11	Senior Drafter	1,464	1,739	2,014
8	Drafter II	1,227	1,458	1,688
6	Drafter I	1,090	1,295	1,499
6	Engineering Reproduction Technician	1,090	1,295	1,499

Construction

15	Senior Construction Inspector	1,846	2,192	2,538
12	Associate Construction Inspector	1,553	1,844	2,135
10	Assistant Construction Inspector	1,380	1,640	1,899
9	Junior Construction Inspector	1,302	1,546	1,790

Survey

14	Survey Party Chief	1,743	2,070	2,396
13	Senior Survey Technician	1,646	1,955	2,263
12	Survey Instrument Technician	1,553	1,844	2,135
10	Survey Head Chainer	1,380	1,640	1,899
9	Survey Rear Chainer	1,302	1,546	1,790

Maintenance

13	Maintenance Storekeeper	1,646	1,955	2,263
9	Maintenance Clerk	1,302	1,546	1,790
7	Stock Room Clerk	1,157	1,374	1,591

MAXIMUM AUTHORIZED NUMBER . . . . . 101

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum

HUMAN RESOURCES DEPARTMENT

Schedule A1	*	Director of Human Resources	\$37,980	\$45,024	\$52,068
			3,165	3,752	4,339
6		Human Resources Manager	27,420	32,568	37,704
			2,285	2,714	3,142
.....					
A2	7	Equal Employment Officer	23,220	27,576	31,932
			1,935	2,298	2,661
7		Compensation Analyst	23,220	27,576	31,932
			1,935	2,298	2,661
5		Administrative Assistant	20,988	24,924	28,860
			1,749	2,077	2,405
3		Employment Representative	18,936	22,500	26,052
			1,578	1,875	2,171

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Schedule B		11 Contract Compliance Coordinator	1,464	1,739	2,014
		9 Staff Assistant I	1,302	1,546	1,790
		9 Specialized Office Technician	1,302	1,546	1,790
		7 Secretary II	1,157	1,374	1,591
		6 Secretary I	1,090	1,295	1,499
		6 Specialized Office Assistant II	1,090	1,295	1,499
		5 Specialized Office Assistant I	1,028	1,220	1,412
		3 General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 14

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<b>MARINE SERVICES DEPARTMENT</b>				
Schedule A1	* Director, Marine Services	\$42,720 3,560	\$50,652 4,221	\$58,584 4,882
	10 Assistant Director, Marine Services	34,968 2,914	41,532 3,461	48,084 4,007
	8 Manager, Warehousing	30,972 2,581	36,780 3,065	42,588 3,549
	7 Terminal Superintendent	29,148 2,429	34,620 2,885	40,080 3,340
	6 Traffic Supervisor	27,420 2,285	32,568 2,714	37,704 3,142
	5 Superintendent, Marine Operations	25,800 2,150	30,636 2,553	35,460 2,955
	4 Assistant Manager, Warehousing	24,252 2,021	28,800 2,400	33,348 2,779
	4 Assistant Terminal Superintendent	24,252 2,021	28,800 2,400	33,348 2,779
	1 Manager, Support Services	20,172 1,681	23,952 1,996	27,732 2,311
.....				
A2	8 Environmental Health Specialist	24,420 2,035	29,004 2,417	33,588 2,799
	8 Manager, Warehouse Rates and Services	24,420 2,035	29,004 2,417	33,588 2,799
	7 Traffic Coordinator	23,220 1,935	27,576 2,298	31,932 2,661
	6 Systems and Procedures Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	6 Business Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	5 Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405
	4 Assistant Traffic Coordinator	19,932 1,661	23,676 1,973	27,420 2,285
-----				
Schedule B	13 Floor Supervisor	1,646	1,955	2,263
	12 Chief Freight Agent	1,553	1,844	2,135
	11 Dispatcher	1,464	1,739	2,014
	10 Freight Agent	1,380	1,640	1,899
	10 Lead Specialized Office Assistant	1,380	1,640	1,899
	10 Staff Assistant II	1,380	1,640	1,899
	9 Staff Assistant I	1,302	1,546	1,790

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MARINE SERVICES DEPARTMENT, Cont'd.

Salary Grade	Position Title	Minimum	Midpoint	Maximum
Schedule B (continued)	9 Specialized Office Technician	\$ 1,302	\$ 1,546	\$1,790
	9 Senior Data Processing Operator	1,302	1,546	1,790
	7 Secretary II	1,157	1,374	1,591
	6 Secretary I	1,090	1,295	1,499
	6 Security Guard	1,090	1,295	1,499
	6 Specialized Office Assistant II	1,090	1,295	1,499
	6 Data Processing Operator II	1,090	1,295	1,499
	5 Data Processing Operator I	1,028	1,220	1,412
	5 Specialized Office Assistant I	1,028	1,220	1,412
	3 General Office Assistant	911	1,082	1,253
	3 Messenger	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 103.5

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MARKETING DEPARTMENT

Salary Grade	Position Title	Minimum	Midpoint	Maximum
Schedule A1	* Director of Marketing	\$42,720 3,560	\$50,652 4,221	\$58,584 4,882
	11 Director of Sales	37,164 3,097	44,124 3,677	51,084 4,257
	9 Senior Regional Manager	32,928 2,744	39,096 3,258	45,264 3,772
. . . . .				
A2	* Regional Manager (East Coast)	29,256 2,438	37,056 3,088	44,856 3,738
	* Regional Manager (Midwest)	28,104 2,342	35,604 2,967	43,092 3,591
	* Regional Manager (Inland Empire)	27,000 2,250	34,668 2,889	42,324 3,527
	* Regional Manager (Southeast Asia)	27,000 2,250	34,668 2,889	42,324 3,527
	* Regional Manager (California/Southwest)	26,664 2,222	34,224 2,852	41,772 3,481
	9 Planner II	25,680 2,140	30,504 2,542	35,316 2,943
	9 Regional Manager (66/Field)	25,680 2,140	30,504 2,542	35,316 2,943
	9 Manager, Market Analysis	25,680 2,140	30,504 2,542	35,316 2,943
	9 Manager, Intermodal Pricing	25,680 2,140	30,504 2,542	35,316 2,943
	9 Manager, Terminal Pricing and Tariff Publications	25,680 2,140	30,504 2,542	35,316 2,943
	* Regional Manager (Japan)	24,444 2,037	28,992 2,416	33,540 2,795
	* Assistant Regional Manager (East Coast)	22,704 1,892	27,672 2,306	32,640 2,720
	6 Business Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	6 Cargo Expediter	22,080 1,840	26,220 2,185	30,360 2,530
	6 Market Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	* Assistant Regional Manager (Midwest)	21,816 1,818	26,592 2,216	31,368 2,614
	5 Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MARKETING DEPARTMENT, Cont'd.

Salary Grade	Position Title	Minimum	Midpoint	Maximum
Schedule B 9	Staff Assistant I (Regional)	\$ 1,302	\$ 1,546	\$ 1,790
9	Specialized Office Technician	1,302	1,546	1,790
9	Administrative/Professional Trainee	1,302	1,546	1,790
8	Graduate Intern	1,227	1,458	1,688
7	Secretary II	1,157	1,374	1,591
6	Secretary I	1,090	1,295	1,499
6	Specialized Office Assistant II	1,090	1,295	1,499
5	Specialized Office Assistant I	1,028	1,220	1,412
3	General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 32



Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum
<b>PLANNING AND RESEARCH DEPARTMENT</b>				
Schedule A1	* Director of Planning and Research	\$42,720 3,560	\$50,652 4,221	\$58,584 4,882
	10 Manager, Planning and Research	34,968 2,914	41,532 3,461	48,084 4,007
	.....			
	A2 12 Senior Economic Advisor	29,832 2,486	35,424 2,952	41,004 3,417
	11 Senior Planner	28,392 2,366	33,708 2,809	39,024 3,252
	11 Senior Environmental Planner	28,392 2,366	33,708 2,809	39,024 3,252
	11 Chief Economist	28,392 2,366	33,708 2,809	39,024 3,252
	10 Economist, Maritime	27,000 2,250	32,064 2,672	37,128 3,094
	9 Economist	25,680 2,140	30,504 2,542	35,316 2,943
	9 Planner II	25,680 2,140	30,504 2,542	35,316 2,943
	6 Production Administrator/Editor	22,080 1,840	26,220 2,185	30,360 2,530
	6 Business Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	6 Environmentalist II	22,080 1,840	26,220 2,185	30,360 2,530
	5 Planner I	20,988 1,749	24,924 2,077	28,860 2,405
	5 Graphics Illustrator	20,988 1,749	24,924 2,077	28,860 2,405
	4 Environmentalist I	19,932 1,661	23,676 1,973	27,420 2,285
-----				
Schedule B	10 Staff Assistant II	1,380	1,640	1,899
	9 Staff Assistant I	1,302	1,546	1,790
	9 Research Specialist	1,302	1,546	1,790
	9 Specialized Office Technician	1,302	1,546	1,790
	8 Graduate Intern	1,227	1,458	1,688
	7 Secretary II	1,157	1,374	1,591
	6 Secretary I	1,090	1,295	1,499
	6 Specialized Office Assistant II	1,090	1,295	1,499
	5 Specialized Office Assistant I	1,028	1,220	1,412
	3 General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 19

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

PUBLIC INFORMATION DEPARTMENT

Schedule	A1	*	Director, Public Information	\$33,228 2,769	\$39,396 3,283	\$45,564 3,797
		6	Community Relations Manager	27,420 2,285	32,568 2,714	37,704 3,142
. . . . .						
	A2	7	Editor	23,220 1,935	27,576 2,298	31,932 2,661
		7	Community Relations Officer	23,220 1,935	27,576 2,298	31,932 2,661
		6	Public Information Assistant	22,080 1,840	26,220 2,185	30,360 2,530
		6	Photographer	22,080 1,840	26,220 2,185	30,360 2,530
		5	Graphics Illustrator	20,988 1,749	24,924 2,077	28,860 2,405
		4	Assistant Editor	19,932 1,661	23,676 1,973	27,420 2,285
		4	World Trade Center Administrator	19,932 1,661	23,676 1,973	27,420 2,285

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Schedule	B	9	Staff Assistant I	1,302	1,546	1,790
		8	Graduate Intern	1,227	1,458	1,688
		7	Secretary II	1,157	1,374	1,591
		6	Secretary I	1,090	1,295	1,499
		6	Specialized Office Assistant II	1,090	1,295	1,499
		5	Specialized Office Assistant I	1,028	1,220	1,412
		4	Assistant Photographer	967	1,149	1,330
		3	General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 12

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

PURCHASING AND OFFICE SERVICES DEPARTMENT

Schedule	A1	*	Director, Purchasing and Office Services	\$33,228 2,769	\$39,396 3,283	\$45,564 3,797
		5	Assistant Director, Purchasing and Office Services	25,800 2,150	30,636 2,553	35,460 2,955
		3	Print Shop Supervisor	22,812 1,901	27,084 2,257	31,356 2,613
.....						
	A2	5	Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405
		4	Word Processing Center Supervisor	19,932 1,661	23,676 1,973	27,420 2,285
		4	Senior Buyer	19,932 1,661	23,676 1,973	27,420 2,285
		3	Buyer	18,936 1,578	22,500 1,875	26,052 2,171

Administrative

Schedule	B	10	Lead Specialized Office Assistant	1,380	1,640	1,899
		10	Staff Assistant II	1,380	1,640	1,899
		9	Staff Assistant I	1,302	1,546	1,790
		9	Specialized Office Technician	1,302	1,546	1,790
		7	Secretary II	1,157	1,374	1,591
		6	Secretary I	1,090	1,295	1,499
		6	Specialized Office Assistant II	1,090	1,295	1,499
		5	Specialized Office Assistant I	1,028	1,220	1,412
		3	General Office Assistant	911	1,082	1,253

Print Shop

		12	Press Operator	1,553	1,844	2,135
		10	Senior Multilith Operator	1,380	1,640	1,899
		9	Property Records Specialist	1,302	1,546	1,790
		8	Multilith Operator	1,227	1,458	1,688
		7	Stock Room Clerk	1,157	1,374	1,591

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

PURCHASING AND OFFICE SERVICES DEPARTMENT, Cont'd.

Schedule B  
(continued)

Print Shop, cont'd.

5	Print Shop Processor	\$ 1,028	\$ 1,220	\$ 1,412
3	Print Shop Trainee	911	1,082	1,253
3	Mail Clerk	911	1,082	1,253
3	Messenger	911	1,082	1,253

Word Processing

8	Word Processing Center Senior Operator	1,227	1,458	1,688
6	Word Processing Center Operator	1,090	1,295	1,499
4	Word Processing Center Trainee	967	1,149	1,330

MAXIMUM AUTHORIZED NUMBER . . . . . 28.3

Salary Grade	Position Title	BASE SALARY RANGES		
		Minimum	Midpoint	Maximum

REAL ESTATE DEPARTMENT

Schedule A1	12	Associate Director of Real Estate/Facilities	\$39,456 3,288	\$46,860 3,905	\$54,252 4,521
	12	Associate Director of Real Estate/Leasing	39,456 3,288	46,860 3,905	54,252 4,521
	7	Manager, Airport Real Estate	29,148 2,429	34,620 2,885	40,080 3,340
	7	Manager, Boat Harbors	29,148 2,429	34,620 2,885	40,080 3,340
	6	Manager, Airport Acquisition	27,420 2,285	32,568 2,714	37,704 3,142
	6	Manager, General Services	27,420 2,285	32,568 2,714	37,704 3,142
	4	Marina Supervisor	24,252 2,021	28,800 2,400	33,348 2,779
.....					
Schedule A2	10	Senior Property Manager	27,000 2,250	32,064 2,672	37,128 3,094
	8	Property Manager II	24,420 2,035	29,004 2,417	33,588 2,799
	5	Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405
	5	Property Manager I	20,988 1,749	24,924 2,077	28,860 2,405
	4	Airport Acquisition Assistant	19,932 1,661	23,676 1,973	27,420 2,285
	4	Airport Relocation Representative	19,932 1,661	23,676 1,973	27,420 2,285
-----					
Schedule B	11	Marina Maintenance Supervisor	1,464	1,739	2,014
	10	Staff Assistant II	1,380	1,640	1,899
	9	Staff Assistant I	1,302	1,546	1,790
	9	Specialized Office Technician	1,302	1,546	1,790
	9	Utilities Monitor II	1,302	1,546	1,790
	8	Utilities Monitor I	1,227	1,458	1,688
	8	Supervisor of General Services	1,227	1,458	1,688
	8	Custodial Supervisor	1,227	1,458	1,688
	7	Marina Attendant	1,157	1,374	1,591
7	Moorage Attendant	1,157	1,374	1,591	

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

REAL ESTATE DEPARTMENT, Cont'd.

Schedule B  
(continued)

7	Chief Switchboard Operator	\$ 1,157	\$ 1,374	\$ 1,591
7	Secretary II	1,157	1,374	1,591
6	Secretary I	1,090	1,295	1,499
6	Security Guard	1,090	1,295	1,499
6	Specialized Office Assistant II	1,090	1,295	1,499
5	Specialized Office Assistant I	1,028	1,220	1,412
5	Custodian	1,028	1,220	1,412
3	General Office Assistant	911	1,082	1,253
3	Relief Switchboard Operator	911	1,082	1,253
*	Student Intern			

Prevailing Rates Paid  
(as determined in Section I.C.)

MAXIMUM AUTHORIZED NUMBER . . . . . 73.4

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

SYSTEMS AND DATA PROCESSING DEPARTMENT

Schedule A1	*	Director, Systems and Data Processing	\$40,008 3,334	\$47,436 3,953	\$54,864 4,572
	8	Assistant Director, Systems & Data Processing	30,972 2,581	36,780 3,065	42,588 3,549
	7	Systems Manager	29,148 2,429	34,620 2,885	40,080 3,340
	1	Manager, Support Services	20,172 1,681	23,952 1,996	27,732 2,311
.....					
A2	10	Senior Technical Support Analyst	27,000 2,250	32,064 2,672	37,128 3,094
	9	Senior Systems Analyst	25,680 2,140	30,504 2,542	35,316 2,943
	8	Technical Support Analyst	24,420 2,035	29,004 2,417	33,588 2,799
	8	Systems Analyst	24,420 2,035	29,004 2,417	33,588 2,799
	6	Systems and Procedures Analyst	22,080 1,840	26,220 2,185	30,360 2,530
	6	Programmer/Analyst II	22,080 1,840	26,220 2,185	30,360 2,530
	5	Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405
	5	Programmer/Analyst I	20,988 1,749	24,924 2,077	28,860 2,405
-----					
Schedule B	12	Lead Computer Operator	1,553	1,844	2,135
	10	Staff Assistant II	1,380	1,640	1,899
	9	Staff Assistant I	1,302	1,546	1,790
	9	Programmer/Analyst Trainee	1,302	1,546	1,790
	9	Computer Operator	1,302	1,546	1,790
	9	Senior Data Processing Operator	1,302	1,546	1,790
	9	Specialized Office Technician	1,302	1,546	1,790

Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

SYSTEMS AND DATA PROCESSING DEPARTMENT, Cont'd.

Schedule B (continued)	6	Computer Operator Trainee	\$ 1,090	\$ 1,295	\$ 1,499
	6	Data Processing Operator II	1,090	1,295	1,499
	6	Specialized Office Assistant II	1,090	1,295	1,499
	5	Specialized Office Assistant I	1,028	1,220	1,412
	5	Data Processing Operator I	1,028	1,220	1,412
	3	General Office Assistant	911	1,082	1,253

MAXIMUM AUTHORIZED NUMBER . . . . . 49.2



Salary  
Grade    Position Title

BASE SALARY RANGES  
Minimum    Midpoint    Maximum

MULTI-DEPARTMENT

Schedule	A1	1	Manager, Support Services	\$20,172 1,681	\$23,952 1,996	\$27,732 2,311
. . . . .						
	A2	5	Administrative Assistant	20,988 1,749	24,924 2,077	28,860 2,405

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Schedule	B	10	Lead Specialized Office Assistant	1,380	1,640	1,899
		10	Staff Assistant II	1,380	1,640	1,899
		9	Staff Assistant I	1,302	1,546	1,790
		9	Specialized Office Technician	1,302	1,546	1,790
		9	Administrative/Professional Trainee	1,302	1,546	1,790
		9	Senior Data Processing Operator	1,302	1,546	1,790
		8	Graduate Intern	1,227	1,458	1,688
		7	Stock Room Clerk	1,157	1,374	1,591
		7	Secretary II	1,157	1,374	1,591
		6	Secretary I	1,090	1,295	1,499
		6	Data Processing Operator II	1,090	1,295	1,499
		6	Specialized Office Assistant II	1,090	1,295	1,499
		5	Specialized Office Assistant I	1,028	1,220	1,412
		5	Data Processing Operator I	1,028	1,220	1,412
		3	General Office Assistant	911	1,082	1,253
		3	Messenger	911	1,082	1,253
		*	Student Intern			

Prevailing Rates Paid  
(as determined in Section I.C.)

MAXIMUM POSITIONS AVAILABLE . . . . . 50

Note: When a department has used all authorized positions provided on a previous page, positions on this page may be requested from the Executive Department.