



Port of Seattle Commission Policy Directive

Salaries and Benefits for Employees Not Covered by a Collective Bargaining Agreement

**As Amended
June 11, 2024**

Document last updated June 11, 2024

Section 1. Purpose	5
Section 2. Definitions	5
Section 3. Scope and Applicability	7
Section 4. Responsibilities.....	8
Section 5.1. Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, Pay Practices and Pay Types	8
A. Reporting requirements for certain positions.	8
(1) General Counsel.....	8
(2) External Relations Senior Director	8
(3) Internal Audit Director	9
(4) Commission Chief of Staff.....	9
B. Filling Vacant Positions and Transferring Positions and/or Employees.....	9
C. Graded Salary Range Structure	10
D. Job Assessment Process.....	11
E. Pay Practices.	11
(1) Pay Considerations	11
(2) Payroll	12
(3) Initial Pay Rates.....	12
F. Pay Types.....	12
(1) Overtime.....	12
(2) Stand-by Pay	12
(3) Cost of Living Adjustment (COLA).....	12
(4) Cost of Living Adjustment Plus (COLA Plus).....	12
(5) Multilingual Premium	12
(6) Emergency Pay.....	12
(7) Other Pay Adjustments.....	13
(8) Special Pay Adjustments.....	13
(9) Provisional Pay.....	13
(10) Pay for Performance	13
(a) Base Pay Component	13
(11) Pay for Executive Director	13
G. Pay Rates and Pay Ranges for Non-Assessed Jobs.	14
(1) High School, College, and Graduate Intern Positions.....	14

(2) Veteran Fellows Positions.....	14
(3) Executive Director.....	14
H. Amending Authorized Jobs, Pay Grades, and Pay Ranges	14
Section 5.2. Policy Regarding Benefit Programs Offered to Employees.....	14
A. Competitive Benefit Package	14
B. Mandated Benefits.....	14
(1) Social Security (FICA) Insurance	14
(2) Industrial Insurance/Workers Compensation Coverage	14
(3) Unemployment Compensation	14
(4) Military Leave	14
(5) Faith and Conscience Days	15
(6) Pregnancy Disability Leave	15
(7) Family and Medical Leave Act (FMLA) of 1993.....	15
(8) The Family Care Act (FCA) of 2002	15
(9) State Mandated, Long-Term Care Insurance Program, the Long-Term Service and Supports Trust Act (LTSS).....	15
(10) Washington State Paid Sick Leave	15
C. Additional Benefits for Employees.....	15
(1) Paid Leave	15
(2) Retirement.....	17
(3) Healthcare	17
(4) Life and Disability Insurance	18
(5) Flexible Work Arrangements	18
(6) Relocation.....	18
D. <i>Repealed</i>	18
E. Benefits for the Executive Director	18
Section 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.....	18
A. Benefits for Qualified Retirees	18
B. Repealed (Res. 3752)	19
C. Repealed (Res. 3752).....	19
D. Retiree Life Insurance	19
E. Retiree Parking	19
F. Authorization to Amend Benefits Offered to Port of Seattle Retirees	19

Section 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners [19](#)

- A. Benefits for Port Commissioners [19](#)
- B. Healthcare [19](#)
 - (1) Medical and Pharmacy Benefits for Commissioners [19](#)
 - (2) Vision Benefits for Commissioners [19](#)
 - (3) Dental Benefits for Commissioners [20](#)
 - (4) Healthcare Premiums [20](#)
- C. Life Insurance [20](#)
- D. Right to Modify or Terminate Coverage [21](#)

Section 5.5. Policy Regarding Special Programs and Commission Notification [21](#)

SECTION 1. Purpose.

The Port of Seattle Commission has authority pursuant to RCW 53.08.170 to create and fill positions, fix wages, salaries, and establish other benefits of employment including retirement, insurance, and similar benefits. The intent of this policy directive is to administer pay and benefits in accordance with state and federal law. *(Res. 3739, §7, 2017)*

SECTION 2. Definitions.

Except as otherwise provided, the following definitions apply to this policy directive:

“At-will” means a designation given to some non-represented jobs or positions at the port where the employment relationship may be terminated by the port or employee at any time and for any or no reason. Employees hired as at-will are not subject to progressive discipline.

“Commissioner” means an individual who is elected to the office of Port of Seattle Commissioner and is eligible for benefits as provided in the relevant provisions of Section [5.4](#). This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

“Cost of Living Adjustments ‘COLA’” means an increase to an employees pay rate based on changes to the Consumer Price Index as defined in the Total Rewards Program Guide.

“DRS-retired employee” means an employee who is receiving a pension from any retirement plan administered by the State of Washington Department of Retirement Systems (DRS). Refer to the DRS web site or brochures for specific information about any limitations on working after retirement.

“Emergency hire employee” means an employee hired without a competitive hiring process whose initial employment term is limited to three months and whose emergency hire status may be extended for no more than two additional months.

“Employee” means an individual who performs personal services for the port and receives a paycheck from the port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not employees.

“Employment Date/Date of Hire” means the first day an employee comes to work and receives pay for time worked.

“Executive Director” means an employee who is appointed by the Commission and who is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail. This includes any terms, conditions, adjustments to pay, pay range, or benefits for the Executive Director adopted in open session by the Port of Seattle Commission.

“For cause” means a designation given to most non-represented Port of Seattle jobs and positions where the employment relationship can be terminated by the port for reasons that conform to previously defined standards of unacceptable conduct or performance.

“Full-time employee” means an employee who is regularly scheduled to work 80 hours per bi-weekly pay period.

“Hourly employee” means an employee working in a non-exempt job, one that is eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

“Intern” means a temporary employee who is hired in accordance with the Intern Program Guidelines, is considered a student per the program guidelines and is performing duties in accordance with the student’s course of study.

“Limited duration employee” means an employee who is hired for more than 90 days in a job with a planned end date.

“Non-represented employee” means a salaried or hourly employee not represented by a labor union.

“On-call employee” means an employee who does not have a regular work schedule and whose work hours can vary from week to week indefinitely.

“Part-time employee” means an employee who is regularly scheduled to work less than 80 hours per bi-weekly pay period.

“Pay equity” means compensating employees similarly when they perform comparable work, and that pay differences between employees performing comparable work can be explained by related work experience and recent job performance.

“Pay rate” means an employee’s hourly pay rate as specified in the compensation rate field contained in HCM, the port’s HRIS system.

“Probationary Employee” means a newly hired or rehired employee who has not yet successfully completed their probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment. If hired into a regular position, temporary employees (Veteran Fellows, Interns, Emergency Hires) are subject to a probationary period starting at the time of hire into the regular position.

“Probationary period” means an extension of the hiring process, the period of time from the day a newly-hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment unless the employee is selected for a new position before completing their

probationary period. In this case, the employee's probationary period will restart beginning with the date of transfer through the end of the sixth month of employment in the new position.

"Project-related temporary assignment" means an assignment for a full-time or part-time employee that is generally expected to last no longer than four years. Extensions to these types of assignments are only allowed in special circumstances with approval from Human Resources management.

"Regular employee" means an employee hired to perform a job without a specified end date.

"Salaried employee" means an employee working in an exempt job, one that is not eligible for overtime per the provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA).

"Seasonal Employee" means an employee hired to perform a job that exists on a seasonal basis where the season begins and ends at approximately the same time each year and lasts 6 months or less. Seasonal employees initially hired into a seasonal job through a competitive hire process may return to work subsequent seasons without being hired through a subsequent competitive hire process.

"Temporary assignment" means an assignment for a full-time or part-time employee that is generally expected to last no longer than six months. A temporary assignment may only be extended one time for a maximum of six additional months with the approval of Human Resources management.

"Temporary employee" means an employee hired to perform a job with a specified end date.

"Veteran fellow" means an employee who is hired and receives pay and benefits in accordance with the Veteran Fellowship Program.

(Res. 3823(AM), 2024, Res. 3807, §2, 2022, Res. 3795, §2, 2021, Res. 3790, §2, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §1, 2017)

SECTION 3. Scope and Applicability.

A. This policy directive pertains to port employees not represented by a labor union. The Port of Seattle retains the right to modify or terminate any benefits and/or modify the cost charged to employees or dependents for benefits coverage at any time, for any reason. *(Res. 3765, §1, 2019; Res. 3739, 2017)*

B. The Port of Seattle reserves the right to amend or terminate any employee welfare benefit plan and/or pay practice. *(Res. 3739, §7, 2017)*

SECTION 4. Responsibilities.

A. The Executive Director is authorized to take necessary action to make effective all terms, provisions, and conditions contained within this policy directive. Should any part of this policy directive require a change to pay or benefit administration practices by reason of any existing or subsequently enacted local, state, or federal legislation, such change(s) will be incorporated without the need for Commission action. *(Res. 3739, §7, 2017)*

B. All policies related to the Salary and Benefits Policy Directive are subject to approval by the Executive Director. *(Res. 3765, §1, 2019; Res. 3739, §3, 2017)*

SECTION 5.1. Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, and Pay Practices and Pay Types.

A. Reporting requirements for certain positions.

(1) General Counsel. The General Counsel will have a dual direct reporting relationship with the Executive Director and the Commission by way of the Commission President. The Executive Director will have, in consultation with the Commission, responsibility for review and approval of performance expectations for the General Counsel and legal department staff. Legal department staff will report to the General Counsel.

(2) External Relations Senior Director. The External Relations Senior Director will report jointly to the Commission President and the Executive Director. The Commission President and the Executive Director will have responsibility for review and joint approval of performance expectations for the External Relations Senior Director and External Relations Department staff and will each provide direct input for the External Relations Senior Director performance review. Decisions regarding hiring, firing, or re-positioning the External Relations Senior Director will receive concurrence from the Commission President and the Executive Director. External Relations will have direct accountability to both the Commission and the Executive Director's office and will independently execute judgment on external affairs strategies based on ethical and professional support of overall port objectives and the port's role as a public agency. External Relations department staff will report to the External Relations Senior Director.

(3) Internal Audit Director. The Commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director reports functionally to the Commission, delegated to the Audit Committee, and administratively to the Executive Director. The Audit Committee is charged with making recommendations to the Commission on the appointment, replacement, or dismissal of the Internal Audit Director; provides input to the Executive Director on the Internal Audit Director's performance evaluation; oversees the Internal

Audit Director's plans and activities; and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The Internal Audit Director will have direct accountability to both the Commission (through the Audit Committee) and the Executive Director and will independently execute judgment on internal audit affairs based on the scope of the audit function. The internal audit department staff will report to the Internal Audit Director.

- (4) Commission Chief of Staff. The Commission Chief of Staff is appointed by the Commission pursuant to an employment agreement. The Commission Chief of Staff is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail.

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

B. Filling Vacant Positions and Transferring Positions and/or Employees. The Executive Director is hereby authorized to:

- (1) Recruit and fill authorized positions (except that of Executive Director) up to the fulltime-equivalent number of positions authorized;
- (2) Set salaries within pay ranges established below;
- (3) Transfer positions and/or employees from one work unit to another and to reorganize functions to promote organizational effectiveness;
- (4) Approve non-competitive placements in select circumstances;
- (5) Establish additional positions, provided that funding is available in the Commission approved budget; and
- (6) Establish an additional position on a temporary basis when an employee has given notice of termination or retirement in order to provide overlap and effective business continuity.

(Res. 3739, §2, 2017)

C. Graded Salary Range Structures. All non-represented jobs shall be assessed and assigned a pay grade according to their essential responsibilities, minimum qualifications, and other factors as explained in subsection (D). Each job will have a pay range that corresponds to its pay grade.

The following pay grades and pay ranges for non-represented jobs at the Port of Seattle are hereby established:

NON-REPRESENTED EMPLOYEE GRADED SALARY RANGE STRUCTURE
(Effective June 16, 2024)

2024 Non-Represented Graded Salary Range Structure								
Grade	Hourly				Annual			
	Minimum	Market Reference Point	Midpoint	Maximum	Minimum	Market Reference Point	Midpoint	Maximum
50	\$20.43	\$22.23	\$24.03	\$27.64	\$42,500	\$46,250	\$50,000	\$57,500
51	\$22.47	\$24.45	\$26.44	\$30.40	\$46,750	\$50,875	\$55,000	\$63,250
52	\$24.72	\$26.90	\$29.08	\$33.44	\$51,425	\$55,963	\$60,500	\$69,575
53	\$27.19	\$29.59	\$31.99	\$36.79	\$56,568	\$61,559	\$66,550	\$76,533
54	\$29.91	\$32.55	\$35.19	\$40.47	\$62,224	\$67,715	\$73,205	\$84,186
55	\$32.90	\$35.81	\$38.71	\$44.52	\$68,447	\$74,486	\$80,526	\$92,604
56	\$36.19	\$39.39	\$42.58	\$48.97	\$75,291	\$81,935	\$88,578	\$101,865
57	\$39.81	\$43.33	\$46.84	\$53.87	\$82,820	\$90,128	\$97,436	\$112,051
58	\$43.79	\$47.66	\$51.52	\$59.25	\$91,103	\$99,141	\$107,179	\$123,256
59	\$48.17	\$52.43	\$56.68	\$65.18	\$100,213	\$109,055	\$117,897	\$135,582
60	\$52.99	\$57.67	\$62.34	\$71.70	\$110,234	\$119,961	\$129,687	\$149,140
61	\$58.29	\$63.44	\$68.58	\$78.87	\$121,257	\$131,957	\$142,656	\$164,054
62	\$64.12	\$69.78	\$75.44	\$86.75	\$133,383	\$145,152	\$156,921	\$180,460
63	\$70.53	\$76.76	\$82.98	\$95.43	\$146,722	\$159,668	\$172,614	\$198,506
64	\$77.59	\$84.43	\$91.28	\$104.97	\$161,394	\$175,634	\$189,875	\$218,356
65	\$85.35	\$92.88	\$100.41	\$115.47	\$177,533	\$193,198	\$208,862	\$240,192
66	\$93.88	\$102.17	\$110.45	\$127.02	\$195,286	\$212,518	\$229,749	\$264,211
67	\$103.27	\$112.38	\$121.50	\$139.72	\$214,815	\$233,769	\$252,724	\$290,632
68	\$113.60	\$123.62	\$133.65	\$153.69	\$236,296	\$257,146	\$277,996	\$319,695
69	\$124.96	\$135.99	\$147.01	\$169.06	\$259,926	\$282,861	\$305,795	\$351,665
70	\$137.46	\$149.58	\$161.71	\$185.97	\$285,919	\$311,147	\$336,375	\$386,831

*The hourly rates presented here represents only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

EXECUTIVE LEADERSHIP GRADED SALARY RANGE STRUCTURE
Effective June 16, 2024)

2024 Executive Leadership Graded Salary Range Structure								
Grade	Hourly				Annual			
	Minimum	Market Reference Point	Midpoint	Maximum	Minimum	Market Reference Point	Midpoint	Maximum
101	\$90.01	\$97.89	\$105.76	\$121.52	\$187,234	\$203,617	\$220,000	\$252,766
102	\$99.01	\$107.68	\$116.34	\$133.67	\$205,957	\$223,979	\$242,000	\$278,043
103	\$108.91	\$118.45	\$127.98	\$147.04	\$226,553	\$246,377	\$266,200	\$305,847
104	\$119.81	\$130.29	\$140.77	\$161.74	\$249,209	\$271,014	\$292,820	\$336,431
105	\$131.79	\$143.32	\$154.85	\$177.92	\$274,129	\$298,116	\$322,102	\$370,075
106	\$144.97	\$157.65	\$170.34	\$195.71	\$301,542	\$327,927	\$354,312	\$407,082
107	\$159.46	\$173.42	\$187.37	\$215.28	\$331,697	\$360,720	\$389,743	\$447,790

*The hourly rates presented here represents only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

(Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

D. Job Assessment Process. It is the policy of the Commission to pay port employees based on the port's Total Rewards philosophy. It is also the policy of the Commission to establish a job assessment process that assesses jobs based on essential responsibilities and minimum qualifications, such as knowledge and skills, among other characteristics, of each job. Jobs shall be assessed on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job assessment process shall be considered in determining the appropriate pay grade for each job as well as the appropriate exempt or non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act (FLSA). The Senior Director of Human Resources, under the supervision of the Executive Director, shall have the final approval authority for all job assessment outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director. Job assessment outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director. This authority shall include re-assessment of existing jobs and establishment and assessment of new jobs. *(Res. 3823(AM), Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

E. Pay Practices.

(1) Pay Considerations. An employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time

employee's work schedule is 80 hours each bi-weekly pay period. Full-time employees work between 8 and 10 hours each day and salaried, exempt, employees are expected to work the hours necessary to complete assigned work.

- (2) Payroll. Employees shall be paid bi-weekly, typically on Friday. The port's payroll week shall begin Sunday at 12:01 a.m. and end Saturday at midnight. Employees are required to complete a direct deposit authorization form upon hire and to keep such information current so that electronic paycheck deposits can be made automatically to the employee's designated financial institution. The port shall have the right and obligation per the Washington State Constitution Article VIII, Section 7, to recover any amounts paid in error.
- (3) Initial Pay Rates. Pay rates for newly hired employee will be within the pay ranges set forth in the above graded Salary Range Structure. A newly hired employee's placement within the pay grade will be based on related experience they bring the port. (*Res. 3823(AM)*)

F. Pay Types.

- (1) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime pay in accordance with prevailing state and federal laws.
- (2) Stand-by Pay. Hourly, non-exempt, employees who are required to be available during non-work hours to resolve problems or otherwise perform work during non-work hours may be eligible for stand-by pay.
- (3) Cost of Living Adjustment (COLA). The port may provide a pay increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price Index.
- (4) Cost of Living Adjustment Plus (COLA Plus). The port may provide a pay increase to certain employees with lower pay rates in addition to the COLA increases they may receive as defined in the Total Rewards Program Guide.
- (5) Multilingual Premium. The port may provide a multilingual pay premium to employees with proven proficiency in another language for language services to the port at the port's request.
- (6) Emergency Pay. In the event of an emergency (e.g. a major snow event, an earthquake, a significant power outage, etc.) that has an adverse impact on port operations, employees working in exempt jobs who are not eligible for overtime, and are required to work more than their normal work schedule may be eligible for Emergency Pay.

- (7) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases and temporary assignment adjustments may be awarded to employees consistent with the port Policy HR-21.
- (8) Special Pay Adjustments. The Executive Director, or Human Resources management under the supervision of the Executive Director, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed by port pay administration policies or procedures.
- (9) Provisional Pay. When unique circumstances (as determined by the Executive Director) result in a subset of port employees incurring an additional cost or liability that is associated with their assigned in-person work location, the port (at the Executive Director's discretion) may provide to that affected subset of port employees additional compensation in the form of a one-time lump sum payment or multiple periodic payments to minimize (but not necessarily completely offset) such additional cost or liability for the then-current calendar year, provided that such amounts are within the approved budget.
- (10) Pay for Performance. The Pay for Performance program is comprised of the two components, a base pay increase component and an incentive pay plan component. The incentive pay plan may be addressed in a separate resolution.
- (a) Base Pay Component. This component permits eligible non-represented employees to earn increases to their base pay that are based on performance ratings earned during the previous performance review period. The amount of the base pay increases shall be approved by the Commission as part of the port budget process and administered according to a plan approved by the executive director and implemented by Human Resources management.
1. Consistent with the general delegation of authority, the Commission shall provide input to the executive director regarding performance of those employees that report directly to the executive director for the executive director's benefit in rating the performance of the executive director's direct reports. Such input shall be provided in executive session no later than the last Commission meeting in January.
- (11) Pay for the Executive Director. Pay and performance evaluation for the executive director shall be approved by the Commission in public session. The Commission shall have discretion in determining pay of the executive director.

(Res. 3820, §9, 2024, Res. 3807, §5, 2022, Res. 3765, §1, 2019; Res. 3739, §2, 2017)

G. Pay Rates and Pay Ranges for Non-Assessed Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-assessed jobs shall be as follows:

- (1) High School, College, and Graduate Intern Positions. Pay rates and employment conditions for students employed under provisions of the Port of Seattle Intern Program shall be determined by human resources staff based upon state or local minimum wage regulations.
- (2) Veteran Fellows Positions. Veteran fellowship jobs are not assessed, and ranges shall be determined by human resources staff to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.
- (3) Executive Director. This job is not assessed and no pay range is established. The executive director's pay is established by the Port Commission.

(Res. 3823(AM), Res. 3739, §2, 2017)

H. Amending Authorized Jobs, Pay Grades, and Pay Ranges. Pay ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes are the result of provisions contained in this policy directive. Exhibit A may be amended by human resources management when the changes are the result of provisions contained in this policy directive (e.g., on-going job assessments or technical errors). *(Res. 3739, §2, 2017)*

SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.

A. The Port Commission supports providing a competitive benefit package for employees and their families that assists the port in retaining and attracting employees with the skills and abilities essential to carry out the port's work. As such, the Commission authorizes the following benefits programs. *(Res. 3739, §3, 2017)*

B. Mandated Benefits. The port will make benefits required by federal, state, or local laws available to employees and ensure they are administered consistent with the governing laws. These benefits include, but are not limited to, the following:

- (1) Social Security (FICA) insurance
- (2) Industrial insurance/Workers Compensation coverage
- (3) Unemployment compensation
- (4) Military leave (based on both federal and state requirements)

- (5) Faith and Conscience Days
- (6) Pregnancy disability leave.
- (7) Family and Medical Leave Act (FMLA) of 1993
- (8) The Family Care Act (FCA) of 2002
- (9) State mandated, Long Term Care insurance program, the Long-Term Service and Supports Trust Act (LTSS)
- (10) Washington State Paid Sick Leave

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3739, §3, 2017)

C. Additional Benefits for Employees. The following benefits shall be administered consistent with port eligibility requirements.

- (1) Paid Leave. The following paid leave plans shall be administered.
 - (a) Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year.
 - (b) Sick Leave. Paid time away from work in the event of illness, injury, or other specified reasons.
 - (c) Holidays. The port shall observe the following 11 holidays:
 - 1. New Year's Holiday
 - 2. Martin Luther King, Jr., Day
 - 3. Presidents Day
 - 4. Memorial Day
 - 5. Juneteenth
 - 6. Independence Day
 - 7. Labor Day

8. Thanksgiving Day
 9. Native American Heritage Day, the day after Thanksgiving
 10. Port Designated Floater (in lieu of Veterans Day)
 11. Christmas Day.
- (d) Personal Day. One full day each year based on the payroll calendar with no accrual and no carry forward.
- (e) Bereavement Leave. Time off to attend or make arrangements for funeral or memorial services of a close family member.
- (f) Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency.
- (g) Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
- (h) Awarded Time. Paid time granted to salaried employees to recognize extra work hours necessary to meet critical deadlines, assure coverage, or otherwise accomplish port objectives.
- (i) Shared Leave. Accrued leave donated by one employee to another to prevent the receiving employee from taking leave without pay due to a serious health condition.
- (j) Paid Parental Leave. Fully paid time away from work following the birth, adoption, or placement for foster care of a new child.
- (k) Port Paid Medical Leave. Partially paid time away from work for the employee's serious medical condition. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.
- (l) Port Paid Family Leave. Partially paid time away from work for the employee to care for a family member with a serious medical condition, inclusive of the birth, adoption, or placement for foster care of a new child. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.

(Res. 3823(AM), Res. 3795, §5, 2021)

(2) Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS) or Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) based on their job responsibilities. Retirement benefits will be administered consistent with applicable Washington state laws.

(a) Employees hired in otherwise eligible positions under RCW 41.40 who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that will provide benefits similar to those provided under PERS, Plan Two.

(b) Police Department employees in non-represented management jobs hired into LEOFF eligible positions who are excluded as stated in RCW 41.04.270 from LEOFF membership as a result of their previous employment will receive port contributions to an alternative plan. These port contributions will be equal to the contributions the port would have made to the LEOFF plan the Police Department employee would have been eligible to enroll in.

Any port retirement contributions made consistent with authority and prior to January 1, 2018, are hereby ratified and confirmed.

(c) Police and Fire Department non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.

(Res. 3823(AM), Res. 3795, §5, 2021)

(3) Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:

(a) The port shall maintain at least two medical plan options.

(b) Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects.

(c) Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction.

- (d) The port retains the right to modify or terminate healthcare benefits.
- (4) Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows:
 - (a) Life Insurance. Benefits paid to beneficiaries in the event of death. The port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
 - (b) Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
 - (c) Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- (5) Flexible Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer work days combined with a non-work day each week or pay period, compressed work week arrangements. Teleworking is another form of flexible work arrangement. Flexible work arrangements and teleworking include a limited Teleworking Equipment Reimbursement Program in years that the reimbursement program is funded.
- (6) Relocation. Reimbursement to newly hired salaried employees for pre-approved moving expenses related to their relocation to the Seattle area as a result of accepting a job with the Port of Seattle.

(Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §3, 2017)

D. *Repealed by Resolution No. 3765.*

E. Benefits for the Executive Director. The Executive Director will be offered the same benefits package other eligible employees are offered as provided in subsections (B) and (C). The port Commission may also authorize different or additional benefits for the Executive Director. *(Res. 3739, §3, 2017)*

SECTION 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.

A. In addition to pension benefits offered to Port of Seattle retirees, the Port Commission authorizes the following benefits and conditions for qualified retirees. *(Res. 3739, §4, 2017)*

B. *Repealed by Resolution No. 3752.*

C. *Repealed by Resolution No. 3752.*

D. **Retiree Life Insurance.** Retirees are eligible for enrollment in the retiree life insurance plan if they have at least five consecutive years of credited service in a non-represented position with the Port of Seattle immediately preceding retirement and are eligible to begin receiving a pension, based at least in part upon Port of Seattle employment, within one month following departure from the port. *(Res. 3752, §1, 2018; Res. 3739, §4, 2017)*

E. **Retiree Parking.** Retirees are eligible for free vacation parking at the north employee parking lot at SEA (the airport in SeaTac, WA owned and operated by the Port of Seattle). A valid retiree identification badge is required to access the north employee parking lot and can be obtained from the front desk at Pier 69. *(Res. 3795, §5, 2021; Res. 3739, §4, 2017)*

F. **Authorization to Amend Benefits Offered to Port of Seattle Retirees.** The port is authorized to amend the benefits in this section as necessary to comply with any changes in statutory regulations, to require retirees to contribute all or a portion of the premium, and to amend or terminate governing vendor or insurance contracts at any time for any reason. *(Res. 3765, §1, 2019; Res. 3739, §4, 2017)*

SECTION 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners.

A. Benefits contained in this section are available to port Commissioners. *(Res. 3739, §5, 2017)*

B. **Healthcare.** Port Commissioners shall have the same healthcare, medical, pharmacy, dental, and vision benefits choices offered to port employees.

(1) **Medical and Pharmacy Benefits for Commissioners.**

(a) **Coverage for Commissioners.** Port Commissioners are eligible to elect medical coverage effective on the first of the month following one calendar month as a Port Commissioner. They shall be eligible for healthcare coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored medical coverage must elect coverage via approved methods.

(b) **Coverage for Commissioners' Dependents.** Port Commissioners are eligible to elect medical benefits for their dependents on the first of the month following one calendar month as a port Commissioner. Coverage for dependents shall be provided by the same medical plan that the Commissioner has chosen.

(2) **Vision Benefits for Commissioners.**

- (a) Coverage for Commissioners. Port Commissioners are eligible to elect vision coverage effective on the first of the month following one calendar month as a Port Commissioner. They shall be eligible for vision coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored vision coverage must elect coverage via approved methods.
 - (b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect vision coverage for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same vision plan that the Commissioner has chosen.
- (3) Dental Benefits for Commissioners.
- (a) Coverage for Commissioners. Port Commissioners who so elect coverage shall receive these benefits effective the first of the month following one calendar month as a Port Commissioner. Dental coverage will be provided in such amounts and in such manner as the port has established with organizations providing or administering such benefits. The eligibility and other conditions of coverage are established with the organization selected by the port to provide such benefits.
 - (b) Coverage for Commissioners' Dependents. Port Commissioners are eligible to elect dental benefits for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same dental plan that the Commissioner has chosen.
- (4) Healthcare Premiums. Commissioners will be responsible for paying a share of their healthcare premiums by payroll deduction in the same manner as non-represented employees. Commissioners are responsible for notifying the port by an approved enrollment method of their coverage elections and eligible dependents. Any additional healthcare costs associated with a lack of notification shall be the Commissioner's responsibility.

(Res. 3752, §1, 2018; Res. 3739, §5, 2017)

C. Life Insurance. Commissioners shall be eligible to elect life insurance coverage as specified below.

- (1) For Commissioners. Port Commissioners who so elect shall have coverage under a \$50,000 basic life insurance policy and/or \$100,000 business travel accident insurance policy on a self-paid basis on the first of the month following one

calendar month as a Port Commissioner subject to provisions of contracts with organizations selected by the port to provide such benefits.

For purposes of optional, self-paid basic life insurance and business travel accident insurance benefits, Port Commissioners are included in the definition of eligible employee.

(a) For Commissioners Eligible for Retiree Life Insurance. A Commissioner is eligible for enrollment in the retiree life insurance plan if the service requirements listed in subsection (B)(1)(b) are satisfied and the Commissioner elected and was covered by the \$50,000 basic life insurance policy immediately prior to the expiration of their term as a Port Commissioner.

(Res. 3739, §5, 2017)

D. Right to Modify or Terminate Coverage. The port retains the right to modify or terminate benefits and/or to modify the cost charged to Commissioners or dependents for such coverage. *(Res. 3739, §5, 2017)*

SECTION 5.5. Policy Regarding Special Programs and Commission Notification.

The Executive Director is authorized to establish and implement voluntary separation, furlough, or other similar programs deemed necessary to benefit the financial health of the port and amend benefits provided for in this policy directive as necessary to execute the provisions of these programs. The Commission shall be notified of any amendments to benefits prior to implementation of any special programs not currently provided for in this policy directive. The Commission shall be notified of any material changes in the administrative details of the programs authorized by this policy directive before changes are implemented. *(Res. 3739, §6, 2017)*

Revision History

June 11, 2024	Resolution No. 3823(AM) changed definitions for ‘at-will’ and ‘seasonal employee;’ replaced grade salary range structure with non-represented employee graded salary range structure and added executive leadership graded salary range structure; changed ‘job evaluation system’ to ‘job assessment process;’ changed initial pay rates provision; removed chief of police, fire chief, deputy chief of police, and assistant fire chief from pay rates and pay ranges for non-assessed jobs; modified veteran fellows positions provision; removed reference to ‘or family member’s’ from port paid medical leave and clarified port paid family leave. Adoption of Resolution No. 3823(AM) included a directive from the Commission through Order No. 2024-09 requiring the Executive Director to return to the Commission for approval of the second phase of the implementation of the Compensation Program.
March 12, 2024	Resolution No. 3820 added a new Section 5.1.F, Provisional Pay, and renumber the remaining section in numeric order.
November 29, 2022	Resolution No. 3807 adding new definition for ‘Cost of Living Adjustments ‘COLA’’ and ‘Pay Equity’; updating section title, striking language referring to Workplace Responsibility staff; adjusting the Graded Salary Range Structure by 4 percent and removing Grade 7 and 8; updating and/or modifying sections related to pay practices, initial pay rates, Information and Communication Technology Stand-by Pay; adding COLA and COLA Plus; adding Multilingual Pay and Emergency Pay; updating Other Pay Adjustments provision; adding ‘Washington State Paid Sick Leave’ reference, and removing reference to COVID-19 Vaccination Verification Incentive Day.
November 16, 2021	Resolution No. 3795 adding new definition for ‘pay rate’ and modify ‘probationary employee;’ adjusting graded salary range structure; amending mandated benefits, paid leave, and retirement; updating flex time and alternative work arrangement provisions; and making other general technical edits to the policy directive.
June 8, 2021	Resolution No. 3790 amended the definitions of “Probationary Employee” and “Probationary Period.”
November 17, 2020	Resolution 3781 added the definition of “Project-related Temporary Assignment;” amended Section 5.1.A(3) relating to the Internal Audit

Director; adjusted the graded salary range structure by 2 percent; and amended Section 5.2.C(c), holidays, to add Juneteenth to the list of port holidays.

- November 19, 2019 Resolution 3765 added and removed definitions in Section 2, reorganized language on the port’s right to modify or terminate benefits and policy in Sections 3 and 4, and removed several cross-references. In Section 5.1, salary ranges were updated and language about the job evaluation system was clarified. New provisions for paid medical and family leave were created in Section 5.2(C).
- November 27, 2018 Resolution 3752 revised definitions of “at-will” and “probationary period”; updated the title of External Relations Senior Director; clarified administrative and functional reporting of the Internal Audit Director; revised the graded salary range structure; added a floating personal day to the port’s holiday schedule; provided for separate medical, dental, pharmacy, and vision benefits; and repealed medical benefits for retirees and their dependents. A new exhibit listing port job titles by salary range was provided at this time also.
- November 28, 2017 Resolution 3739 restated the salary and benefits program for the Port of Seattle for 2018. It provided no expiration date, thereby effectively establishing the first non-expiring Salary and Benefits Policy Directive of the Port of Seattle.

SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS
SALARY RANGES EFFECTIVE JUNE 16, 2024
Annual Base Salary Range (Hourly equivalent in parentheses)

Grade	Minimum	Market Reference Point	Midpoint	Maximum
50	\$42,500 (\$20.43)	\$46,250 (\$22.23)	\$50,000 (\$24.03)	\$57,500 (\$27.64)
51	\$46,750 (\$22.47)	\$50,875 (\$24.45)	\$55,000 (\$26.44)	\$63,250 (\$30.40)
	Office Assistant		Pier 69 Mail & Shipping Specialist	
52	\$51,425 (\$24.72)	\$55,963 (\$26.90)	\$60,500 (\$29.08)	\$69,575 (\$33.44)
	AOB Mail & Facilities Specialist -On-Call Landside Cruise Transportation Coordinator		Pier 69 Security Specialist	
53	\$56,568 (\$27.19)	\$61,559 (\$29.59)	\$66,550 (\$31.99)	\$76,533 (\$36.79)
	AOB Facilities & Mail Specialist Business Intelligence Field Interviewer Harbor Customer Service Specialist - Fishing		Marine Maintenance Accounts Clerk Pier 69 Facilities Specialist	
54	\$62,224 (\$29.91)	\$67,715 (\$32.55)	\$73,205 (\$35.19)	\$84,186 (\$40.47)
	Administrative Staff Assistant Airport Customer Service Representative I Assistant Civil Engineering Technician Aviation Conference Center Specialist Aviation Lease Administration Specialist I Aviation Receiving Dock Operations Coordinator Credit Analyst I Economic Development Division Lease Specialist I		Harbor Moorage Coordinator - Fishing Harbor Operations Specialist Landside Parking Services Administrator Marine Maintenance Business Operations Specialist Marine Maintenance Material & Inventory Specialist Marine Maintenance Operations Specialist Total Rewards Assistant Workers' Compensation Administrative Assistant	
55	\$68,447 (\$32.90)	\$74,486 (\$35.81)	\$80,526 (\$38.71)	\$92,604 (\$44.52)
	Accountant I - Accounts Receivable Accountant I - Billing Accountant I - Capital Services Accounts Payable Specialist Administrative Assistant Airport Customer Service Representative II AV F&I Utility Analyst Aviation Conference Center Sales & Operations Specialist Aviation Lease Specialist II Aviation Maintenance Time Administrator Aviation Program Controls Administrator Civil Engineering CAD Specialist Commission Staff Assistant Construction Safety Administrator CPO Systems and Data Analyst I CPO Tech Business Analyst I Economic Development Division Lease Specialist II		Engineering Facility Specialist Engineering Invoice & Asset Specialist Ground Transportation Controller Harbor Customer Service Specialist ICT Project Coordinator ICT Service Desk Technician Marine Maintenance Intake Admin Specialist Marine Maintenance Time Administrator/Admin On-Call SEA Customer Support Representative Public Art Technician Safety Management System Assurance Specialist SEA Customer Support Representative Subsurface Utility Engineering Technician I Talent Acquisition Coordinator Technical Support Engineer I Waterfront Project Management Project Assistant	
56	\$75,291 (\$36.19)	\$81,935 (\$39.39)	\$88,578 (\$42.58)	\$101,865 (\$48.97)
	Accountant II - Accounts Receivable Accountant II - Billing Accountant II - Capital Services Air Service Administrative & Program Specialist Art Program Coordinator Assistant Construction Manager - Major Construction Assistant Project Manager Associate Financial Analyst Associate Financial Analyst - Mitigation & Recovery Aviation Lease Administration Specialist III Aviation Program Controls Business Systems Administrator Business Intelligence Analyst I Business Intelligence Market Research Analyst I Capital Projects Estimator I Concession Internal Auditor Construction Safety Specialist Credit Analyst II Duwamish River Community Hub Coordinator Economic Development Division Lease Specialist III Engineering Design Technician		Equity, Diversity & Inclusion Metrics & Evaluation Program Assistant External Relations Event Specialist External Relations Graphic Designer Fishermen's Terminal Billing Analyst Harbor Moorage Coordinator ICT Associate Client Engineer ICT Software Support Specialist Marine Maintenance Fleet Program Coordinator Marine Maintenance Logistics Specialist Payroll Specialist PCS Purchasing Specialist Procurement Officer I Project Assistant - Major Construction Project Controls Engineer I Records Management Specialist Senior Ground Transportation Controller Senior Harbor Facilities Coordinator Subsurface Utility Engineering Technician II Tourism Project Specialist	

57	\$82,820 (\$39.81)	\$90,128 (\$43.33)	\$97,436 (\$46.84)	\$112,051 (\$53.87)
Accountant III - Accounts Receivable			Digital Production Specialist	
Accountant III - Billing			Economic Development Division Senior Lease Specialist	
Accountant III - Capital Services			Economic Development Division Utility Analyst	
Accountant III - General Ledger			Executive Assistant - Executive Department	
Accounts Payable Analyst			External Relations Community Programs Support Specialist	
Accounts Payable Lead			External Relations Visual Storyteller	
Airport Recognition & Event Specialist			Financial Analyst	
Airport Training Specialist			Financial Analyst - Mitigation & Recovery	
Airport Training Systems Analyst			Financial Reporting & Controls Analyst I	
Airport Volunteer Specialist			Fire Department System Administrator	
Associate Content Solution and Communication Engineer			Ground Transportation Customer Support Specialist	
Associate Database Engineer			Human Resources Communications & Media Producer	
Associate Software Development Engineer			ICT Asset Management Analyst	
Associate Software Test Engineer			ICT Contract/Software Administrator	
Associate Systems Engineer			ICT Infrastructure Operations Technician	
Aviation Activity Specialist			ICT Mobility Specialist	
Aviation Associate Planner			ICT Service & Reporting Analyst	
Aviation Facilities & Infrastructure Architect/Engineer I			Internal Auditor	
Aviation Lease Management Coordinator			Investigation Specialist	
Aviation Maintenance Planner/Coordinator			Marine Maintenance Asset Analyst/CAD Specialist	
Aviation Senior Utility Analyst			Maritime Marketing Project Manager	
BIM Technology Specialist			Maritime Operations Billing Analyst	
Building Permit Coordinator			Operational Readiness & Airport Transition Specialist	
Bus Driver Trainer			Payroll Analyst	
Business Intelligence Assistant			Project Administrator	
CAD Standard Review Technician			Senior Administrative Assistant	
Civil Engineering Technician			Supervisor, Credit	
Commission Executive Assistant			Supervisor, Customer Care	
Construction Inspector I - Major Construction			Talent Acquisition Recruiter	
CPO Database Integration Analyst II			Talent Connections Program Manager	
CPO Tech Business Analyst II			Technical Support Engineer II	
Department Contract Specialist			Total Rewards Specialist	
Department Contract Specialist - Maritime			Travel & Expense Analyst	
Deputy Commission Clerk			Waterfront Project Management Project Specialist	
Design Engineer/Architect I			Workforce Development Contract & Budget Specialist	
58	\$91,103 (\$43.79)	\$99,141 (\$47.66)	\$107,179 (\$51.52)	\$123,256 (\$59.25)
AFR Business Technology Analyst			External Relations Marketing and Communications Project Manager	
Apprenticeship/Priority Hire Specialist			External Relations Video Producer	
Assistant to Managing Director, Aviation			Fire Department Support Services Administrator	
Assistant to Managing Director, Economic Development			ICT Business Analyst	
Assistant to Senior Director, Environment & Sustainability			ICT Client Engineer	
Assistant to Senior Director, Equity Diversity & Inclusion			ICT Senior Service Desk Technician	
Assistant to Senior Director, External Relations			Lead Total Rewards Specialist	
Assistant to Senior Director, Human Resources			Marine Maintenance Facilities Compliance Program Manager	
Assistant to Senior Director, Labor Relations			Marine Maintenance Facilities Manager I	
AV Facilities & Infrastructure Asset Document Specialist			Marine Maintenance Fleet Asset Project Manager	
AV Facilities & Infrastructure Direct Digital Control Specialist			Marine Maintenance Systems Analyst	
Aviation Capital Development Manager I			Maritime Environmental Contract Specialist	
Aviation Customer Communication Specialist			Operations Project Development Specialist	
Aviation Drawing & Data System Specialist			Paralegal	
Aviation Maintenance Asset Management Analyst			PCS Construction Project Manager I	
Aviation Maintenance Business Analyst			PCS Construction Project Manager I - RMM	
Aviation Maintenance Lead Planner/Coordinator			PCS Contract Management Assistant	
Aviation Maintenance Systems Analyst			Procurement Officer II	
Aviation Program Controls Business Systems Analyst			Project Controls Engineer II	
Aviation Real Estate & Portfolio Manager I			Public Disclosure Specialist	
Aviation Security Business Systems Analyst			Real Estate Development Planning Specialist	
Background Compliance Specialist			Real Estate Property Manager I	
Business Intelligence Analyst II			Risk Claims Specialist	
Business Intelligence Market Research Analyst II			Senior Building Permit Coordinator	
Business Systems Analyst			Senior Civil Engineering CAD Specialist	
Capital Project Manager I			Senior Commission Executive Assistant	
Construction Inspector II - Major Construction			Senior Engineering Design Technician	
Construction Labor Specialist I			Signage & Wayfinding - Technical Designer	
Construction Management Contract Administrator			Signage & Wayfinding Specialist	
Construction Manager I - Major Construction			Signage Specialist - Digital Systems	
CPO Systems and Data Analyst II			Strategic Aide	
Cruise Operations Specialist			Supervisor, Administrative Professional	
Customer Care & Construction Coordinator			Supervisor, AOB Facilities	
Div in Contracting Community Engagement & Training Prog Spec			Supervisor, Aviation Maintenance Procurement & Inventory	
Diversity in Contracting Coordinator			Supervisor, Landside Billing	
Engineering Geographic Information System Data Specialist			Supervisor, Pier 69 Facilities	
Environmental Finance Business Analyst			Telecommunications Specialist	
Environmental Finance Invoice Systems Specialist			Unified Pest Management Program Manager	
Environmental Management Specialist			Waterfront Project Management Contract Specialist	
Executive Assistant to Deputy Executive Director			Waterfront Project Management Facilities Project Manager I	
External Relations Capital Projects Marketing Specialist				

59	\$100,213 (\$48.17)	\$109,055 (\$52.43)	\$117,897 (\$56.68)	\$135,582 (\$65.18)
Air Service Development Analyst			Linux Server Engineer	
Airline Scheduling Systems Specialist			Manager, Airport Landside Operations Program	
Associate Process Improvement Program Manager			Manager, Marine Maintenance Asset Program	
Aviation Capital Development Manager II			Manager, SEA Call Center	
Aviation Facilities & Infrastructure Architect/Engineer II			Marine Maintenance Asset Management Coordinator	
Aviation Facilities & Infrastructure BIM Program Manager			Marine Maintenance Business Analyst	
Aviation Maintenance Duty Baggage Manager			Marine Maintenance Regulatory Compliance Coordinator	
Aviation Planner			Maritime Marketing Program Manager	
Aviation Security Compliance Analyst			Mental Health Professional	
Building Inspector / Plan Examiner			Network Engineer	
Commission Clerk			Payroll Operations & Systems Analyst	
Commission Office Strategic Advisor			Records Program Manager	
Construction Labor Specialist II			Safety Management System Program Manager	
Construction Safety Manager I			Senior Accountant - Accounts Receivable	
CPO Database Integration Analyst III			Senior Accountant - Billing	
CPO Systems and Data Analyst III			Senior Accountant - Capital Services	
CPO Tech Business Analyst III			Senior Accountant - Disbursements	
Custodial Operations Quality Assurance Specialist			Senior Accountant- General Ledger	
Database Engineer			Senior Civil Engineering Technician	
Design Engineer/Architect II			Senior Commission Specialist	
Driver Safety Program Manager			Senior Environmental Management Specialist	
Economic Development Program Manager			Senior Financial Analyst	
Emergency Preparedness Program Mgr - Logistics & Systems			Senior Financial Analyst - Mitigation & Recovery	
Enterprise Resource Planning Developer/Programmer I			Senior Grant Accountant - Capital Services	
Equity, Diversity & Inclusion Training & Engagement Manager			Senior Payroll Analyst	
Executive Assistant to Executive Director			Senior Port Budget Analyst	
External Relations Digital Producer			Senior Treasury Analyst	
External Relations Social Media Program Manager			Software Test Engineer	
Field Survey Project Manager			Subsurface Utility Engineering Project Manager	
Financial Reporting & Controls Analyst II			Supervisor, Aviation Lease Administration	
Geographic Information System Analyst			Supervisor, Aviation Security	
Government Relations Policy Analyst			Supervisor, Credentialing Center	
Grant Administrator Waterfront Project Management			Supervisor, Harbor Operations - Fishing	
Harbor Business Analyst			Supervisor, Harbor Operations - Recreational Boating	
Human Resources Business Technology Analyst			Supervisor, Landside	
ICT Senior Infrastructure Operations Technician			Systems Engineer	
ICT Senior Mobility Specialist			Talent Acquisition Senior Recruiter	
ICT Service Technician Lead			Tax Analyst	
Information Security Engineer/Analyst I			Technical Support Engineer III	
Labor Relations Analyst			Waterfront Project Management Facilities Project Manager II	
Learning/Development Consultant			Windows Server Engineer	
Legal Department Administrator			Workers' Compensation Administrator	
60	\$110,234 (\$52.99)	\$119,961 (\$57.67)	\$129,687 (\$62.34)	\$149,140 (\$71.70)
Affirmative Action Program Manager			Geographic Information System Software Engineer	
AFR Business Technology Consultant			Health & Safety Program Manager	
Air Cargo Facilities Manager			Human Resources Data Analyst	
Air Cargo Operations Manager			ICT Lead Mobility Specialist	
Airline & Passenger Systems Specialist			ICT Senior Business Analyst	
Airport Dining & Retail Business Operations Manager			ICT Senior Client Engineer	
Airport Dining & Retail Program Manager			Information Security Engineer/Analyst II	
Airport Operations Development Manager - Landside Ops			Labor Compensation Analyst	
Assistant Manager, Airport Communications Center			Learning & Leadership Program Manager	
Assistant Manager, Airport Operations Certification			Manager, AFR Records & Administration	
Assistant Manager, Aviation Maintenance - Fleet			Manager, Airport Accessibility & Volunteer Program	
Assistant Manager, Aviation Maintenance Distribution Center			Manager, Airport Building Department	
AV Communications and Marketing Program Manager			Manager, Aviation & Compliance Training	
Aviation Facilities & Infrastructure Architect/Engineer III			Manager, Aviation Customer Communication	
Aviation Facilities & Infrastructure Utility Program Manager			Manager, Corporate Facilities	
Aviation Maintenance Capital Project Liaison			Manager, Customer Service Learning & Recognition	
Aviation Maintenance Senior Business Analyst			Manager, Harbor Customer Service	
Aviation Maintenance Senior Duty Baggage Manager			Manager, Police Records	
Aviation Maintenance Senior Systems Analyst			Manager, Public Disclosure	
Aviation Maintenance Small Works Proj Manager/Controls Coord			Manager, Safety Management System Assurance	
Aviation Parking & Ecommerce Customer Relationship Manager			Marine Maintenance Facilities Manager II	
Aviation Parking & Ecommerce Marketing Manager			Maritime Senior Planner	
Aviation Program Controls Senior Systems Analyst			P-card Administrator	
Aviation Real Estate & Portfolio Manager II			PCS Construction Cost Engineer/Scheduler	
Aviation Security Capital Project Liaison			PCS Construction Project Manager II	
Aviation Senior Planner			PCS Construction Project Manager II - RMM	
Biometrics Program Manager			Procurement Officer III	
Business Intelligence Analyst III			Project Controls Engineer III	
Business Intelligence Market Research Analyst III			Real Estate Property Manager II	
Capital Project Manager II			Risk Analyst	
Capital Projects Estimator II			Safety Management System Risk Manager	
Certified Occupational Health Nurse			Senior BIM Technology Specialist	
Chief of Maritime Staff			Senior Business Development Analyst - Aviation	
Community Investments Program Manager			Senior Employee Relations Consultant	
Construction and Operational Readiness Manager			Senior HR Business Technology Consultant	
Construction Inspector III - Major Construction			Senior Internal Auditor	
Construction Labor Priority Hire Program Manager			Senior Investigation Specialist	
Construction Management Systems Analyst			Senior Telecommunication Specialist	
Construction Manager II - Major Construction			Software Development Engineer	

Construction Safety Manager II
Content Solution and Communication Engineer
CPO Systems and Data Analyst IV
Deputy Executive Chief of Staff
Design Engineer/Architect III
Div in Contracting Community Engagement/Training Prog Mgr
Diversity in Contracting Compliance Specialist
Economic Development Innovation Program Manager
Emergency Preparedness Program Mgr - Policy & Planning
Emergency Preparedness Program Mgr - Training & Exercise
External Relations Aviation Environmental Program Manager
Facilities & Infrastructure Accessibility Program Manager
Financial Reporting & Controls Analyst III
Fire Protection Engineer

Supervisor, Accounting - Capital Services
Supervisor, Landside - Air Transit Operations
Supervisor, Procurement
Survey Project Manager
Talent Acquisition Lead
Technical Support Engineer IV
Telecommunications Infrastructure Engineer
Total Rewards Analyst
Total Rewards Program Manager
Transportation Access Program Manager
Waterfront Project Management Project Controls Coordinator
Waterfront Project Management Systems/Data Analyst
Wildlife Biologist
Workforce Development Program Manager & Data Analyst

61	\$121,257 (\$58.29)	\$131,957 (\$63.44)	\$142,656 (\$68.58)	\$164,054 (\$78.87)
Airfield Operations Manager			Manager, Engineering Operations & Finance	
Assistant Manager, Aviation Maintenance Mechanical Systems			Manager, Equity, Diversity & Inclusion Policy and Communications	
Aviation Business & Properties Asset Manager			Manager, External Relations Events and Engagement	
Aviation Capital Development Manager III			Manager, Harbor Business and Operations - Fishing	
Aviation Planning Program Leader			Manager, ICT Client Services	
Aviation Principal Planner			Manager, ICT Service Desk	
Capital Project Estimator			Manager, Infrastructure Operations	
Capital Project Manager III			Manager, Lease Management and Airlines Statistics	
Capital Projects Estimator III			Manager, Marine Maintenance Logistics	
Climate Change and Clean Energy Program Manager			Manager, Marine Maintenance Regulatory Compliance Program	
Construction Management Cost Estimator			Manager, Maritime Operations	
Construction Manager III - Major Construction			Manager, PCS Construction Operations	
CPO Database Integration Analyst IV			Manager, Subsurface Utility Engineering	
CPO Tech Business Analyst IV			Manager, Survey Crew	
Design Production Manager			Manager, Workers' Compensation	
Enterprise Resource Planning Administrator			PCS Construction Project Manager III	
Environmental Program Manager			PCS Construction Project Manager III - RMM	
External Relations East King Cty Community & Gov't Rel Mgr			Principal Financial Analyst	
External Relations Senior Pgrm Mgr-Aviation Engagement			Principal Financial Analyst - Mitigation & Recovery	
External Relations Senior Pgrm Mgr-Aviation Env Engagement			Process Improvement Program Manager	
External Relations Senior Pgrm Mgr-Maritime Engagement			Procurement Officer IV	
External Relations Senior Pgrm Mgr-Maritime Env Engagement			Real Estate Manager	
External Relations Senior Pgrm Mgr-Maritime Industrial Engage			Senior Aviation Real Estate & Portfolio Manager	
ICT Lead Client Engineer			Senior Content Solution and Communication Engineer	
ICT Mobility Manager			Senior Information Technology Auditor	
ICT Project Manager			Senior Linux Server Engineer	
Innovation Program Manager			Senior Manager, Maritime Marketing	
Internal Audit Program Manager			Senior Manager, Maritime Security	
International Terminal Operations Manager			Senior Media Officer	
Manager, 911 Communications			Senior Network Engineer	
Manager, Accounts Payable			Senior Public Safety Technology Consultant	
Manager, Air Services Development			Senior Software Development Engineer	
Manager, Airport Dining & Retail-Business Dev and Operations			Senior Software Test Engineer	
Manager, Airport Facility Services			Senior Survey Project Manager	
Manager, Aviation Conference Center Services			Senior Systems Engineer	
Manager, Aviation Maintenance Custodial Operations			Senior Windows Server Engineer	
Manager, Aviation Parking and Ecommerce Revenue Mgmt			Strategic Planning Program Manager	
Manager, Creative Services			Sustainability Reporting and Communications Program Manager	
Manager, Design Quality - Engineering			Terminal Operations Manager	
Manager, Employee Communications			Waterfront Project Management Facilities Project Manager III	
Manager, Engineering Mapping Services				

62	\$133,383 (\$64.12)	\$145,152 (\$69.78)	\$156,921 (\$75.44)	\$180,460 (\$86.75)
Assistant Director, Customer Engagement			Manager, Aviation Security - Compliance	
Assistant Director, Customer Experience			Manager, Aviation Security - Employee Screening / Physical Security	
Aviation Capital Development Manager IV			Manager, Aviation Security Systems and Access	
Aviation Facilities & Infrastructure Communication Prog Mgr			Manager, Business Intelligence Program - Analytics	
Aviation Facilities & Infrastructure Senior Architect/Engineer			Manager, Business Intelligence Program - Research	
Business Technology Consultant			Manager, Construction Safety Services	
Capital Project Manager IV			Manager, Content Services	
Commission Deputy Chief of Staff			Manager, Corporate Budget & Systems	
Construction Labor Manager			Manager, Corporate Finance	
CPO Systems and Data Analyst V			Manager, CPO Planning & Analysis	
CPO Tech Business Analyst V			Manager, Cruise Operations & Business Development	
Div in Contracting Disadvantaged Business Enterprise Prog Mgr			Manager, Diversity in Contracting Women/Minority Business Enterprise	
Enterprise Resource Planning Developer/Programmer II			Manager, Financial & Cost Recovery	
Environmental Justice Program Manager			Manager, ICT Financial Services	
Equity, Diversity & Inclusion System Change Program Manager			Manager, Lease Administration & Utility Management	
ICT Contracts and Compliance Advisor			Manager, Marine Maintenance Fleet & Transportation	
ICT Project Intake Manager			Manager, Payroll	
ICT Senior Project Manager			Manager, PCS Construction	
ICT Solutions Architect			Manager, Risk Claims	
Indoor Navigation Program Manager			Manager, Seaport Environmental Finance	
Information Security Engineer/Analyst III			Manager, Seaport Finance & Budget	
International Business Protocol Liaison			Manager, Signage and Wayfinding	
International Tourism Development Manager			Manager, Talent Acquisition	
Labor Relations Manager			Manager, Talent Connections	
Lead Senior Employee Relations Consultant			Manager, Talent Development and Diversity	
Local Government Relations Manager			Manager, Terminal Operations Project Development	
Manager, Accounting - Accounts Receivable			Manager, Waterfront Cost Estimating	
Manager, Accounting - Billing			Manager, Waterfront Program Management Project Controls	
Manager, Accounting - Capital Services			PCS Cost Estimator	
Manager, Accounting - General Ledger			Principal Business Intelligence Analyst	
Manager, Air Cargo			Procurement Officer V	
Manager, Airline Scheduling Systems			Project Controls Engineer IV	
Manager, Airport Communications Center			Real Estate Development Manager	
Manager, Airport Landside Operations			Regional Government Relations Manager	
Manager, Airport Operations - Certification			Senior AFR Business Technology Consultant	
Manager, Art Program			Senior Construction Manager – Major Construction	
Manager, Aviation Finance			Senior Database Engineer	
Manager, Aviation Maintenance Capital Project Liaison			Senior Design Engineer/Architect	
Manager, Aviation Maintenance - Field Crew/Civil Infrastructure			Senior Fire Protection Engineer	
Manager, Aviation Maintenance - Fleet			Senior Manager, Content, Marketing and Digital Communication	
Manager, Aviation Maintenance Asset			Senior Manager, PCS Construction RMM	
Manager, Aviation Maintenance Business Systems			Senior Manager, Real Estate	
Manager, Aviation Maintenance Facilities Capital Project Liaison			Senior Organizational Business Partner	
Manager, Aviation Maintenance Logistics			Server Engineering Lead	
Manager, Aviation Maintenance Mechanical Systems			State Government Relations Manager	
Manager, Aviation Maintenance Planning & Small Works			Supervisor, Telecommunication Infrastructure Engineer	
Manager, Aviation Operations Project Development			Tribal Relations Senior Program Manager	
Manager, Aviation Planning			Waterfront Project Management Facilities Project Manager IV	
Manager, Aviation Program Controls Business Systems			Waterfront Project Management Project Controls Engineer	
Manager, Aviation Program Controls Cost Estimating				
63	\$146,722 (\$70.53)	\$159,668 (\$76.76)	\$172,614 (\$82.98)	\$198,506 (\$95.43)
Assistant Director, Aviation Business Development			Manager, Internal Audit	
Assistant Director, Aviation Employee Experience & Learning			Manager, Procurement	
Assistant Director, Aviation Parking & Ecommerce Revenue Mgmt			Manager, Server Engineering	
Aviation Facilities & Infrastructure Principal Architect/Engineer			Manager, Total Rewards	
Capital Project Manager V			Manager, Treasury	
Cyber Risk & Compliance Program Manager			Principal Business Intelligence Data Engineer	
Data Scientist			Principal Construction Manager - Major Construction	
Enterprise Resource Planning Developer/Programmer III			Principal Design Engineer/Architect	
ICT Principal Engineer			Principal Geographic Information System Architect	
ICT Program Manager			Project Controls Engineer V	
Lead Network Engineer			Regional Transportation Senior Manager	
Lead Software Development Engineer			Senior Designer (Multi-credential)	
Lead Systems Engineer			Senior Environmental Program Manager	
Manager, Aviation Capital Programs			Senior Manager, Airport Building Department	
Manager, Aviation Maintenance - Electrical and Electronic			Senior Manager, Aviation Planning	
Manager, Aviation Maintenance and Operations			Senior Manager, Design Technology	
Manager, Business Technology			Senior Manager, Federal & International Government Relations	
Manager, Financial Reporting & Controls			Senior Manager, Labor Relations	
Manager, Fire Protection Engineering			Senior Manager, Maritime Planning	
Manager, Human Resources Technology			Senior Manager, Operations Readiness & Activation	
Manager, ICT Business Services			Senior Manager, Strategic Initiatives/Chief Strategy Officer	
Manager, ICT Project Initiation			Senior Manager, Survey, Mapping and Utility Locating Services	
Manager, ICT Quality Assurance			Senior Manager, Workplace Responsibility	

64	\$161,394 (\$77.59)	\$175,634 (\$84.43)	\$189,875 (\$91.28)	\$218,356 (\$104.97)
Assistant Director, Air Services Development			Manager, Information Security	
Assistant Director, Airline Affairs & Aviation Properties			Manager, Information Security Resiliency	
Assistant Director, Airport Dining & Retail			Manager, Network Engineering	
Assistant Director, Airport Duty Manager Operations			Manager, Software Development	
Assistant Director, Airport Operations - Business Unit			Manager, Systems Engineering	
Assistant Director, Airport Operations Risk & Safety			Senior Manager, Aviation Finance and Budget	
Assistant Director, Central Procurement Office			Senior Manager, Aviation Maintenance	
Assistant Director, CPO Strategic Partnerships & Analytics			Senior Manager, Aviation Maintenance Assets & Logistics	
Assistant Director, Disbursements Administration			Senior Manager, Aviation Maintenance Custodial Services	
Assistant Director, General Accounting			Senior Manager, Credentialing and Access	
Assistant Director, Revenues Administration			Senior Manager, Emergency Preparedness	
Capital Program Leader			Senior Manager, Fishing Vessel Services	
Construction Program Leader - Major Construction (CPL)			Senior Manager, Marine Maintenance	
Design Program Manager - Engineering			Senior Manager, Marine Maintenance Business Ops, Systems & Logistics	
Director, Corporate Budget			Senior Manager, Marine Maintenance Fleet & Facilities	
Director, External Relations Capital Project Delivery			Senior Manager, Maritime Operations	
Director, Workforce Development			Senior Manager, PCS Business Operations	
Manager, Aviation Facilities & Infrastructure Discipline			Senior Manager, PCS Construction Operations	
Manager, Aviation Program Controls			Senior Manager, Recreational Boating	
Manager, Database Engineering			Senior Manager, Seaport Environmental Finance	
Manager, Enterprise Geographic Information System			Senior Manager, Security Operations	
Manager, Enterprise Resource Planning			Senior Manager, Security Strategy & Intelligence	
Manager, ICT Project Management			Senior Manager, Waterfront Project Management	
65	\$177,533 (\$85.35)	\$193,198 (\$92.88)	\$208,862 (\$100.41)	\$240,192 (\$115.47)
Assistant Director, Aviation Project Management Group			Director, Small Business Development	
Assistant Director, Engineering Construction Management			Director, Tourism Development	
Assistant Fire Chief - Administration			Senior Manager, Aviation Capital Programs	
Assistant Fire Chief - Operations			Senior Manager, Aviation Facilities & Infrastructure	
Deputy Chief of Police			Senior Manager, Aviation Program Controls	
Director, Aviation Innovation			Senior Manager, Design Services	
Director, Corporate Finance			Senior Manager, Environmental Programs	
Director, Cruise Business & Maritime Marketing			Senior Manager, Waterfront Program Controls	
Director, Real Estate Development			Senior Port Counsel	
Director, Risk Management				
66	\$195,286 (\$93.88)	\$212,518 (\$102.17)	\$229,749 (\$110.45)	\$264,211 (\$127.02)
*Chief of Staff, Commission Services			Director, External Relations Community Engagement	
Director, Accounting & Financial Reporting			Director, Human Resources - Health & Safety	
Director, Aviation Business & Properties			Director, Human Resources - Organizational Effectiveness	
Director, Aviation Commercial Management			Director, Human Resources - Talent Management	
Director, Aviation Facilities & Capital Programs			Director, Human Resources, EEO & Professional Standards	
Director, Aviation Finance & Budget			Director, ICT Infrastructure Services	
Director, Business Intelligence			Director, ICT Technology Delivery	
Director, Central Procurement Office			Director, Information Security / Chief Information Security Officer	
Director, Customer Experience & Brand Strategy			Director, Maritime Operations & Security	
Director, Engineering - Construction Management			Director, Port Construction Services	
Director, Engineering - Design, Quality and BIM			Director, Seaport Finance & Budget	
Director, External Relations Communications & Marketing			Fire Chief	
67	\$214,815 (\$103.27)	\$233,769 (\$112.38)	\$252,724 (\$121.50)	\$290,632 (\$139.72)
*Chief of Police			Director, Government Relations	
Chief Engineer			Director, Human Resources - Total Rewards	
Director, Airport Operations			Director, ICT Product Engineering	
Director, Aviation Environmental Services			Director, Marine Maintenance	
Director, Aviation Maintenance			Director, Maritime Environmental & Sustainability	
Director, Aviation Project Management Group			Director, Real Estate Asset Management	
Director, Aviation Security			Director, Waterfront Project Management Group	
68	\$236,296 (\$113.60)	\$257,146 (\$123.62)	\$277,996 (\$133.65)	\$319,695 (\$153.69)
Aviation Chief Development Officer			Chief Information Officer	
Aviation Chief Operating Officer			Deputy General Counsel	
69	\$259,926 (\$124.96)	\$282,861 (\$135.99)	\$305,795 (\$147.01)	\$351,665 (\$169.06)
70	\$285,919 (\$137.46)	\$311,147 (\$149.58)	\$336,375 (\$161.71)	\$386,831 (\$185.97)

SCHEDULE OF EXECUTIVE LEADERSHIP JOBS

Grade	Minimum	Market Reference Point	Midpoint	Maximum
101	\$187,234 (\$90.01)	\$203,617 (\$97.89)	\$220,000 (\$105.76)	\$252,766 (\$121.52)
102	\$205,957 (\$99.01)	\$223,979 (\$107.68)	\$242,000 (\$116.34)	\$278,043 (\$133.67)
	*Director, Internal Audit		*Executive Chief of Staff	
103	\$226,553 (\$108.91)	\$246,377 (\$118.45)	\$266,200 (\$127.98)	\$305,847 (\$147.04)
	*Managing Director, Economic Development		*Senior Director, Labor Relations	
	*Senior Director, Equity Diversity & Inclusion			
104	\$249,209 (\$119.81)	\$271,014 (\$130.29)	\$292,820 (\$140.77)	\$336,431 (\$161.74)
	*Chief Financial Officer		*Senior Director, Environmental & Sustainability	
	*General Counsel/Chief Compliance Officer		*Senior Director, External Relations	
	*Managing Director, Maritime		*Senior Director, Human Resources	
105	\$274,129 (\$131.79)	\$298,116 (\$143.32)	\$322,102 (\$154.85)	\$370,075 (\$177.92)
	*Managing Director, Aviation			
106	\$301,542 (\$144.97)	\$327,927 (\$157.65)	\$354,312 (\$170.34)	\$407,082 (\$195.71)
	*Deputy Executive Director			
107	\$331,697 (\$159.46)	\$360,720 (\$173.42)	\$389,743 (\$187.37)	\$447,790 (\$215.28)

NON-EVALUATED JOBS

Grade	Minimum	Midpoint	Maximum
201	\$41,538 (\$19.97)	\$41,538 (\$19.97)	\$41,538 (\$19.97)
	High School Intern		
202	\$43,618 (\$20.97)	\$51,418 (\$24.72)	\$59,218 (\$28.47)
	College Intern		
203	\$60,258 (\$28.97)	\$62,338 (\$29.97)	\$64,418 (\$30.97)
	Graduate Intern		

*At will positions

**The hourly rates presented here represents only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.