

RESOLUTION NO. 2453

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications and salaries for all Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; jury duty, vacation, holidays, and overtime or shift differential pay; medical, disability, and life insurance coverage; unemployment compensation and retirement; and authorizing this resolution to be effective on December 24, 1972 and repealing all prior resolutions dealing with the same subject, including Resolutions No. 2407 and 2422.

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

1. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

There are hereby established the following classification schedules and graded salary ranges for salaried positions* of the Port of Seattle:

*Salaried positions include all positions of the Port except those of hourly employees which are covered under either a separate Wage Resolution (currently No. 2320) or under specific, signed labor agreements.

(a) Classifications 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; exempt-administrative/professional; or nonexempt. Authorized salaried positions and their salary grades are thus 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 Airport Police Officers and Firefighters and positions located outside the State of Washington (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 2 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

Schedule A - Exempt

A1 - MANAGEMENT

SALARY RANGE

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
1	\$ 9,300 Annual 775 Monthly	\$11,052 921	\$12,792 1,066
2	9,960 830	11,820 985	13,668 1,139
3	10,680 890	12,660 1,055	14,628 1,219
4	11,400 950	13,524 1,127	15,636 1,303
5	12,180 1,015	14,448 1,204	16,716 1,393
6	13,080 1,090	15,504 1,292	17,916 1,493
7	13,980 1,165	16,584 1,382	19,176 1,598
8	14,940 1,245	17,724 1,477	20,508 1,709
9	15,960 1,330	18,936 1,578	21,900 1,825
10	17,100 1,425	20,268 1,689	23,424 1,952
11	18,300 1,525	21,684 1,807	25,068 2,089
12	19,560 1,630	23,208 1,934	26,844 2,237
13	20,940 1,745	24,840 2,070	28,740 2,395
14	22,440 1,870	26,604 2,217	30,768 2,564
15	24,000 2,000	28,464 2,372	32,916 2,743
16	25,680 2,140	30,444 2,537	35,196 2,933
17	27,480 2,290	32,580 2,715	37,668 3,139

Schedule A - Exempt

A2 - ADMINISTRATIVE/PROFESSIONAL

SALARY RANGE

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
1	\$ 7,200 Annual 600 Monthly	\$ 8,568 714	\$ 9,936 828
2	7,740 645	9,192 766	10,632 886
3	8,280 690	9,804 817	11,328 944
4	8,880 740	10,524 877	12,156 1,013
5	9,480 790	11,232 936	12,972 1,081
6	10,140 845	12,036 1,003	13,920 1,160
7	10,860 905	12,876 1,073	14,880 1,240
8	11,580 965	13,740 1,145	15,888 1,324
9	12,420 1,035	14,724 1,227	17,028 1,419
10	13,260 1,105	15,744 1,312	18,228 1,519
11	14,220 1,185	16,860 1,405	19,500 1,625
12	15,180 1,265	18,420 1,535	20,820 1,735

Schedule B - Nonexempt

SALARY RANGE

<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
1	\$350	\$ 423	\$ 496
2	390	462	533
3	415	493	570
4	445	526	607
5	475	562	649
6	510	603	696
7	545	645	744
8	580	689	797
9	620	735	849
10	665	789	913
11	710	843	976
12	760	902	1,044
13	815	967	1,118
14	870	1,031	1,192
15	930	1,104	1,277

(c) Nongraded Salary Ranges: The salaries and salary ranges for all classifications within the Airport police and fire departments have been influenced by similar positions in this locale and are nongraded; City of Seattle police and firefighter salaries shall continue to influence to the degree authorized by the Commission the further setting of said salaries. Also nongraded are the salary ranges of positions located outside Washington State, which are influenced by local conditions. (For example, the "Regional Manager" classification is paid within a broad salary range to accommodate the varying salary conditions in distant cities.)

(d) Amending Authorized Positions, Classifications, or Salary Ranges: Exhibit A (Schedule of Authorized Positions), Exhibit B (Salary Manual), or salary grade ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting.

2. 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; 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, (the Salary Manual). Said system of position evaluation shall be administered by the Director of Personnel & Industrial Relations, (the Director), under the supervision of the General Manager. Each position authorized in the Schedule of Authorized Positions (Exhibit A) has been evaluated and classified in accordance with such program of positions evaluations, except those noted above in Section 1(c), and each evaluated position has been assigned a grade number related to the salary schedules set forth in Section 1(b) above. The Director 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 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.

3. FILLING VACANT POSITIONS AND SETTING SALARIES

(a) Selection Criteria: Before selections are made for new hires, transfers, or promotions, it shall be determined by the Director that the appointee conforms to current position evaluation criteria developed in the position specifications for each authorized position.

(b) Filling Vacant Positions: The General Manager is hereby authorized to fill any authorized position (except that of General Manager) within the salary grade ranges and to the authorized number of positions as provided in Exhibit A.

(c) Fixing Salaries in Filling Vacancies: The General Manager may transfer or promote Port employees or recruit new employees who fit the position specifications to fill any vacancy. The General Manager is authorized as follows:

- 1) In the case of transfers (or reclassifications other than promotional), to maintain the employee's salary level, so long as it falls within the position's salary grade range.
- 2) In the case of promotions, to provide a salary increase, so long as the resulting salary falls within the position's salary grade range.

New employees shall normally be recruited at the minimum of the salary grade range for a given classification; provided, however, that the General Manager may authorize a salary above the minimum of the salary range for an appointee possessing special qualifications or exceptional experience. In no case shall a new employee be hired for a regular position above the midpoint of the authorized salary grade range for the position.

4. ADMINISTRATION OF SALARY INCREASES

(a) Increases for 1973: Under the guidelines of Federal Wage Control regulations, the Commission hereby authorizes the following increases for 1973:

- 1) Fire and Police personnel at the Sea-Tac International Airport shall receive a general salary increase of 5.5% effective

December 24, 1972. The salary rates for fire and police personnel listed in Exhibit A, "Schedule of Authorized Positions" have been increased 5.5% to reflect this increase.

- 2) All salaried employees except fire and police personnel who have been employed without interruption by the Port for six months or longer on or before the effective date of December 24, 1972 shall receive a \$12 increase to their monthly salary.
- 3) Also effective December 24, 1972, all regular permanent employees except fire and police personnel hired before December 26, 1971 shall receive a 2.6% cost-of-living increase rounded to the nearest dollar, provided such increase may not exceed the salary range as finally established for 1973.
- 4) The dollar amount resulting from the following formula shall be available for merit increases to be administered as provided in this section; to pay shift differentials as also authorized in this section; and to adjust to the minimum of the range any employees' salaries which may fall below the minimum of an adjusted range: The total annual payroll for the year ending December 23, 1972, for all Port salaried employees of every classification or tenure (excluding fire and police personnel) times (x) 5.5%, less all amounts paid pursuant to items 2) and 3) above of this subsection.

(b) Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment in an authorized Port position other than fire and police positions. Employees who have shown satisfactory work performance during their probationary period shall receive an increase of 5.5% of their starting salary, provided they were hired at the minimum of the salary range for their classification.

(c) Length-of-service Increases: If they are performing and continue to perform the duties of their positions satisfactorily, Airport Police Officer and Firefighter classifications B, C, and D shall receive a length-of-service, promotional increase after each twelve months of continuous employment with the Port, progressing one grade each twelve months from D to C to B and, finally to A, on a single-step salary schedule as shown in Schedule B of Exhibit A.

(d) Promotional Increases: Section 3(c) establishes that a Port employee who qualifies for and wins a promotion shall be granted a promotional salary increase which is, depending upon individual circumstances, within reasonable limits. When a promotional increase of 5.5% or more is granted during the probationary period, the probationary increase shall not be granted.

(e) Discretionary Increases: The amount set aside for a discretionary merit fund is determined and explained in Section 4, Subsection (a) 4). The merit fund is to be administered as follows:

- 1) On a quarterly basis, the Director shall initiate merit reviews for salaried employees, excluding non-exempt Firefighter and Airport Police Officer classifications which are covered in (c) above.
- 2) 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 department head, the Director, the Controller, and the General Manager before any individual discretionary merit increase shall be granted.
- 3) Individual merit increases shall not exceed 10% nor be less than 4% of the employee's present salary.
- 4) Merit increases may be recommended, scheduled, and approved for an employee when the following criteria are satisfied:
 - a) A high quality of work performance is demonstrated by the employee and is documented by supervision through application of the Employee Performance Evaluation System.
 - b) No previous merit or probationary increase has been received by the employee in the past twelve-month period.

(f) Administering Salary Increases 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 in positions whose salaries remain above the adjusted range for their classification shall continue to receive their present rate of pay and shall not be eligible for any salary increase unless a further adjustment is made to the maximum of their salary range which would allow an increase; in any event, all increases shall conform to the limitations in salary administration policy described in (a) through (e) above.

5. ADMINISTRATION OF PAY PRACTICES

In following explanations, the term "Firefighter" shall include the following nonexempt classifications of employees who work shifts of 24 hours on and 24 hours off: Captain, Lieutenant, Firefighter A, B, C, and D. The fire department's Driver/Mechanic (nonexempt), who works a regularly-scheduled 8-hour day and 5-day week, is excluded from the conditions regarding over-time, holidays, and conversion of rates which govern the six classifications

collectively referred to as "Firefighters" in following Subsections (a) 3), (c), and Section 6. (a) 4).

(a) Conversion of Salary Rates: For all salaried employees except Firefighter classifications defined above, 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 hours worked per year (1950 hours for 7.5-hour shifts and 2080 hours for 8-hour shifts) extended to the next highest cent.

- 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 bi-weekly 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. This also applies to the Driver/Mechanic classification in the Fire Department.
- 3) Firefighter Classifications (defined in Section 5.) shall be paid compensation which has been computed by converting the monthly salary rate into a straight-time weekly rate of pay extended to the next highest cent, based on the Firefighter's regularly scheduled work week which is hereby established as 56 hours.

(b) Definitions of Employment Status for compensation practices and benefit application:

- 1) A permanent employee is one employed on a regularly scheduled basis for seventy or more hours or ten full days per month as defined by the Washington Public Employees Retirement System. During the probationary period, defined in Section 4(b), such an employee is a "probationary, permanent employee." After successful completion of the probationary period, such an employee becomes a "regular, permanent employee."
- 2) A temporary employee is one employed on a temporary basis up to a maximum of a six-month period; or, is one employed for relief, on-call work or for regularly scheduled work of less than seventy hours or ten full days per month for an indefinite period of time. Any temporary employee whose services are required for more than seventy hours or ten full days per month beyond a six-month period must be made "permanent"; if permanent status cannot be authorized, such employee must be terminated.

(c) Extra Compensation

- 1) For overtime: Permanent and temporary employees in nonexempt classifications only are eligible to receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above the employee's regularly scheduled workshift (7.5 or 8 hours, or for Firefighters, 24 hours) and work week (37.5 or 40 hours, or for Firefighters, 56 hours) as the case may be. And when required to work, for all work performed on Saturdays and Sundays, unless Saturday

and Sunday or portions thereof are included in the employee's regular work schedule; provided, however, that hours worked by an employee in any week on which overtime compensation has been paid shall not be used again in any other overtime computations, and in no case shall overtime compensation be duplicated or pyramided. Since Firefighters (defined above) and Airport Police Officers (including Sergeant, and Airport Police Officers A, B, C, and D) are required to work on any holiday which falls on their regularly assigned workshift, and since their salaries include an increment of 4% added in lieu of holiday pay and additional overtime which otherwise might have been paid for holiday and weekend work, they are excluded from receiving overtime compensation for working on a holiday (or a Saturday or Sunday) which falls on their regularly assigned workshift. See also Section 6(a)4 for holiday overtime eligibility requirements.

- 2) For shift differential: Employees in the following classifications will receive shift differentials 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: Computer Operators, Keypunch Operators, Data Control Technicians, and stenographic positions in the Word Processing Center.

6. ADMINISTRATION OF BENEFIT PROGRAM

(a) Benefits Provided for All Employees (except for a limitation in the holiday benefit).

- 1) Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act at date of employment.
- 2) Workman's Compensation: All Port employees are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as was provided previously by State Industrial Insurance.
- 3) Unemployment Compensation: All Port employees are covered for unemployment compensation benefits under the Washington State Employment Security Act.
- 4) Holidays: The following ten holidays shall be observed by all permanent employees (see below for conditions which allow a temporary to receive holiday pay) except those referred to as Firefighters and Airport Police Officers, see Section 5(c)1 above:

New Year's Day	January 1
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25
"Floating" Holiday (to be designated each year)	For 1973, designated as Monday, December 24

If a holiday falls on a Sunday, the following Monday shall be observed. If a holiday falls on a Saturday, the preceding Friday or the following Monday shall be observed. To assure payment and time off for ten paid holidays during each year, the same provision shall be made for employees whose regularly scheduled days off are other than Saturday and Sunday; when a holiday falls on their regular day off, the day before or the day after the holiday shall be observed, scheduled at the discretion of the department head.

Nonexempt employees who qualify (defined herein) for holiday time off with pay, if required to work on a holiday (or on both of the two alternate selected days which are explained in the preceding paragraph for certain holidays) shall receive additional overtime compensation for the number of hours worked on said holiday.

A temporary employee may qualify for holiday pay if that employee worked the day preceding and the day after the holiday, and worked at least three work shifts during the week in which the holiday occurred; however, the number of hours of holiday pay shall not in any case exceed the normally scheduled number of hours that employee worked on the other days in that week, up to 7.5 or 8 hours depending on the workshift.

- 5) Military Leave: Employees called for active training duty in military reserve units shall be allowed up to fifteen days per calendar year of military leave as provided in and limited by R.C.W. 38.40.060.

(b) Benefits Provided Permanent Employees:

- 1) Retirement: All permanent employees are covered at date of employment by the Washington Public Employees Retirement System, except that Firefighters are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System.
- 2) Compensated Leave:
 - a) Sick Leave: Upon completion of thirty days of continuous employment, permanent employees other than Firefighters shall receive up to one working day per month of sick leave, not to exceed twelve working days for any employee in a calendar year. Firefighters who work 24-hour shifts shall receive up to 12 hours or one half of a 24-hour shift per month of sick leave, not to exceed six 24-hour shifts for any Firefighter in a calendar year under this resolution. (Since Firefighters are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System Act, certain conditions concerning sick leave usage in addition to the above may apply to fire personnel.)

Sick leave may be accumulated up to 120 days for permanent employees other than Firefighters and up to 60 24-hour shifts for Firefighters, and will not be converted to any other benefit. Unused sick leave of up to 12 days for permanent employees other than Firefighters and up to 6 24-hour shifts for Firefighters shall be accumulated from the years 1970, 1971, and 1972. Sick leave will be used only in instances of illness or injury. A physician's statement may be required at the discretion of departmental management to justify use of sick leave.

- b) Bereavement Leave: At the discretion of the department head and under the supervision of the Director, up to five working days per calendar year 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. Immediate family shall be defined as wife, husband, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren and grandparents. 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.
 - c) Jury Duty: Upon completion of thirty days of uninterrupted service, when a permanent employee is called for and serves jury duty, that employee shall during the jury service period receive full regular compensation less the compensation (excluding travel, meals, or other expenses) such employee actually receives for jury service.
- 3) Insurance Benefits:
- a) Medical Insurance: Permanent employees shall receive paid surgical, hospital, and major medical insurance coverage for the employee only on the first of the month following thirty days of continuous employment. This insurance benefit shall be provided in such amounts and in such manner as are provided with insurance companies and/or agencies providing such benefits which the Port Commission has authorized. There shall be a choice of two medical/health insurance plans from which employees may choose one.
 - b) Life Insurance: On the first of the month following six continuous months of satisfactory employment, permanent employees shall receive paid life insurance benefits in such amounts and in such manner as are provided with insurance companies and/or agencies providing such benefits which the Port Commission has authorized.
 - c) Long-Term Disability Insurance: On the first of the month following six continuous months of satisfactory employment, permanent employees shall receive paid long-term disability insurance benefits in such amounts and in such manner as are provided with insurance companies and/or agencies providing such benefits which the Port Commission has authorized.
 - d) Medical Insurance for Dependents of Permanent Employees: On the first of the month following six continuous months of satisfactory employment, 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 by the insurance companies and/or agencies providing such benefits which the Port Commission has authorized. Coverage for dependents shall be provided by the same medical insurance plan which the employee has chosen from the two available plans.
- 4) Vacation with Pay:
- a) Changeover in Accrual System: Vacation leave accruals as fully explained below shall be effective and may be used on or after the date on which earned. However, since the accrual date for vacations in 1972 Salary and Benefit Resolution No. 2407 was designated as May 1 for all eligible employees and since the

changeover to the use of the new accrual system based on date of employment shall be accomplished in 1973, vacation accruals shall be reviewed on an individual basis to insure that eligible employees receive as much vacation during 1973 as was provided by the previous resolution. The General Manager is authorized to make necessary adjustments to cover any inequity or hardship resulting from this changeover.

- b) Administration of New Accrual System: As of the effective date of this resolution, present eligible employees' vacation accruals shall be computed back to May 1, 1972 from the appropriate formula below based on their length of employment as of May 1, 1972, and these accruals shall be brought forward. Thereafter vacation accruals shall be computed for present and future employees as follows:
- (1) Two Weeks Vacation: Based on the first day of employment, from the first full month to and including the forty-second full month of continuous employment, permanent employees shall accrue vacation leave at the rate of ten-twelfths day per month of employment, or the equivalent of two weeks or ten work days per year ($10/12 \times 12 \text{ mos.} = 10 \text{ days}$). At any time after the successful completion of the six-months probationary period, regular permanent employees may schedule vacation leave of up to the number of days accrued at the time of the scheduled vacation, subject to department head approval.
 - (2) Three Weeks Vacation: From the forty-third full month to and including the one hundred sixty-eighth full month of continuous employment, permanent employees shall accrue vacation leave at the rate of fifteen-twelfths day per month of employment, or the equivalent of three weeks or fifteen work days per year ($15/12 \times 12 \text{ mos.} = 15 \text{ days}$). This formula enables eligible employees to receive three weeks or fifteen work days of vacation leave each year in the period between four and one-half and fourteen complete years of continuous employment.
 - (3) Four Weeks Vacation: After completion of fourteen years of continuous employment starting with the one hundred sixty-ninth month, permanent employees shall accrue vacation leave at the rate of twenty-twelfths day per month of employment, or the equivalent of four weeks or twenty work days per year ($20/12 \times 12 \text{ mos.} = 20 \text{ days}$), the maximum accrual rate for earning vacation leave. This formula enables employees who have completed fifteen or more full years of continuous employment to receive four weeks or twenty work days of vacation leave per year thereafter.

In this section, "day" shall be interpreted as the normal workshift in hours (usually 7.5 or 8 hours, but it may be less in some cases) for all permanent employees except Firefighters who work 24-hour shifts; for purposes of computing vacation pay for such Firefighters, "day" shall be interpreted as 12 hours.

Upon termination, regular permanent employees shall receive pay in lieu of unused accrued vacation leave based on the limitations stated above. A probationary permanent employee who terminates active employment before completing the probationary period shall not receive pay in lieu of unused accrued vacation leave.

- c) Limits on Accumulating and Taking Vacations: In order to promote the health and efficiency of employees by encouraging them to use accrued vacation leave on an annual basis, frequent scheduling of vacations of less than one week (five consecutive days) shall be discouraged. Accrued vacation leave earned as of May 1, 1972 must be used before December 31, 1973.

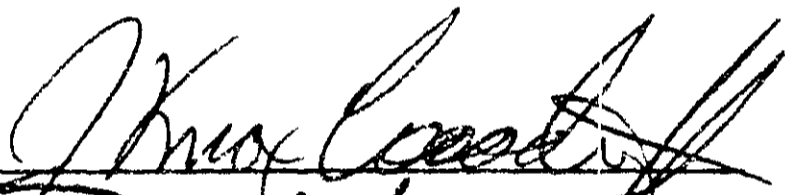
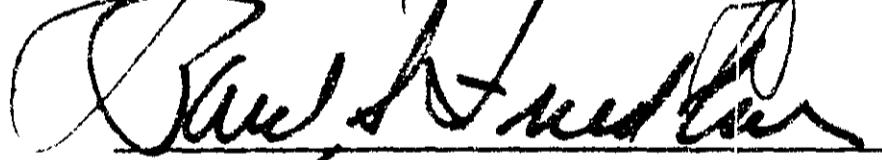
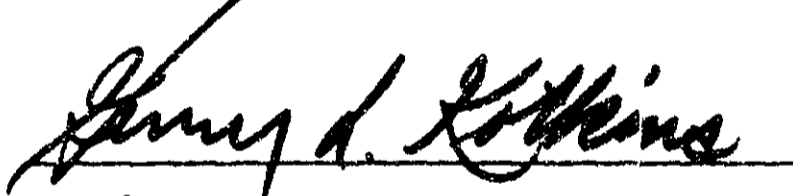
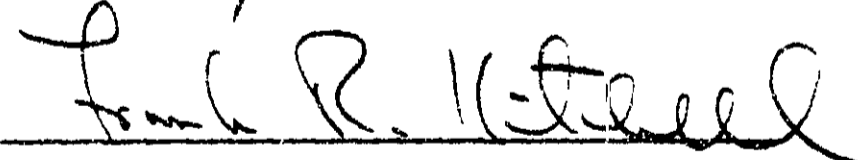

7. EFFECTIVE DATE

This resolution shall be effective December 24, 1972. The General Manager, Port Auditor, and Director are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 24, 1972, including automatic increases in pay to a minimum of the new salary grade ranges for affected employees.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolutions No. 2407 and 2422, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 12th day of December, 1972, and duly authenticated in open session by the signatures of the Commissioners and the seal of the Commission.

(S E A L)

SCHEDULE OF AUTHORIZED POSITIONS

SCHEDULE "A" - EXEMPT

A1 - Management Positions (Salary Grades 1-17)

A2 - Administrative/Professional Positions (Salary Grades 1-12)DEPARTMENTPosition Title

Auth'd No.	Salary Grade	SALARY RANGES		
		Minimum	Midpoint	Maximum

EXECUTIVE

A1 General Manager	1	17	\$27,480 2,290	\$32,580 2,715	\$37,668 3,139
Deputy General Manager & Legal Officer	1	15	24,000 2,000	28,464 2,372	32,916 2,743
Assistant General Manager	1	14	22,440 1,870	26,604 2,217	30,768 2,564
Controller	1	12	19,560 1,630	23,208 1,934	26,844 2,237

A2 Executive Assistant	1	10	13,260 1,105	15,744 1,312	18,228 1,519
Internal Auditor	1	9	12,420 1,035	14,724 1,227	17,028 1,419
Equal Employment Officer	1	6	10,140 845	12,036 1,003	13,920 1,160
Claims Agent	1	6	10,140 845	12,036 1,003	13,920 1,160
Executive Secretary	1	3	8,280 690	9,804 817	11,328 944

Personnel and Industrial Relations

A1 Director	1	9	15,960 1,330	18,936 1,578	21,900 1,825
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DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A2 Personnel Assistant	2	6	\$10,140 845	\$12,036 1,003	\$13,920 1,160
Employment Interviewer	2	3	8,280 690	9,804 817	11,328 944

Public Relations

A1 Public Relations Director	1	8	14,940 1,245	17,724 1,477	20,508 1,709
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A2 Editor	1	7	10,860 905	12,876 1,073	14,880 1,240
Public Relations Assistant	2	5	9,480 790	11,232 936	12,972 1,081
Photographer	1	5	9,480 790	11,232 936	12,972 1,081
Assistant Editor	1	3	8,280 690	9,804 817	11,328 944

Purchasing

A1 Purchasing and Property Agent	1	7	13,980 1,165	16,584 1,382	19,176 1,598
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A2 Assistant Purchasing Agent	1	4	8,880 740	10,524 877	12,156 1,013
Buyer	2	3	8,280 690	9,804 817	11,328 944

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>ACCOUNTING</u>					
A1 Port Auditor	1	9	\$15,960 1,330	\$18,936 1,578	\$21,900 1,825
Chief Accountant	1	7	13,980 1,165	16,584 1,382	19,176 1,598

A2 Senior Accountant	6	4	8,880 740	10,524 877	12,156 1,013
Accountant	4	3	8,280 690	9,804 817	11,328 944
<u>AVIATION</u>					
A1 Director of Aviation	1	13	20,940 1,745	24,840 2,070	28,740 2,395
Assistant Director	1	9	15,960 1,330	18,936 1,578	21,900 1,825
Superintendent of Maintenance	1	8	14,940 1,245	17,724 1,477	20,508 1,709
Superintendent of Operations	1	8	14,940 1,245	17,724 1,477	20,508 1,709
Superintendent, Parking Terminal	1	5	12,180 1,015	14,448 1,204	16,716 1,393
Mechanical Superintendent	1	5	12,180 1,015	14,448 1,204	16,716 1,393
Electrical Superintendent	1	5	12,180 1,015	14,448 1,204	16,716 1,393
Operations Supervisor	5	5	12,180 1,015	14,448 1,204	16,716 1,393

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A1 Maintenance Shift Supervisor	4	4	\$11,400 950	\$13,524 1,127	\$15,636 1,303
Field Superintendent	1	4	11,400 950	13,524 1,127	15,636 1,303
Assistant Superintendent, Parking Terminal	1	2	9,960 830	11,820 985	13,668 1,139

A2 Assistant to the Director	1	7	10,860 905	12,876 1,073	14,880 1,240
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Fire Department

A1 Fire Chief	1	F	13,104 1,092	15,300 1,275	17,484 1,457
Assistant Fire Chief	1	F	12,000 1,000	13,656 1,138	15,300 1,275

Police Department

A1 Chief of Airport Police	1	P	13,104 1,092	15,300 1,275	17,484 1,457
Assistant Chief of Airport Police	1	P	12,000 1,000	13,656 1,138	15,300 1,275

ENGINEERING

A1 Chief Engineer	1	13	20,940 1,745	24,840 2,070	28,740 2,395
Chief Design Engineer	1	10	17,100 1,425	20,268 1,689	23,424 1,952

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A1 Chief of Technical Services	1	9	\$15,960 1,330	\$18,936 1,578	\$21,900 1,825
Supervising Engineer - Waterfront	1	9	15,960 1,330	18,936 1,578	21,900 1,825
Supervising Engineer - Airport	1	9	15,960 1,330	18,936 1,578	21,900 1,825
Supervising Engineer - Contracts	1	9	15,960 1,330	18,936 1,578	21,900 1,825
Supervising Engineer - Air Terminal Contracts	1	8	14,940 1,245	17,724 1,477	20,508 1,709
Maintenance Superintendent	1	8	14,940 1,245	17,724 1,477	20,508 1,709
Resident Engineer	7	7	13,980 1,165	16,584 1,382	19,176 1,598
Chief of Surveys	1	5	12,180 1,015	14,448 1,204	16,716 1,393
Survey Supervisor	1	4	11,400 950	13,524 1,127	15,636 1,303
Assistant Maintenance Superintendent	1	4	11,400 950	13,524 1,127	15,636 1,303
Chief Draftsman	1	3	10,680 890	12,660 1,055	14,628 1,219
Administrative Assistant	1	2	9,960 830	11,820 985	13,668 1,139
<hr/>					
A2 Architect	2	12	15,180 1,265	18,420 1,535	20,820 1,735
Facilities Administrator	1	12	15,180 1,265	18,420 1,535	20,820 1,735

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A2 Senior Design Engineer	10	12	\$15,180 1,265	\$18,420 1,535	\$20,820 1,735
Senior Contracts Administrator	1	10	13,260 1,105	15,744 1,312	18,228 1,519
Associate Design Engineer	11	9	12,420 1,035	14,724 1,227	17,028 1,419
Senior Designer	5	9	12,420 1,035	14,724 1,227	17,028 1,419
Port Facilities Engineer	1	8	11,580 965	13,740 1,145	15,888 1,324
Contracts Administrator	2	7	10,860 905	12,876 1,073	14,880 1,240
Senior Contracts Engineer	3	7	10,860 905	12,876 1,073	14,880 1,240
Associate Architect	3	7	10,860 905	12,876 1,073	14,880 1,240
Associate Designer	4	6	10,140 845	12,036 1,003	13,920 1,160
Associate Contracts Administrator	1	3	8,280 690	9,804 817	11,328 944

MARINE TERMINALS

A1 Manager	1	12	19,560 1,630	23,208 1,934	26,844 2,237
Assistant Manager	1	10	17,100 1,425	20,268 1,689	23,424 1,952
Terminal Superintendent	7	7	13,980 1,165	16,584 1,382	19,176 1,598

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A1 Warehouse Superintendent	2	7	\$13,980 1,165	\$16,584 1,382	\$19,176 1,598
Marina Superintendent	2	4	11,400 950	13,524 1,127	15,636 1,303
Assistant Terminal Superintendent	8	3	10,680 890	12,660 1,055	14,628 1,219
Assistant Warehouse Superintendent	4	3	10,680 890	12,660 1,055	14,628 1,219
<hr/>					
A2 Marine Terminals Assistant	1	5	9,480 790	11,232 936	12,972 1,081
Maintenance Coordinator	1	5	9,480 790	11,232 936	12,972 1,081
Assistant Marina Superintendent	3	4	8,880 740	10,524 877	12,156 1,013
<hr/>					
<u>PLANNING AND RESEARCH</u>					
A1 Director	1	9	15,960 1,330	18,936 1,578	21,900 1,825
Assistant Director	1	7	13,980 1,165	16,584 1,382	19,176 1,598
Supervising Planner	2	6	13,080 1,090	15,504 1,292	17,916 1,493
<hr/>					
A2 Environmental Affairs Specialist	1	8	11,580 965	13,740 1,145	15,888 1,324
Design Planner II	2	7	10,860 905	12,876 1,073	14,880 1,240

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A2 Administrative Planner	1	6	\$10,140 845	\$12,036 1,003	\$13,920 1,160
Research Economist	1	6	10,140 845	12,036 1,003	13,920 1,160
Geographer	1	6	10,140 845	12,036 1,003	13,920 1,160
Design Planner I	3	5	9,480 790	11,232 936	12,972 1,081
Assistant Research Economist	2	4	8,880 740	10,524 877	12,156 1,013

REAL ESTATE

A1 Director	1	10	17,100 1,425	20,268 1,689	23,424 1,952
Manager, Airport Rentals	1	7	13,980 1,165	16,584 1,382	19,176 1,598
Manager, Marine and Industrial Rentals	1	7	13,980 1,165	16,584 1,382	19,176 1,598
Manager, Real Estate Services	1	7	13,980 1,165	16,584 1,382	19,176 1,598

A2 Rental Management Specialist	3	5	9,480 790	11,232 936	12,972 1,081
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SYSTEMS AND DATA PROCESSING

A1 Manager	1	10	17,100 1,425	20,268 1,689	23,424 1,952
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DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A1 Assistant Manager	1	6	\$13,080 1,090	\$15,504 1,292	\$17,916 1,493
Supervisor	1	3	10,680 890	12,660 1,055	14,628 1,219

A2 Systems Project Supervisor	4	9	12,420 1,035	14,724 1,227	17,028 1,419
Software Systems Analyst	5	8	11,580 965	13,740 1,145	15,888 1,324

TRADE DEVELOPMENT

A1 Director	1	12	19,560 1,630	23,208 1,934	26,844 2,237
Manager, Marketing	1	9	15,960 1,330	18,936 1,578	21,900 1,825
Manager, OCP Traffic	1	7	13,980 1,165	16,584 1,382	19,176 1,598
Traffic Manager, Rates and Tariffs	1	6	13,080 1,090	15,504 1,292	17,916 1,493
Senior Traffic Coordinator	1	6	13,080 1,090	15,504 1,292	17,916 1,493
Manager, World Trade Center	1	5	12,180 1,015	14,448 1,204	16,716 1,393

A2 Regional Manager (Washington)	3	9	12,420 1,035	14,724 1,227	17,028 1,419
Regional Manager	4	*	9,804 817	15,456 1,288	21,108 1,759

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A2 Assistant Regional Manager	4	*	\$ 7,200 600	\$10,992 916	\$14,772 1,231
Manager, Inland Traffic Services	1	8	11,580 965	13,740 1,145	15,888 1,324
Manager, Ocean Traffic Services	1	8	11,580 965	13,740 1,145	15,888 1,324
Traffic Coordinator	7	8	11,580 965	13,740 1,145	15,888 1,324

*These salary ranges were established according to diverse regional conditions and are larger than normal grade ranges.

SCHEDULE OF AUTHORIZED POSITIONS

SCHEDULE "B" - NONEXEMPT

(Salary Grades 1-15)

DEPARTMENT

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>Public Relations</u>					
Photographer's Assistant	1	3	415	493	570
<u>Purchasing and Office Services</u>					
Print Shop Supervisor	1	9	620	735	849
Word Processing Center Supervisor	1	8	580	689	797
Multilith Operator	1	6	510	603	696
Switchboard Operator	1	5	475	562	649
Print Shop Assistant	1	3	415	493	570
Relief Switchboard Operator	2	2	390	462	533
Messenger	1	2	390	462	533
Mail Clerk	1	1	350	423	496
<u>ACCOUNTING</u>					
Billing Machine Operator	1	5	475	562	649
<u>AVIATION</u>					
Operations Controller	5	12	760	902	1,044
Lead Waste Plant Operator	1	11	710	843	976
Waste Plant Operator	2	10	665	789	913
<u>Fire Department</u>					
Captain	4	F	-	1,202	-
Lieutenant	3	F	-	1,127	-
Driver/Mechanic	1	F	-	1,127	-
Firefighter A)	23	F	-	1,044	-
Firefighter B)		F	-	993	-
Firefighter C)		F	-	954	-
Firefighter D)		F	-	908	-

AVIATION DEPARTMENT, cont.

	Auth'd No.	Salary Grade	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>Police Department</u>					
Sergeant	7	P	-	1,127	-
Airport Police Officer A)		P	-	1,044	-
)					
Airport Police Officer B)		P	-	993	-
)					
Airport Police Officer C)	36	P	-	954	-
)					
Airport Police Officer D)		P	-	908	-

ENGINEERING

Administrative

Specifications Writer	1	10	665	789	913
Office Engineer	7	9	620	735	849
Junior Office Engineer	3	5	475	562	649

Maintenance

Maintenance Supply Clerk	1	8	580	689	797
Fire and Equipment Inspector	1	7	545	645	744

Design

Designer	4	11	710	843	976
Senior Illustrator Draftsman	1	10	665	789	913
Senior Draftsman	4	9	620	735	849
Draftsman	2	8	580	689	797
Junior Draftsman	2	6	510	603	696
File Clerk, Drawings	1	3	415	493	570

Construction

Senior Construction Inspector	10	15	930	1,104	1,277
Associate Construction Inspector	18	12	760	902	1,044
Assistant Construction Inspector	24	10	665	789	913
Junior Construction Inspector	5	6	510	603	696

ENGINEERING DEPARTMENT, cont.

<u>Surveys</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Survey Party Chief	8	14	870	1,031	1,192
Senior Survey Technician	1	13	815	967	1,118
Survey Instrumentman	8	12	760	902	1,044
Survey Head Chainman	8	10	665	789	913
Survey Technician	2	9	620	735	849
Survey Rear Chainman	8	9	620	735	849
Survey Stakeman	1	5	475	562	649

MARINE TERMINALS

Chief Freight Agent	12	11	710	843	976
Freight Agent	24	10	665	789	913
Rail Car Agent	4	10	665	789	913
Dispatcher	2	10	665	789	913
Marina Maintenance Foreman	2	10	665	789	913
Marina Maintenance Man	6	8	580	689	797
Marina Attendant	18	6	510	603	696
Moorage Clerk	2	6	510	603	696
Freight Clerk	18	6	510	603	696
Watchman	7	6	510	603	696
Janitor	2	5	475	562	649

PLANNING AND RESEARCH

Research Specialist	1	8	580	689	797
Assistant Planner	2	8	580	689	797

REAL ESTATE

Landscape Gardener Foreman	1	10	665	789	913
Janitor Supervisor	1	8	580	689	797
Watchman Supervisor	1	7	545	645	744
Watchman	4	6	510	603	696
Landscape Gardener	5	6	510	603	696
Janitor	6	5	475	562	649

	Auth'd No.	Salary Grade	SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>SYSTEMS AND DATA PROCESSING</u>					
Analyst/Programmer	7	14	870	1,031	1,192
Programmer	7	12	760	902	1,044
Lead Computer Operator	1	12	760	902	1,044
Methods and Procedures Analyst	2	10	665	789	913
Computer Operator	6	9	620	735	849
Senior Control Supervisor	1	9	620	735	849
Keypunch Supervisor	1	8	580	689	797
Data Control Supervisor	1	8	580	689	797
Assistant Keypunch Supervisor	3	6	510	603	696
Keypunch Operator	6	5	475	562	649
Programmer Trainee	2	5	475	562	649
<u>TRADE DEVELOPMENT</u>					
Data Control Supervisor	1	8	580	689	797
Transportation Clerk	6	5	475	562	649
<u>MULTI-DEPARTMENT</u>					
Management Intern	2	8	580	689	797
Senior Secretary)		8	580	689	797
Secretary)	13	7	545	645	744
Senior Stenographer)		6	510	603	696
Stenographer)	40	4	445	526	607
Senior Clerk	30	8	580	689	797
Stock Room Clerk	3	7	545	645	744
Data Control Technician	30	5	475	562	649
Clerk A	78	5	475	562	649
Clerk B	24	2	390	462	533

MEMORANDUM

January 4, 1972

TO Larry R. Wheeler
 FROM J. Eldon Opheim, General Manager
 SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on December 27, 1972, which originated in your department.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Hogan, ✓ Foster

Request for approval of Amendment to Exhibit A of Salary and Benefit Resolution No. 2453, was presented. This request is in response to Amendment 1 of Federal Aviation Administration Regulations Part 107 requiring airports to provide law enforcement officers at aircraft boarding areas. Resolution No. 2453 would be amended to establish the position of Provisional Police Officer and to authorize forty-five individuals in this position at the Sea-Tac International Airport. It is anticipated that initially twenty Provisional Police Officers will be employed in this position. It is further requested that the number of authorized positions for Airport Police Officer be increased from thirty-six to forty-one with the addition of five officers and that authorized positions for Sergeants be increased from seven to eight. The increases in Airport Police Officers and Sergeants will be necessary to provide training and direction to those hired in the proposed Provisional Police Officer classification.

Moved by Mr. Adlum that the following changes be authorized to Exhibit A, Schedule 1 of Salary and Benefit Resolution No. 2453:

<u>DEPARTMENT</u> <u>Position Title</u>	<u>Auth'd Salary</u>		<u>SALARY RANGES</u>		
	<u>No.</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>AVIATION</u>					
Sergeant	8	P	-	1,127	-
Airport Police Officer A)		P	-	1,044	-
)					
Airport Police Officer B)		P	-	993	-
)	41				
Airport Police Officer C)		P	-	954	-
)					
Airport Police Officer D)		P	-	908	-
Provisional Police Officer	45	P	-	700	-

Motion unanimously carried. The Deputy General Manager stated that the date set by the FAA for the airports to provide law enforcement officers at aircraft boarding areas is February 6, 1973.

MEMORANDUM

February 20, 1973

TO : R. Wheeler
FROM : J. Eldon Opheim, General Manager
SUBJECT : Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on February 13, 1973, which originated in your department.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Hogan, Foster

Request for approval of Amendment 2 to Exhibit A of the Salary and Benefit Resolution No. 2453 was presented. The Amendment includes re-evaluations, new position evaluations, title changes, and deletions to Exhibit A of the Salary and Benefit Resolution No. 2453. The re-evaluations listed reflect increased responsibilities for the positions indicated. New positions were evaluated resulting from re-structuring of organizational alignments to provide a greater degree of management control and to accommodate increased complexity of work performed. A new position of Legal Officer and a title change from Deputy General Manager and Legal Officer to Deputy General Manager is requested in this Amendment. The Exhibit is attached to these Minutes and by reference made a part hereof. Moved by Mr. Adlum that the changes be authorized as requested. Motion unanimously carried.

NEW POSITION EVALUATIONS

DEPARTMENT	Position Title	Auth'd No	Salary Grade	Annual Salary		
				Min	Mid	Max
A2	Legal Officer	1	8	11,580 965	13,140 1,145	15,388 1,324
<u>AVIATION</u>						
A1	Electronics Superintendent	1	8	14,940 1,245	17,724 1,477	20,508 1,709
A1	Assistant Superintendent of Operations	1	6	13,080 1,090	15,504 1,292	17,916 1,493
b	Captain (Police Department)	2	P		1,202	
b	Detective	2	P		1,075	
<u>ENGINEERING</u>						
A	Chief Facilities Engineer	1	9	15,960 1,330	18,936 1,578	21,900 1,825
A1	Maintenance Supervisor	3	3	10,680 890	12,660 1,055	14,628 1,219
A2	Junior Engineer	3	5	9,480 790	11,232 936	12,972 1,081
<u>REAL ESTATE</u>						
B	Real Estate Assistant	1	9	- 620	- 735	- 849
<u>SYSTEMS AND DATA PROCESSING</u>						
A2	Systems Analyst	3	7	10,860 905	12,876 1,073	14,880 1,240
B	Systems Analyst Trainee	3	9	- 620	- 735	- 849

TITLE CHANGES

Proposed Title

<u>EXECUTIVE</u>							
A1	Deputy General Manager and Legal Officer	Deputy General Manager	1	15	24,000 2,000	28,464 2,372	32,916 2,743
<u>AVIATION</u>							
A2	Assistant to the Director	Administrative Assistant	1	7	10,860 905	12,876 1,073	14,880 1,240
<u>ENGINEERING</u>							
A1	Supervising Engineer - Waterfront	Manager - Waterfront Engineering	1	9	15,960 1,330	18,936 1,578	21,900 1,825
A1	Supervising Engineer - Airport	Manager - Airport Engineering	1	9	15,960 1,330	18,936 1,578	21,900 1,825
A2	Senior Design Engineer	Senior Engineer	10	12	15,180 1,265	18,420 1,535	20,820 1,735
A2	Associate Design Engineer	Associate Engineer	11	9	12,420 1,035	14,724 1,227	17,028 1,419
B	Specifications Writer	Technical Writer	1	10	- 665	- 789	- 913
<u>SYSTEMS AND DATA PROCESSING</u>							
B	Assistant Keypunch Supervisor	Senior Keypunch Operator	3	6	- 510	- 603	- 696

DELETIONS

<u>ENGINEERING</u>							
B	Junior Office Engineer		3	5	- 475	- 562	- 649
B	Survey Stakeman		1	5	- 475	- 562	- 649
<u>SYSTEMS AND DATA PROCESSING</u>							
B	Data Control Supervisor		1	8	- 580	- 689	- 797

RE-EVALUATIONS

<u>CURRENT CLASSIFICATION</u>					<u>PROPOSED CLASSIFICATION</u>				
<u>Position Title</u>	<u>Sch</u>	<u>Grade</u>	<u>Annual Salary Monthly Salary</u>		<u>Position Title</u>	<u>Sch</u>	<u>Grade</u>	<u>Annual Salary Monthly Salary</u>	
			<u>Min</u>	<u>Max</u>				<u>Min</u>	<u>Max</u>
<u>AIRPORT</u>									
Assistant Director	A1	9	15,960 1,330	21,900 1,825	No Change	A1	10	17,100 1,425	23,424 1,952
Superintendent of Maintenance	A1	8	14,940 1,245	20,508 1,709	Superintendent of Maintenance - Airport	A1	9	15,960 1,330	21,900 1,825
Superintendent of Operations	A1	6	14,940 1,245	20,508 1,709	No Change	A1	9	15,960 1,330	21,900 1,825
<u>ENGINEERING</u>									
Chief of Technical Services	A1	7	15,960 1,330	21,900 1,825	Chief Administrative Engineer	A1	8	14,940 1,245	20,508 1,709
Supervising Engineer - Contracts	A1	9	15,960 1,330	21,900 1,825	Chief Construction Engineer	A1	10	17,100 1,425	23,424 1,952
Facilities Administrator	A2	12	15,180 1,265	20,820 1,735	Managing Architect	A1	9	15,960 1,330	21,900 1,825
Senior Contracts Engineer	A2	7	10,860 905	14,880 1,240	Construction Coordinator	A2	9	12,420 1,035	17,028 1,419
<u>SYSTEMS AND DATA PROCESSING</u>									
Assistant Manager	A1	6	13,080 1,090	17,916 1,493	Assistant Manager of Systems	A1	7	13,980 1,165	19,176 1,598
Supervisor	A1	3	10,680 890	14,628 1,219	Assistant Manager of Data Processing	A1	5	12,180 1,015	16,716 1,393
Lead Computer Operator	B	12	- 760	- 1,044	Computer Operations Supervisor	B	13	- 815	- 1,118
Methods and Procedures Analyst	B	10	- 665	- 913	Systems and Procedures Analyst	A2	5	9,480 790	12,972 1,081
Programmer Trainee	B	5	- 475	- 649	No Change	B	8	- 580	- 797
<u>PUBLIC RELATIONS</u>									
Photographer's Assistant	B	3	- 415	- 570	Assistant Photographer	B	5	- 475	- 649

MEMORANDUM

April 3, 1973

TO Larry R. Wheeler
 FROM J. Eldon Opheim, General Manager
 SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on March 27, 1973, which originated in your department.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Hogan, Foster ✓

Request for approval to amend Exhibit A of Salary and Benefit Resolution No. 2453 by adding one position and changing three positions to new graded salary ranges

as a result of the Port's on-going job evaluation program, was presented. As follows:

Amendment 3

<u>New Position</u>	<u>No. Auth'd.</u>	<u>Schedule & Grade</u>	<u>Monthly Salary Range</u>	
			<u>Minimum</u>	<u>Maximum</u>
Librarian	1	B 9	620	849
<u>Reevaluated Positions</u>	<u>No. Auth'd.</u>	<u>Schedule & Grade</u>	<u>Monthly Salary Range</u>	
			<u>Minimum</u>	<u>Maximum</u>
Rental Management Specialist	3	A2 8	11,580	15,888
	3	A2 5	9,480	12,972
Executive Secretary	1	A2 6	10,140	13,920
	1	A2 3	8,280	11,328
Assistant Purchasing Agent	1	A2 5	9,480	12,972
	1	A2 4	8,880	12,156

Moved by Mr. Woodruff that approval be granted as requested. Motion unanimously carried.

June 18, 1973

TO L. P. Wheeler

FROM J. Eldon Opheim, General Manager

SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on June 12, 1973, which originated in your department.

This is furnished for your information, necessary follow-through and files

cc: Messrs. Hogan, Foster

Request for approval of Amendment 4 to amend Schedule B of Exhibit A (schedule of authorized positions) of Salary and Benefit Resolution No. 2453 effective June 12, 1973, was presented as follows:

Amendment 4

- A. ADDITIONS - Establish and incorporate the following positions into Exhibit A:

<u>Grade</u>	<u>Authorized Number</u>	<u>Title</u>	<u>Monthly Salary Range</u>		
			<u>Min.</u>	<u>Mid.</u>	<u>Max.</u>
12	1	Maintenance Storekeeper	\$760	\$902	\$1,044
8	13	Marina Attendant II	580	689	797

The Maintenance Storekeeper would, under direction of the Maintenance Superintendent, organize and maintain a maintenance supply store and act in a lead capacity in operating it; order, receive, process and release property; organize and maintain the supply system. This position was requested by the Engineering Department to improve maintenance shop supply inventory control and records systems.

The Marina Attendant II would perform a combination of general maintenance and security duties and operate heavy equipment as required at a marina facility. Therefore, this position combines the duties of individuals now working in certain Watchman positions and in Marina Maintenance Man positions. The salary (listed above) for Marina Attendant II is the same as for Marina Maintenance Man which is being deleted below.

- B. TITLE CHANGE - Change the Marina Attendant position title to Marina Attendant I at no change in salary. This is in conformance with the establishment of the position of Marina Attendant II. Of the 18 Marina Attendant positions formerly authorized, 11 are assigned to Marina Attendant I and 7 to Marina Attendant II (see additions).
- C. DELETION - Delete the position of Marina Maintenance Man since the duties of that position are now incorporated in the proposed Marina Attendant II position. Of the 6 Marina Maintenance positions formerly authorized, all are assigned to the new Marina Attendant II position (see additions).

Moved by Mr. Woodruff that approval be granted to amend Schedule B of Exhibit A of the Salary and Benefit Resolution No. 2453 as requested. Motion unanimously carried.

(MEMORANDUM)

July 3, 1973

TO L. R. Mueller

FROM J Eldon Ophem, General Manager

SUBJECT Minutes of Commission Meeting (for your files)

Attached is an excerpt from the minutes of the meeting of the Port Commission held on June 20, 1973, which originated in your department.

This is furnished for your information, necessary follow-through and files.

cc: Messrs. Logan, Foster, Shay

OK

Request for approval of Amendment 5 to amend Schedule B of Exhibit A (Schedule of Authorized Positions) of Salary and Benefit Resolution No. 2453, effective July 1, 1973 was presented as follows:

Amendment 5

DEPARTMENT

Salary Grade	Position Title	Auth'd No.	SALARY RANGES		
			Minimum	Midpoint	Maximum

AVIATION

Police Department

B	P	Captain	2	-	\$1,202#	-
	P	Sergeant	8	-	1,127#	-
	P	Detective	2	-	1,075#	-
	P	Airport Police Officer A)		-	1,044#	-
	P	Airport Police Officer B)		-	993#	-
			<u>86</u>			
	P	Airport Police Officer C)		-	954#	-
	P	Airport Police Officer D)		-	908#	-
	P	Airport Police Officer E)		-	804#	-

The effect of this amendment will be to establish the position of Airport Police Officer E and to delete the position of Provisional Police Officer. The proposed monthly salary rate for the new position is \$804.00 which includes a 4% premium in lieu of holiday pay. It is further requested that the 45 positions previously authorized for Provisional Police Officers should be added to the 41 police officers now authorized for a total of 86 Airport Police Officers. The proposed monthly salary rate for Airport Police Officer E of \$804.00 is an increase of \$104.00 per month over the Provisional Police Officer's rate and reflects significant broadening of responsibility along with improved qualifications which result from academy training. Moved by Mr. Woodruff that approval be granted to amend Schedule B of Exhibit A of the Salary and Benefit Resolution No. 2453 as requested. Motion unanimously carried.