

## RESOLUTION NO. 2407

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 sick leave, vacation pay, overtime compensation, jury duty pay, bereavement leave, military leave, and health, medical, surgical, hospital, disability, unemployment compensation, life insurance, retirement, and holidays as benefits for salaried positions; authorizing retroactive effect of this resolution to December 26, 1971; and repealing all prior resolutions dealing with the same subject matter, including Resolution No. 2360.

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 non-exempt. 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 - Exempt

A <sub>1</sub> - MANAGEMENT				A <sub>2</sub> - ADMINISTRATIVE/PROFESSIONAL			
GRADE	SALARY RANGE			GRADE	SALARY RANGE		
	MINIMUM	MIDPOINT	MAXIMUM		MINIMUM	MIDPOINT	MAXIMUM
1	\$ 775	\$ 890	\$1,010	1	\$ 600	\$ 695	\$ 785
2	830	955	1,080	2	645	740	840
3	890	1,020	1,155	3	690	795	895
4	950	1,090	1,235	4	740	850	960
5	1,015	1,170	1,320	5	790	910	1,025
6	1,090	1,250	1,415	6	845	970	1,100
7	1,165	1,340	1,515	7	905	1,040	1,175
8	1,245	1,430	1,620	8	965	1,110	1,255
9	1,330	1,530	1,730	9	1,035	1,190	1,345
10	1,425	1,640	1,850	10	1,105	1,275	1,440
11	1,525	1,755	1,980	11	1,185	1,360	1,540
12	1,630	1,875	2,120	12	1,265	1,455	1,645
13	1,745	2,010	2,270				
14	1,870	2,150	2,430				
15	2,000	2,300	2,600			30% RANGES	
16	2,140	2,460	2,780				
17	2,290	2,630	2,975			7% STEPS	

Schedule B - Nonexempt

GRADE	SALARY RANGE		
	MINIMUM	MIDPOINT	MAXIMUM
1	\$ 350	\$ 410	\$ 470
2	390	445	505
3	415	475	540
4	445	510	575
5	475	545	615
6	510	585	660
7	545	625	705
8	580	670	755
9	620	715	805
10	665	765	865
11	710	820	925
12	760	875	990
13	815	935	1,060
14	870	1,000	1,130
15	930	1,070	1,210

(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 - distant" classification is paid within a broad salary range to accommodate the varying salary conditions in Chicago and Tokyo).

(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 position evaluations, except those noted above in Section 1(c), and each 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 skills requirements, etc., which could change a particular position specification and result in placement in a higher or lower 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 ADMINISTERING 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 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.

(d) Setting Salaries for Positions which would fall Outside New Ranges:

Upon approval of this resolution, employees in positions whose salaries fall below the new salary grade range for their classification shall receive the minimum rate of pay of the newly established salary range, retroactive to this resolution effective date. Employees in positions whose salaries fall above the newly established range for their classification shall continue to receive their present rate of pay and shall

not be eligible for merit, length-of-service, or probationary salary increases unless or until the salary range for their classification allows it; however, in any event an increase would have to conform to the limitations in the Salary Administration Policy, further described in (e) through (h) which follow.

(e) Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment in an authorized Port position. Employees hired after December 26, 1971, who have shown satisfactory work performance during their probationary period, shall receive an increase ranging from 4% to 7% of their starting salary, provided they were hired at the minimum of the salary range for their classification. Employees hired before December 26, 1971, who satisfactorily complete their probationary period in 1972, shall receive an increase ranging from 4% to 7%, provided that any combined increase resulting from the following did not exceed 7% of that employee's starting salary:

- 1) an automatic increase resulting from this resolution's newly-established salary grade ranges, explained above in (d)
- 2) a promotional increase
- 3) a probationary increase

A promotional increase of 7% or more, granted during the probationary period, shall preclude the granting of that probationary increase regardless of date of hire; however, in the case of a promotion to the minimum of the salary range for that position, a new probationary period shall begin.

(f) Length-of-service Increases: If they are performing and continue to perform the duties of their positions satisfactorily, Airport Police Officer and Fire-fighter 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.

(g) 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 the circumstances, within reasonable limits. See also (e) above.

(h) Discretionary Increases: The Commission hereby authorizes an amount not to exceed 3% of the total annual payroll for salaried employees as of January 1, 1972, to be provided for a discretionary merit fund to be administered as follows:

- 1) On a semiannual basis, the Director shall initiate merit reviews for salaried employees, excluding nonexempt Firefighter and Airport Police Officer classifications which are covered in (f) above.
- 2) A merit review shall consist of semiannual departmental salary plans which identify the amount and scheduled date for each 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 and approved for an employee:
  - a) who demonstrates a high quality of work performance
  - b) who has received no previous merit or probationary increase in the past twelve-month period
  - c) whose present salary is below the midpoint of the salary range for that classification. An employee who is above the midpoint will be considered for an increase only in the case of clearly outstanding performance.
- 5) Only merit increases shall be deducted from the discretionary merit fund; automatic increases to the new minimums, length-of service, probationary, or promotional increases shall not be deducted from the merit fund.

In following explanations, the term "Firefighter" shall include the following non-exempt 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 those conditions regarding overtime, holidays, and conversion of rates which govern the six classifications collectively referred to as "Firefighters" in discussions below about pay practices and holidays, in (i) and (j) and in Section 4(a); Driver/Mechanic is included with other nonexempt positions.

(i) Conversion of Salary Rates: Salaries are converted three ways:

- 1) Exempt Classifications (Schedule A): Employees in exempt classifications (A<sub>1</sub> and A<sub>2</sub>) shall be paid bi-weekly as follows: the monthly salary rate shall be converted to an annual rate and divided into 26 amounts (pay periods), extended to the next highest cent.



2) **Nonexempt Classifications (Schedule B):** Employees in nonexempt classifications including Driver/Mechanic shall be paid weekly as follows:

- a) Nonexempt classifications excluding Firefighters (defined above) shall be paid compensation which has been computed by converting the monthly salary rate to a straight-time hourly rate of pay extended to the next highest cent, based on the employee's regularly scheduled work week (normally 37.5 or 40 hours).
- b) Firefighters (defined above) 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.

(j) Overtime: Regular and temporary employees (defined in Section 4), in nonexempt classifications only are eligible to receive overtime compensation for work performed over and above the employee's regularly scheduled work shift (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, 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 work shift, and since their salaries do include an increment of 4% which is added in lieu of holiday pay and additional overtime which otherwise might have been paid for holiday and week end work, they are excluded from receiving overtime compensation for working on a holiday (or a Saturday or Sunday) which falls on their regularly assigned work shift.

#### 4. PROGRAM OF BENEFITS

(a) Definitions and Guidelines:

- 1) A regular employee is one who works 20 or more hours per week on a regularly scheduled basis and who is automatically eligible upon the successful completion of the probationary period, defined in Section 3(e), to become a fully benefited, permanent employee. Regular employees shall be referred to as Employees.
- 2) A temporary employee is one who may be hired on a temporary basis for relief, "on-call" work for an indefinite period of time, or for regularly scheduled work of 20 or more hours per week

for up to a period of six months. (A temporary working regularly 20 hours or over per week must either be made permanent or terminated before the end of six months). Temporary employees are not eligible for the retirement coverage listed in (b) 1) or for any of the benefits listed in (c) below.

- 3) Eligibility for Full Benefit Program: Regular employees who have successfully completed the probationary period defined in Section 3(e) are immediately eligible for the full benefit program outlined in (b) and (c) below (however, retirement and sick leave benefits do not require six months, since retirement is effective at date of hire and sick leave requires only three months).
- 4) Guidelines: The Director shall further develop and enforce guidelines to insure the equitable and sound management of the benefit program, including interpretive rules and regulations.

(b) Benefits Provided for Most Employees with limitations defined:

- 1) Social Security (FICA) Insurance and Retirement: All Port employees are covered by law under the Federal Insurance Contribution Act at date of employment.

All regular Employees (not temporaries) 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) Workman's Compensation: All Port employees are covered by law for Workman's Compensation coverage (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, specified in R. C. W. 1.16.050, shall be observed by regular Employees (see below for conditions which allow a temporary to receive holiday pay) except those referred to as Firefighters and Airport Police Officers, defined and explained in Section 3 following (h) and in (j) above:

New Year's Day	January 1
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

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, employees whose regularly scheduled days off are other than Saturday and Sunday shall observe a holiday (which falls on their regular day off) the day before or the day after the holiday, at the discretion of their 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 some 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 20 hours 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 work shift.

- 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.

(c) Benefits Provided Regular Employees:

- 1) Sick Leave: Upon completion of three full months of continuous employment, regular Employees shall receive an annual non-cumulative sick leave of not to exceed fifteen working days for each employee in any calendar year. Additional sick leave up to but not exceeding fifteen additional working days in any calendar year may be granted by a department head. Additional sick leave up to but not exceeding forty-five additional working days in a year may be granted by the General Manager to a regular monthly employee where serious illness, accident or other justifiable cause exists which the department head and General Manager verify and determine shall warrant the granting of additional sick leave for the employee affected.
- 2) Insurance Benefits: Regular permanent Employees shall receive health, medical, surgical, and hospital insurance; long-term disability; and 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. There shall be a choice of two medical/health insurance plans from which Employees may choose one.
- 3) Vacation with Pay: Any regular Employee who on May 1 of any year has one full year but less than 4.5 years of continuous employment shall receive two weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any Employee who on May 1 of any year has 4.5 full years but less than fifteen years of continuous employment shall receive three weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any Employee who on May 1 of any year has fifteen years or more of continuous employment shall receive four weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any Employee who on May 1 of any year has less than one full year of continuous employment but has at least three full months of continuous employment shall receive one day of vacation with pay for the first three full months of continuous employment and one additional day of vacation with pay for each additional month of continuous employment; provided, however, that vacations with pay for any Employee working less than a regularly scheduled 37.5 hour work week shall be prorated on the basis of the scheduled work week of the employee at the time the vacation is taken.

If a holiday falls during an Employee's vacation period on a day on which work would normally be scheduled, one additional day of vacation shall be granted.

Vacations hereunder will not be cumulative. In order to facilitate organization and control for accounting purposes and to promote the health and efficiency of employees, it is mandatory that the vacation referred to herein be taken by each covered employee within twenty months after the May 1 on which it is earned and at such time or times as shall be fixed by the General Manager.

Upon termination, Employees who have one or more continuous years of employment with the Port shall receive pay in lieu of earned vacation not taken (based on the formula stated above), excluding any vacation lost under the mandatory 20-month provision for taking earned vacation. An Employee with less than one full year of continuous employment is not eligible for pay in lieu of vacation not taken when terminating active employment.

- 4) 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 regular, permanent Employees 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, 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 whether one day or up to five days are granted an employee.
- 5) Jury Duty: If a regular 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 received for jury service.

#### 6. RETROACTIVE EFFECTIVE DATE

This resolution shall be retroactive to December 26, 1971. 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 26, 1971, including automatic increases in pay to the 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 Resolution No. 2360, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 11th  
day of January, 1972, and duly authenticated in open session by the  
signatures of the Commissioners and the seal of the Commission.

(SEAL)

Mark D. Allum

H. Kent Coakley

R. Jack F. Paul

Henry A. Williams

Port Commissioners

(A copy of Exhibit "B" hereinabove referred to  
is on file in the office of the Port Auditor and  
by reference made a part of this Resolution)

EXHIBIT A

## SCHEDULE OF AUTHORIZED POSITIONS

## SCHEDULE "A" - EXEMPT

A<sub>1</sub> - Management Positions (Salary Grades 1-17)A<sub>2</sub> - Administrative/Professional Positions (Salary Grades 1-12)

<u>DEPARTMENT</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
				<u>Min.</u>	<u>Midpoint</u>	<u>Max.</u>
<u>EXECUTIVE</u>						
A <sub>1</sub>	General Manager	1	17	\$2,290	\$2,630	\$2,975
A <sub>1</sub>	Assistant General Manager	1	14	1,870	2,150	2,430
A <sub>1</sub>	Legal Officer	1	13	1,745	2,010	2,270
A <sub>1</sub>	Controller	1	12	1,630	1,875	2,120
A <sub>1</sub>	Deputy Controller	1	7	1,165	1,340	1,515
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A <sub>2</sub>	Executive Assistant	1	10	1,105	1,275	1,440
A <sub>2</sub>	Internal Auditor	1	9	1,035	1,190	1,345
A <sub>2</sub>	Equal Employment Officer	1	6	845	970	1,100
A <sub>2</sub>	Claims Agent	1	6	845	970	1,100
A <sub>2</sub>	Executive Secretary	1	3	690	795	895
<u>Personnel &amp; Industrial Relations</u>						
A <sub>1</sub>	Director	1	9	1,330	1,530	1,730
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A <sub>2</sub>	Personnel Assistant	1	6	845	970	1,100
A <sub>2</sub>	Employment Interviewer	2	3	690	795	895
<u>Public Relations</u>						
A <sub>1</sub>	Public Relations Director	1	8	1,245	1,430	1,620
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A <sub>2</sub>	Editor	1	7	905	1,040	1,175
A <sub>2</sub>	Public Relations Assistant	4	5	790	910	1,025
<u>Purchasing &amp; Office Services</u>						
A <sub>1</sub>	Purchasing & Property Agent	1	7	1,165	1,340	1,515
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A <sub>2</sub>	Assistant Purchasing Agent	1	4	740	850	960
A <sub>2</sub>	Buyer	2	3	690	795	895
<u>ACCOUNTING</u>						
A <sub>1</sub>	Port Auditor	1	9	1,330	1,530	1,730
A <sub>1</sub>	Chief Accountant	1	5	1,015	1,170	1,320
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A <sub>2</sub>	Senior Accountant	6	4	740	850	960
A <sub>2</sub>	Accountant	3	3	690	795	895

Schedule "A" 1972 Job Classifications  
Page 2A<sub>1</sub> - Salary Grades 1-17  
A<sub>2</sub> - Salary Grades 1-12

DEPARTMENT		Auth'd No.	Salary Grade	SALARY RANGES		
<u>Position Title</u>	Min.			Midpoint	Max.	
<u>AVIATION</u>						
A <sub>1</sub>	Director of Aviation	1	12	\$1,630	\$1,875	\$2,120
A <sub>1</sub>	Assistant Director	1	9	1,330	1,530	1,730
A <sub>1</sub>	Superintendent of Maintenance	1	8	1,245	1,430	1,620
A <sub>1</sub>	Superintendent of Operations	1	8	1,245	1,430	1,620
A <sub>1</sub>	Airport Property Manager	1	7	1,165	1,340	1,515
A <sub>1</sub>	Supt., Parking Terminal	1	5	1,015	1,170	1,320
A <sub>1</sub>	Mechanical Superintendent	1	4	950	1,090	1,235
A <sub>1</sub>	Electrical Superintendent	1	4	950	1,090	1,235
A <sub>1</sub>	Operations Supervisor	5	3	890	1,020	1,155
A <sub>1</sub>	Field Superintendent	1	3	890	1,020	1,155
A <sub>1</sub>	Asst. Supt., Parking Terminal	1	2	830	955	1,080
A <sub>2</sub>	Assistant to the Director	1	7	905	1,040	1,175
A <sub>2</sub>	Assistant Airport Property Mgr.	1	6	845	970	1,100
A <sub>2</sub>	Senior Rental Representative	1	5	790	910	1,025
<u>Police and Fire</u>						
A <sub>1</sub>	Chief of Airport Police	1	P	1,000	1,167	1,334
A <sub>1</sub>	Chief, Fire Department	1	F	1,000	1,167	1,334
A <sub>1</sub>	Asst. Chief, Airport Police	1	P	917	1,042	1,167
A <sub>1</sub>	Asst. Chief, Fire Department	1	F	917	1,042	1,167
<u>ENGINEERING</u>						
A <sub>1</sub>	Chief Engineer	1	13	1,745	2,010	2,270
A <sub>1</sub>	Assistant Chief Engineer	1	10	1,425	1,640	1,850
A <sub>1</sub>	Management Assistant	1	9	1,330	1,530	1,730
A <sub>1</sub>	Supervising Engineer - Waterfront	1	9	1,330	1,530	1,730
A <sub>1</sub>	Supervising Engineer - Airport	1	9	1,330	1,530	1,730
A <sub>1</sub>	Supervising Engineer - Contracts	1	9	1,330	1,530	1,730
A <sub>1</sub>	Supervising Engineer - Air Terminal Contracts	1	8	1,245	1,430	1,620
A <sub>1</sub>	Maintenance Superintendent (Shop)	1	8	1,245	1,430	1,620
A <sub>1</sub>	Resident Engineer	7	7	1,165	1,340	1,515
A <sub>1</sub>	Chief of Surveys	1	5	1,015	1,170	1,320
A <sub>1</sub>	Survey Supervisor	1	4	950	1,090	1,235
A <sub>1</sub>	Assistant Maintenance Supt. (Shop)	1	3	890	1,020	1,155
A <sub>1</sub>	Chief Draftsman	1	3	890	1,020	1,155

\*Salary grades "P" and "F" are set in relationship to local police/fire salary schedules



Schedule "A" 1972 Job Classifications  
Page 3

A<sub>1</sub> - Salary Grades 1-17  
A<sub>2</sub> - Salary Grades 1-12

<u>DEPARTMENT</u>		<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>SALARY RANGES</u>		
<u>Position Title</u>				<u>Min.</u>	<u>Midpoint</u>	<u>Max.</u>
<u>ENGINEERING (Continued)</u>						
A <sub>1</sub>	Administrative Assistant	1	2	\$ 830	\$ 955	\$1,080
A <sub>2</sub>	Architect	2	12	1,265	1,455	1,645
A <sub>2</sub>	Senior Design Engineer	10	12	1,265	1,455	1,645
A <sub>2</sub>	Associate Design Engineer	11	9	1,035	1,190	1,345
A <sub>2</sub>	Senior Designer	5	9	1,035	1,190	1,345
A <sub>2</sub>	Port Facilities Engineer	1	8	965	1,110	1,255
A <sub>2</sub>	Senior Contracts Engineer	3	7	905	1,040	1,175
A <sub>2</sub>	Associate Architect	3	7	905	1,040	1,175
<u>INDUSTRIAL DEVELOPMENT</u>						
A <sub>1</sub>	Manager	1	8	1,245	1,430	1,620
A <sub>2</sub>	Assistant Manager	1	4	740	850	960
<u>MARINE TERMINALS</u>						
A <sub>1</sub>	Manager	1	12	1,630	1,875	2,120
A <sub>1</sub>	Assistant Manager	1	10	1,425	1,640	1,850
A <sub>1</sub>	Terminal Superintendent	7	7	1,165	1,340	1,515
A <sub>1</sub>	Warehouse Superintendent	2	7	1,165	1,340	1,515
A <sub>1</sub>	Asst. Warehouse Superintendent	4	3	890	1,020	1,155
A <sub>1</sub>	Asst. Terminal Superintendent	8	3	890	1,020	1,155
A <sub>2</sub>	Marine Terminals Assistant	1	5	790	910	1,025
A <sub>2</sub>	Maintenance Coordinator	1	5	790	910	1,025
<u>PLANNING &amp; RESEARCH</u>						
A <sub>1</sub>	Director	1	9	1,330	1,530	1,730
A <sub>1</sub>	Assistant Director	1	7	1,165	1,340	1,515
A <sub>1</sub>	Supervising Planner	2	6	1,090	1,250	1,415
A <sub>2</sub>	Environmental Affairs Specialist	1	8	965	1,110	1,255
A <sub>2</sub>	Design Planner II	3	7	905	1,040	1,175
A <sub>2</sub>	Administrative Planner	1	6	845	970	1,100
A <sub>2</sub>	Research Economist	2	6	845	970	1,100
A <sub>2</sub>	Geographer	1	5	790	910	1,025
A <sub>2</sub>	Design Planner I	4	5	790	910	1,025
A <sub>2</sub>	Statistician	1	4	740	850	960

Schedule "A" 1972 Job Classifications  
Page 4A<sub>1</sub> - Salary Grades 1-17  
A<sub>2</sub> - Salary Grades 1-12

<u>DEPARTMENT</u>		SALARY RANGES				
<u>Position Title</u>	Auth'd No.	Salary Grade	Min.	Midpoint	Max.	
<u>PROPERTY MANAGEMENT</u>						
A <sub>1</sub> Manager	1	9	\$1,330	\$1,530	\$1,730	
A <sub>1</sub> Marina Superintendent	1	2	830	955	1,080	
A <sub>2</sub> Assistant Manager	1	6	845	970	1,100	
A <sub>2</sub> Assistant Marina Superintendent	1	4	740	850	960	
<u>SYSTEMS AND DATA PROCESSING</u>						
A <sub>1</sub> Manager	1	10	1,425	1,640	1,850	
A <sub>1</sub> Assistant Manager	1	6	1,090	1,250	1,415	
A <sub>1</sub> Supervisor	1	3	890	1,020	1,155	
A <sub>2</sub> Systems Project Supervisor	4	9	1,035	1,190	1,345	
A <sub>2</sub> Systems Proj. Supervisor, Software	1	9	1,035	1,190	1,345	
<u>TRADE DEVELOPMENT</u>						
A <sub>1</sub> Director	1	12	1,630	1,875	2,120	
A <sub>1</sub> Manager, Marketing	1	9	1,330	1,530	1,730	
A <sub>1</sub> Traffic Manager, Rates & Tariffs	1	6	1,090	1,250	1,415	
A <sub>1</sub> Senior Traffic Coordinator	1	6	1,090	1,250	1,415	
A <sub>2</sub> Regional Manager (Washington only)	3	9	1,035	1,190	1,345	
A <sub>2</sub> Regional Manager (distant)	3	*	817	1,242	1,667	
A <sub>2</sub> Asst. Regional Manager (distant)	2	*	600	884	1,167	
A <sub>2</sub> Manager, Inland Traffic Services	1	8	965	1,110	1,255	
A <sub>2</sub> Manager, Ocean Traffic Services	1	8	965	1,110	1,255	
A <sub>2</sub> Traffic Coordinator	7	6	845	970	1,100	
<u>WORLD TRADE CENTER</u>						
A <sub>1</sub> Director	1	7	1,165	1,340	1,515	
A <sub>2</sub> Assistant Director	1	6	845	970	1,100	

\*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	Position Title	Auth'd No.	Salary Grade	SALARY RANGES		
				Min.	Midpoint	Max.
MULTI-DEPARTMENT						
	Management Intern	1	8	\$580	\$670	\$755
	Senior Secretary )	14	8	580	670	755
	Secretary		7	545	625	705
	Senior Stenographer	17	6	510	585	660
	Stenographer	18	4	445	510	575
	Senior Clerk	14	8	580	670	755
	Clerk A	45	5	475	545	615
	Clerk B	22	2	390	445	505
EXECUTIVE						
Public Relations						
	Assistant Editor	1	10	665	765	865
Purchasing & Office Services						
	Print Shop Supervisor	1	8	580	670	755
	Multilith Operator	1	5	475	545	615
	Switchboard Operator	1	5	475	545	615
	Print Shop Assistant	1	3	415	475	540
	Relief Switchboard Operator	2	2	390	445	505
	Messenger	1	2	390	445	505
	Mail Clerk	1	1	350	410	470
ACCOUNTING						
	Billing Machine Operator	1	3	415	475	540
AVIATION (Operations)						
	Lead Waste Plant Operator	1	11	710	820	925
	Waste Plant Operator	2	10	665	765	865
	Operations Controller	4	10	665	765	865

Schedule "B" 1972 Job Classifications  
Page 2

## Salary Grades 1-15

DEPARTMENTSALARY RANGES

<u>Position Title</u>	<u>Auth'd No.</u>	<u>Salary Grade</u>	<u>Min.</u>	<u>Midpoint</u>	<u>Max.</u>
AVIATION (Operations) - Continued					
Fire Department <sup>1</sup>					
Captain	4	F	\$ -	\$1,100#	\$ -
Lieutenant	3	F		1,033#	
Driver/Mechanic	1	F		1,033	
Firefighter A		F		957#	
* Firefighter B	22	F		909#	
* Firefighter C )		F		874#	
* Firefighter D		F		832#	
Police Department <sup>1</sup>					
Sergeant	5	P		1,033#	
Airport Police Officer A )		P		957#	
* Airport Police Officer B )	36	P		909#	
* Airport Police Officer C )		P		874#	
* Airport Police Officer D		P		832#	
ENGINEERING					
A. Administrative					
Specifications Writer	1	10	665	765	865
Office Engineer	7	9	620	715	805
Junior Office Engineer	3	5	475	545	615
B. Maintenance (Shop)					
Maintenance Supply Clerk	1	8	580	670	755
Fire & Equipment Inspector	1	7	545	625	705
C. Design					
Designer	4	11	710	820	925
Senior Draftsman	4	9	620	715	805
Illustrator-Draftsman	1	9	620	715	805
Draftsman	2	8	580	670	755
Junior Draftsman	2	6	510	585	660
File Clerk, Drawings	1	3	415	475	540

<sup>1</sup> Salary grades "P" and "F" are set in relationship to local police/fire salary schedules.

\* Eligible for promotion to higher grade (not automatic) after 12 months each in grades D, C, and B.

# These salaries include 4% differential in lieu of holiday pay.

Schedule "B" 1972 Job Classifications  
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## Salary Grades 1-15

<u>DEPARTMENT</u>	Position Title	Auth'd No.	Salary Grade	SALARY RANGES		
				Min.	Midpoint	Max.
<u>ENGINEERING (Continued)</u>						
D. Construction						
	Senior Construction Inspector	10	15	\$930	\$1,070	\$1,210
	Associate Construction Inspector	18	12	760	875	990
	Associate Contracts Engineer	2	11	710	820	925
	Assistant Construction Inspector	24	10	665	765	865
	Junior Construction Inspector	5	6	510	585	660
E. <u>Surveys</u>						
	Survey Party Chief	8	14	870	1,000	1,130
	Senior Survey Technician	1	13	815	935	1,060
	Survey Instrumentman	8	12	760	875	990
	Survey Head Chainman	8	10	665	765	865
	Survey Technician	2	9	620	715	805
	Survey Rear Chainman	8	9	620	715	805
	Survey Stakeman	1	5	475	545	615
<u>MARINE TERMINALS</u>						
	Chief Freight Agent	12	11	710	820	925
	Freight Agent	24	10	665	765	865
	Rail Car Agent	4	10	665	765	865
	Dispatcher	2	10	665	765	865
	Freight Clerk	18	6	510	585	660
	Watchman	2	6	510	585	660
	Janitor	1	5	475	545	615
	Data Control Technician	4	5	475	545	615
<u>PLANNING &amp; RESEARCH</u>						
	Assistant Planner	2	8	580	670	755
<u>PROPERTY MANAGEMENT</u>						
	Landscape Gardener Foreman	1	10	665	765	865
	Marina Maintenance Foreman	2	10	665	765	865
	Marina Maintenance Man	5	8	580	670	755
	Janitor Supervisor	1	8	580	670	755
	Watchman Supervisor	1	7	545	625	705
	Marina Attendant	16	6	510	585	660
	Watchman	8	6	510	585	660
	Landscape Gardener	5	6	510	585	660
	Janitor	6	5	475	545	615



Schedule "B" 1972 Job Classifications  
Page 4

## Salary Grades 1-15

DEPARTMENT			SALARY RANGES		
Position Title	Auth'd No.	Salary Grade	Min.	Midpoint	Max.
<b>SYSTEMS AND DATA PROCESSING</b>					
Analyst/Programmer	7	14	\$870	\$1,000	\$1,130
Programmer	5	12	760	875	990
Lead Computer Operator	1	12	760	875	990
Computer Operator	5	9	620	715	805
Senior Control Supervisor	1	9	620	715	805
Keypunch Supervisor	1	8	580	670	755
Data Control Supervisor	2	8	580	670	755
Asst. Keypunch Supervisor	2	6	510	585	660
Keypunch Operator	10	5	475	545	615
Programmer Trainee	2	5	475	545	615
Data Control Technician	10	5	475	545	615
<b>TRADE DEVELOPMENT</b>					
Data Control Supervisor	1	8	580	670	755
Transportation Clerk	5	5	475	545	615
Data Control Technician	5	5	475	545	615