

**SALARY AND BENEFIT RESOLUTION NO. 2944**

**Effective December 23, 1984**

INDEX

RESOLUTION NO. 2944

	<u>Page No.</u>
I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES . . . . .	1
A. Classification of Positions . . . . .	1
B. Graded Salary Ranges. . . . .	1
Schedule of Salary Ranges . . . . .	2
C. Salary Rates, Ranges, and Allowances for Certain Nongraded Positions . . . . .	3
1. Police and Fire Classifications. . . . .	3
2. Regional Marketing Positions . . . . .	3
3. Executive Positions and Department Directors . . . . .	3
4. Legal Staff. . . . .	3
5. Student Intern or Foreign Trainee Positions. . . . .	3
D. Amending Authorized Positions, Classifications, and Salary Rates and Ranges . . . . .	3
II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM . .	4
III. FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES	4
A. Selection Criteria. . . . .	4
B. Authorized Positions. . . . .	5
C. Setting Salaries. . . . .	5
1. Hires. . . . .	5
2. Transfers. . . . .	5
IV. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES AND ADJUSTMENTS. . . . .	5
A. For Salaried Employees Whose Salary Ranges are Established in Exhibit A . . . . .	5
1. Probationary Salary Increases. . . . .	5
2. Discretionary Merit/Special Adjustment Fund Administration. . . . .	6
3. Upgrade Adjustments. . . . .	7
a. Initial Adjustment. . . . .	7
b. Secondary Adjustment. . . . .	7
4. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges . . . . .	7
5. Temporary Pay for Replacements . . . . .	8
B. General Adjustments for Salaried Employees Whose Salary Rates or Ranges Are Established in Exhibit A. . . . .	8
C. Special Job-related Add-on Allowance for Employees in Certain Exempt Positions. . . . .	8
D. Foreign Language Premium. . . . .	8
E. Payment for Relocation Costs. . . . .	9
V. ADMINISTRATION OF PAY PRACTICES. . . . .	9
A. Conversion of Salary Rates. . . . .	9
1. Exempt Classifications (Schedule A) . . . . .	9
2. Nonexempt Classifications (Schedule B) . . . . .	9
B. Definitions of Employment Status. . . . .	9
1. Regular Employment . . . . .	9
a. Full-Time . . . . .	9
b. Part-Time . . . . .	9
2. Temporary. . . . .	10
C. Authorized Work Schedules for Full-Time Employees . . . . .	10
D. Extra Compensation. . . . .	10
1. Overtime . . . . .	10
2. Shift Differential . . . . .	10
3. Compensatory Time. . . . .	10

INDEX (Continued)

RESOLUTION NO. 2944

	<u>Page No.</u>
VI. ADMINISTRATION OF BENEFIT PROGRAM. . . . .	11
A. Basic Benefits Provided for All Salaried Employees. . . . .	11
1. Social Security (FICA) Insurance . . . . .	11
2. Industrial Insurance or Other Duty Disability Benefits . . . . .	11
3. Unemployment Compensation. . . . .	11
4. Military Leave . . . . .	11
5. Transportation and Parking . . . . .	11
B. Benefits Provided Regular Employees, Including Probationary/ Regular. . . . .	11
1. Retirement . . . . .	11
2. Compensated Leave (Note regarding Leave Without Pay) . . . . .	12
a. Civic Duty Leave. . . . .	12
b. Sick Leave. . . . .	12
c. Long Term Sick Leave Account. . . . .	13
d. Bereavement Leave . . . . .	13
3. Holidays . . . . .	13
a. Full-Time Employees . . . . .	14
b. Part-Time Employees . . . . .	14
c. Temporary Employees . . . . .	14
d. Employees on Approved Leaves. . . . .	15
4. Vacation With Pay. . . . .	15
a. Scheduling of Vacation Leave. . . . .	15
b. Limits on Accumulating Vacation Leave . . . . .	15
c. Rates of Accrual. . . . .	15
5. Pooled Leave . . . . .	16
a. Vacation Conversions. . . . .	16
b. Sick Leave Conversions. . . . .	16
6. Payment for Accrued Leave at Termination . . . . .	16
a. Sick Leave. . . . .	16
b. Vacation. . . . .	16
c. Pooled Leave. . . . .	16
7. Insurance Benefits . . . . .	17
a. Medical Insurance for Employees Only. . . . .	17
b. Medical Insurance for Dependents. . . . .	17
c. Life Insurance. . . . .	18
d. Long-Term Disability Insurance. . . . .	18
e. Dental Insurance. . . . .	18
VII. EFFECTIVE DATE . . . . .	18

RESOLUTION NO. 2944

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications, salaries, and allowances for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; jury duty, vacation, pooled leave, holidays, compensatory time, foreign language premium, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; transportation and parking; and authorizing this resolution to be effective on December 23, 1984 and repealing all prior resolutions dealing with the same subject, including Resolution Nos. 2917 and 2921.

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

I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RANGES

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

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

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

SCHEDULE A AND B GRADED SALARY RANGES  
December 9, 1984

A1 - MANAGEMENT EXEMPT			
Grade	Salary Range		
	Minimum	Midpoint	Maximum
1	\$22,248 1,854	\$26,424 2,202	\$30,588 Annual 2,549 Monthly
2	23,736 1,978	28,200 2,350	32,652 2,721
3	25,332 2,111	30,072 2,506	34,812 2,901
4	27,012 2,251	32,076 2,673	37,140 3,095
5	28,836 2,403	34,236 2,853	39,636 3,303
6	30,768 2,564	36,540 3,045	42,312 3,526
7	32,844 2,737	39,012 3,251	45,168 3,764
8	35,052 2,921	41,628 3,469	48,192 4,016
9	37,440 3,120	44,448 3,704	51,456 4,288
10	39,960 3,330	47,448 3,954	54,936 4,578
11	42,672 3,556	50,676 4,223	58,668 4,889
12	45,564 3,797	54,108 4,509	62,652 5,221
13	48,672 4,056	57,792 4,816	66,912 5,576
14	51,984 4,332	61,728 5,144	71,472 5,956

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT			
Grade	Salary Range		
	Minimum	Midpoint	Maximum
1	\$20,376 1,698	\$24,192 2,016	\$28,008 Annual 2,334 Monthly
2	21,396 1,783	25,416 2,118	29,436 2,453
3	22,464 1,872	26,688 2,224	30,900 2,575
4	23,604 1,967	28,032 2,336	32,460 2,705
5	24,780 2,065	29,436 2,453	34,080 2,840
6	26,004 2,167	30,888 2,574	35,772 2,981
7	27,288 2,274	32,412 2,701	37,536 3,128
8	28,632 2,386	34,008 2,834	39,372 3,281
9	30,012 2,501	35,652 2,971	41,292 3,441
10	31,464 2,622	37,368 3,114	43,272 3,606
11	32,988 2,749	39,168 3,264	45,336 3,778
12	34,536 2,878	41,004 3,417	47,472 3,956
13	36,288 3,024	43,092 3,591	49,896 4,158
14	38,052 3,171	45,192 3,766	52,332 4,361

15	39,888 3,324	47,376 3,948	54,852 4,571
16	41,808 3,484	49,656 4,138	57,492 4,791
17	43,824 3,652	52,044 4,337	60,264 5,022

**SCHEDULE B - NONEXEMPT**

Grade	Salary Range		
	Minimum	Midpoint	Maximum
1	\$ 946	\$ 1,126	\$ 1,305 Monthly
2	1,008	1,197	1,386
3	1,068	1,269	1,470
4	1,133	1,346	1,559
5	1,203	1,429	1,654
6	1,275	1,515	1,754
7	1,352	1,606	1,860
8	1,433	1,702	1,971
9	1,518	1,803	2,088
10	1,608	1,911	2,213
11	1,703	2,024	2,344
12	1,806	2,144	2,482
13	1,910	2,269	2,627
14	2,021	2,400	2,778
15	2,136	2,537	2,938

SCHEDULE A AND B GRADED SALARY RANGES  
December 9, 1984

A1 - MANAGEMENT EXEMPT			
Grade	Salary Range		
	Minimum	Midpoint	Maximum
1	\$22,248 1,854	\$26,424 2,202	\$30,588 Annual 2,549 Monthly
2	23,736 1,978	28,200 2,350	32,652 2,721
3	25,332 2,111	30,072 2,506	34,812 2,901
4	27,012 2,251	32,076 2,673	37,140 3,095
5	28,836 2,403	34,236 2,853	39,636 3,303
6	30,768 2,564	36,540 3,045	42,312 3,526
7	32,844 2,737	39,012 3,251	45,168 3,764
8	35,052 2,921	41,628 3,469	48,192 4,016
9	37,440 3,120	44,448 3,704	51,456 4,288
10	39,960 3,330	47,448 3,954	54,936 4,578
11	42,672 3,556	50,676 4,223	58,668 4,889
12	45,564 3,797	54,108 4,509	62,652 5,221
13	48,672 4,056	57,792 4,816	66,912 5,576
14	51,984 4,332	61,728 5,144	71,472 5,956

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT			
Grade	Salary Range		
	Minimum	Midpoint	Maximum
1	\$20,376 1,698	\$24,192 2,016	\$28,008 Annual 2,334 Monthly
2	21,396 1,783	25,416 2,118	29,436 2,453
3	22,464 1,872	26,688 2,224	30,900 2,575
4	23,604 1,967	28,032 2,336	32,460 2,705
5	24,780 2,065	29,436 2,453	34,080 2,840
6	26,004 2,167	30,888 2,574	35,772 2,981
7	27,288 2,274	32,412 2,701	37,536 3,128
8	28,632 2,386	34,008 2,834	39,372 3,281
9	30,012 2,501	35,652 2,971	41,292 3,441
10	31,464 2,622	37,368 3,114	43,272 3,606
11	32,988 2,749	39,168 3,264	45,336 3,778
12	34,536 2,878	41,004 3,417	47,472 3,956
13	36,288 3,024	43,092 3,591	49,896 4,158
14	38,052 3,171	45,192 3,766	52,332 4,361
15	39,888 3,324	47,376 3,948	54,852 4,571
16	41,808 3,484	49,656 4,138	57,492 4,791
17	43,824 3,652	52,044 4,337	60,264 5,022

*copy  
of  
this  
p 2  
etc  
Don't microfilm  
oversize*

SCHEDULE B - NONEXEMPT			
Grade	Salary Range		
	Minimum	Midpoint	Maximum
1	\$ 946	\$ 1,126	\$ 1,305 Monthly
2	1,008	1,197	1,386
3	1,068	1,269	1,470
4	1,133	1,346	1,559
5	1,203	1,429	1,654
6	1,275	1,515	1,754
7	1,352	1,606	1,860
8	1,433	1,702	1,971
9	1,518	1,803	2,088
10	1,608	1,911	2,213
11	1,703	2,024	2,344
12	1,806	2,144	2,482
13	1,910	2,269	2,627
14	2,021	2,400	2,778
15	2,136	2,537	2,938

Section I. (Cont'd)

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

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

1. Police and Fire Classifications: Schedule A classifications in the fire and police departments shall be paid salary rates which are influenced by the Port's internal salary relationships, including those resulting from the position evaluation system.
2. Marketing Positions
  - a. Certain Regional Marketing Positions Other than Japan: Salary ranges for these positions are influenced by economic data, market value, and internal relationships.
  - b. Japan Regional Staff: No salary ranges are set for Japan regional staff. See Exhibit A, page 12, for payroll limitation.
  - c. Special Overseas Allowance: The Executive Director is authorized to provide in addition to their salary as provided by this Resolution the following: direct payment or supplement for housing; transportation to and from assignment of employee, family, and required personal effects; transportation and travel costs of employee and spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.
3. Executive Positions and Department Directors: Salary ranges for the Schedule A nongraded executive positions and department directors shall be set as a percentage of the salary range developed for the Executive Director position. These ranges shall continue to be developed according to Exhibit B as amended to allow that compensation for these positions be handled independently of the position evaluation system which governs rate of compensation for all graded positions.
4. Legal Staff: Salary ranges for the Schedule A2 nongraded legal staff positions are influenced by prevailing salary rates for similar positions and the Port's internal salary relationships.
5. Student Intern or Foreign Trainee Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by the Director of Human Resources based primarily upon the prevailing rates of pay and other conditions established by the program's sponsors. Such compensation may be disbursed directly for housing subsistence, etc., for administrative convenience.

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

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

## II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM

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

## III. FILLING VACANT POSITIONS AND TRANSFERRING POSITIONS AND/OR EMPLOYEES

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

Section III. (Cont'd)

B. Authorized Positions: The Executive Director is hereby authorized to recruit and fill authorized positions (except that of Executive Director) up to the full-time-equivalent number of positions authorized in Exhibit A, and to set salaries within the salary grade ranges as outlined below. Total Port salaried positions shall not exceed the total of numbers authorized in Exhibit A, except the Executive Director is authorized to fill up to 10% additional positions, provided that funding is available in the Commission-approved budget. This authority does not include nongraded, exempt positions. Also, prior to termination or retirement of employees where overlap is clearly essential for effective continuity, the Executive Director may authorize filling an extra position to provide for a transition period. To promote organizational efficiency, the Executive Director may authorize transfers of positions and/or employees from one department to another. The Executive Director may carry out reorganization of functions, departments, and staff assignments.

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

1. Hires: Though salaries shall normally be set at the minimum of the salary range for hires, the Executive Director may authorize a salary up to the midpoint of the salary range for appointees possessing special qualifications or exceptional experience.
2. Transfers:
  - a. Promotional Transfers: See Section IV.A.3.
  - b. Nonpromotional Transfers: See Section IV.A.4.
  - c. Regional Transfers: In the case of transfers to or from distant locations, the employee's salary level may be adjusted in accordance with differing cost-of-living factors and other conditions.
  - d. Temporary Interdepartmental Transfers: The Executive Director may authorize interdepartmental transfers of up to 15 months' duration for selected Schedule A exempt positions for the purposes of cross training, development, and broadening of potential management skills. In such instances, the same title and salary range may be maintained during the transfer.

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

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

A. For Salaried Employees Whose Salary Ranges are Established in Exhibit A:

1. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment as a new hire or a rehire in an authorized, regular position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision

Section IV.A.1. (Cont'd)

through application of the Employee Performance Evaluation System, may receive an increase ranging from 4% to 7% of their salary, provided they were hired at the minimum of the salary range for their classification. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a secondary adjustment may be considered within the guidelines established in Section A.3.

2. Discretionary Merit/Special Adjustment Fund Administration:

A merit/special adjustment fund shall be established equal to 7.2% of the total salary midpoint amounts for budgeted 1985 salaried employees. This fund shall be calculated using the monthly salaried midpoints for eligible employees which are in effect December 23, 1984. The merit/special adjustment fund shall be administered according to a plan prepared by the Director of Human Resources and approved by the Executive Director, subject to the following provisions:

- a. Employees whose salaries are below range midpoint level shall be eligible for merit increases which would add to their base salaries. Employees at or above range midpoint level shall be eligible for either merit increases or for lump sum merit awards which would not add to base salaries. Lump sum awards shall be provided on an annual basis in one amount. Employees at salary range maximum shall be eligible for lump sum awards only.
- b. The total amount for either type of merit award shall not exceed 11.5% of the employee's salary range midpoint during any twelve-month period, nor be less than amounts established in guidelines by the Director of Human Resources. The Director of Human Resources may waive the twelve-month restriction in individual cases with justification based on equity and sound personnel practices.
- c. Merit recommendations shall be submitted by department heads to the Director of Human Resources for review. A merit review shall consist of departmental salary plans which identify the amount and scheduled date for each requested merit increase. The annual salary plans must be approved by the Executive Director before any individual discretionary merit award shall be granted. Revisions to annual salary plans as requested by department directors may be authorized by the Director of Human Resources if such revisions are consistent with procedural guidelines and have Executive review.
- d. All regular employees, without regard to classification, shall be eligible for merit awards. Awards shall take into account the relative ranking of performance of employees within the departments. Percentage placement within a salary range is not guaranteed. Salary range adjustments may affect the actual placement of a salary within the range and a previous higher placement may be re-earned. There shall be no requirement to spend the entire merit fund.
- e. Merit awards may also be recommended, scheduled, and approved for temporary employees, other than those employed on a limited assignment, when a high quality of work performance is demonstrated by the employee.
- f. A current Work Performance Review documenting meritorious performance is required before a merit may be implemented.
- g. Merits for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission members.

Section IV.A.2 (Cont'd)

- h. The Executive Director may provide special salary adjustments for reasons such as the following: To alleviate salary compression between a supervisor and subordinate; to provide special rewards to recognize employees who make a significant nonjob-related contribution to the Port, normally a situation in which the Port recognizes significant savings; and to provide a reward to certain temporary employees who are ineligible for merits for outstanding work performance. This special adjustment provision provides the Executive Director flexibility to ensure appropriate compensation in circumstances which are not otherwise addressed in Port salary administration policies and procedures, including but not limited to those instances outlined herein.

3. Upgrade Adjustments:

- a. Initial Adjustment: Employees may be granted an increase of 4% to 10% or up to midpoint, whichever is greater. Such upgrades may be as a result of reclassifications or reevaluations. Salary adjustments, if any, should take into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties. Any recommended increase exceeding the greater of 10% or midpoint requires the approval of the Senior Director, Finance and Administration.
- b. Secondary Adjustment: For regular Port employees who are promoted to the minimum of a higher salary range, secondary adjustments may be made under the following conditions:

At the completion of six months in a new classification, a department head may elect to provide an adjustment of from 4 to 10 percent of an employee's salary for employees who received an upgrade to the minimum of a salary range and whose salary has remained at range minimum. Such secondary salary adjustment shall not be automatic and shall be made only at the discretion of the department head, based upon the employee's work performance in the new classification as documented by the supervisor through a Work Performance Review.

4. Administering Salary Increases or Allowances for Positions Which Fall Outside Ranges: Employees in positions whose salaries fall below an adjusted salary grade range for their classification shall automatically receive the amount of increase necessary to reach the minimum rate of pay for the adjusted salary range. Employees whose salaries are above the range for their classification following a range adjustment or transfer may continue to receive their present rate of pay if it is determined under guidelines administered by the Director Human Resources that such action is appropriate. An employee whose salary is permitted to remain above an adjusted range maximum shall not be eligible for any base salary increase unless a further adjustment increases the range maximum sufficiently to allow for an increase. However, employees at or above salary range maximum may be eligible for lump sum awards which do not increase base salary, in accordance with Section IV.A.2. and Section IV.B. of this resolution. Employees at or above salary range maximum may also be eligible for the special job-related add-on allowance provided in Section IV.C. In any event, all increases shall conform to the provisions and limitations in salary administration policy described in this section.

Section IV.A. (Cont'd)

5. Temporary Pay for Replacements: When an employee is temporarily assigned for a period of 30 calendar days or more to replace another employee in a higher classification, such employee may receive a temporary reclassification adjustment to the minimum of the higher grade if fulfilling all duties of the employee being replaced.

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

1. The Director of Human Resources shall collect and analyze comprehensive salary survey data. If survey findings indicate that Port salary ranges or rates are not in proper alignment as established in this resolution, the Executive Director may recommend appropriate adjustments to salary rates and/or ranges where realignment is needed. Any such survey adjustments approved by the Port Commission shall be effective in December, 1985.
2. Regional Marketing positions shall also be eligible to receive a general adjustment to rates and/or ranges based on market value, economic data and internal relationships. The Executive Director shall be authorized to adjust salary rates and/or ranges up to a maximum of 10%.
3. Salary rates for Schedule A nongraded fire and police classifications are influenced by factors stated in Section I.C.1. The Executive Director shall be authorized to adjust salary rates for these positions up to a maximum of 5% without further Commission action.

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

D. Foreign Language Premium: The Director of Human Resources shall be responsible for procedures providing a foreign language premium. This premium shall be funded by 0.045 percent of the annual salary payroll effective

Section IV.D. (Cont'd)

December 23, 1984. Payment may be made to eligible employees who are fluent in foreign language(s) and dialect(s) spoken by those with whom the Port does business. Such payment may be made in those cases where employees are likely to assist the Port and where the position description does not require language proficiency.

E. Payment for Relocation Costs: The Director of Human Resources shall be responsible for procedures which provide payment for relocation costs for Schedule A employees in regional positions who are assigned to a new location, and new employees who are required to relocate to accept Port employment.

V. ADMINISTRATION OF PAY PRACTICES

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

1. Exempt Classifications (Schedule A): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked in a two-week period (75 or 80) to determine the biweekly salary, which is payable in 26 pay periods during the year.
2. Nonexempt Classifications (Schedule B): The straight-time hourly rate of pay which results from the above computation is multiplied by the normal number of hours worked each week (37.5 or 40) to determine the weekly salary, which is payable in 52 pay periods during the year. The Executive Director may authorize changing Schedule B pay periods from weekly to biweekly, as shown above for Schedule A positions.

B. Definitions of Employment Status for compensation practices:

1. Regular employment status requires regularly scheduled work in a position expected to last more than five months for a minimum of 90 hours per month, consistent with the definition of "eligible position" used by the Public Employees Retirement System. Until the successful completion of the probationary period, employment status is "probationary/regular" and thereafter is considered "regular."
  - a. Full-time status requires regular scheduling of 37.5 or 40 hours per week.
  - b. Part-time status applies to any regular employees scheduled to work less than "full-time" as described above. The minimum schedule for regular, part-time employment is 20.8 hours per week.

Section V.B. (Cont'd)

2. A Temporary Employee is one who works less than 90 hours per month indefinitely, or one whose assignment is to be of a limited duration of five months or less. The status of a temporary employee whose services of 90 hours or more per month are required beyond five months must be changed to "regular;" if regular status cannot be authorized, the employee must be terminated.

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

C. Authorized Work Schedules for Full-time Employees: Normal full-time work schedules are made up of either five 7-1/2-hour shifts or five 8-hour shifts per week. The Director of Human Resources, with concurrence of the Executive Director, is authorized to approve four 10-hour shifts or other alternative shift arrangements when deemed in the best interests of operating efficiency.

D. Extra Compensation: The following terminology shall be used in this section and Section VI.B.3, Holidays: "an employee's Saturday" shall indicate the sixth day and "an employee's Sunday" shall indicate the seventh day in a full-time work week, regardless of the actual first and last day of a five consecutive-day work week. ("An employee's Saturday" and "an employee's Sunday" may be changed without overtime payment if the change is intended to be permanent and is not adopted to avoid the overtime pay requirements of the law.) This definition applies to overtime determinations only and in no way alters the defined Port payroll week which begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

VI. ADMINISTRATION OF BENEFIT PROGRAM

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

beginning on date of employment:

1. Social Security (FICA) Insurance: All Port employees are covered by law under the Federal Insurance Contribution Act (FICA). During 1985, employee and employer contributions are scheduled to be 7.05% on earnings up to a maximum of \$39,600.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except LEOFF, Plan One Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workers' Compensation Act. Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability (i.e., Longshore and Harbor Workers' Act); to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued sick leave as a supplement to Workers' Compensation is provided as established in Port Policy HR-5, Leaves.
3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. Military Leave: With appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per calendar year of military leave as provided in and limited by R.C.W. 38.40.060.  
  
Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. Time off for weekend drills does not normally constitute military leave; however, time off without pay may be allowed when necessary at department head discretion.
5. Transportation and Parking: For purpose of commuting to and from work, and in view of increased costs of transportation and fuel shortages, employees may select one of the following: payment for 50% of the cost of a monthly METRO bus pass; van/car pools for employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charged to the employee passenger commuting within King County and 75% charged to the employee passenger commuting outside of King County; reimbursement of an amount of up to 50% the cost of a monthly METRO bus pass for State ferry system commuters; or parking at no cost. Employees in regional offices may receive 50% reimbursement for their local public transportation. Employees may be requested to drive their own vehicles for Port business and will be reimbursed pursuant to Port Resolution No. 2778 as amended by No. 2843. The Transportation Subsidy and Parking Policy is under the administrative authority of the Director of Human Resources.

B. Benefits Provided Regular Employees, Including Probationary/Regular:

1. Retirement: Employees hired in eligible positions are covered from date of employment by the Washington State Public Employees' Retirement System (PERS), except that employees in eligible fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF). In either system, employees who became members prior to October 1, 1977 are covered by "Plan One" and employees who became members on or after October 1, 1977 are covered by "Plan Two". Since benefits under "Plan One" and "Plan Two" differ, please refer to appropriate retirement membership handbooks for further details.

Section VI.B.1 (Cont'd)

Effective September 2, 1984, State retirement contributions are excluded from an employee's gross pay for Federal Income Tax purposes only.

2. Compensated Leave: (See Port Policy HR-5, Leaves, for provisions covering leave without pay; any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the group insurance office regarding continuance of insurance coverages, etc.)

a. Civic Duty Leave:

- (1) Jury Duty: A regular employee who serves on jury duty shall receive full regular compensation less any compensation (excluding mileage and meals paid by the court) received for such service during the period of leave.
- (2) Subpoenaed Witness Leave: When a regular employee is subpoenaed as a witness under circumstances which are determined by the Director of Human Resources to constitute Port duty, the same pay conditions listed for jury duty shall apply.

b. Sick Leave: Regular salaried employees shall receive sick leave accruals as follows:

- (1) Salaried Employees Other than Firefighters Covered by LEOFF, Plan One: Regular salaried employees shall accrue sick leave at the rate of 0.0462 hour per straight-time hour paid. These accruals shall commence from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.

Accumulation of sick leave shall be limited to the amount that each eligible employee can earn in a 5-year period under the provisions stated above; i.e., 60 days for most employees, except employees in positions approved for a four-day work week would be limited to an accumulation equivalent to 48 10-hour shifts. When maximum accumulation limit is reached, additional accruals will cause the oldest sick leave accruals to be converted at 50% value to the pooled leave account. (See Section VI.B.5 for further details.)

- (2) Firefighters Covered by LEOFF, Plan One: Port firefighters covered by LEOFF, Plan One, shall, as of January 1, 1978, be excluded from adding to sick leave accruals earned between January, 1970 and December, 1977. Unused sick leave accruals remaining on the records of such employees may be used at the employee's option in case of short-term illness.

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

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

Sick leave will be used only in instances of employee or dependent illness or injury. Departmental management may at any time require a physician's statement to justify use of sick leave. A physician's release shall be required prior to the return to work by an employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident.

- c. Long-Term Sick Leave Account: Employees, other than LEOFF Plan I firefighters, who had sick leave accounts greater than 60 days prior to June 24, 1984, may be eligible to use sick leave in their long-term sick leave account. Withdrawals from that account may be made only in the event of a long-term illness which exhausts that employee's sick leave account, or in the event a dependent or very close family member suffers a serious illness which requires the employee to be absent four or more days. See Port Policy HR-5, Leaves, for details. Long-term sick leave is not payable at termination.
- d. Bereavement Leave: At the discretion of the department head and under the supervision of the Director of Human Resources, from one to five working days per bereavement which shall not result in compensation for more than the number of hours in any normal work week may be granted to employees who have been employed for thirty or more days of uninterrupted service and who have suffered the loss by death of a member of their immediate family. Individual circumstances such as the distance to the funeral and the extent of employee involvement with the arrangements for the deceased shall be considered in determining the number of days to be granted an employee.

- 3. Holidays: (This section other than the two employee-designated holidays shown below, is effective from January 1, 1985 through December 31, 1985.) These twelve holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section V.D.1., Overtime.

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>Holiday</u>
January 1	New Year's Day Holiday
Third Monday in February (18)	Washington's Birthday Observed
Last Monday in May (27)	Memorial Day
July 4	Independence Day
First Monday in September (2)	Labor Day
Fourth Thursday in November (28)	Thanksgiving Day
Fourth Friday in November (29)	Day after Thanksgiving Day
December 23	Port-designated floater (in lieu of Lincoln's Birthday)
December 24	Port-designated floater (in lieu of Veteran's Day)
December 25	Christmas Day
*Employee selects date	*Personal Holiday--may be taken from 12/23/84 through 12/21/85
*Employee selects date	*Employee-designated floater (in lieu of King's Birthday) May be taken from 1/15/85 through 12/21/85.

\*Eligibility for these holidays is not established until the probationary period is completed (Section IV.A.1.).

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

At least one week advance notice and department head approval are required for the personal holiday and King's Birthday Holiday. Each eligible employee shall take these two holidays subject to appropriate scheduling with their department head. On November 1, 1985, each department head shall set up a schedule for eligible employees who have not yet scheduled these holidays. An employee shall receive no extra pay for not taking these holidays, unless directed by the department head to work on the day scheduled and no other day off can be scheduled before year end. A terminating employee shall receive no pay for a personal holiday or King's Birthday Holiday not taken prior to the last day worked.

a. Holidays for full-time employees shall be handled as follows:

- (1) Employees on a Monday Through Friday Work Schedule: When a holiday falls on a Sunday, the following Monday will be considered the holiday. When a holiday falls on Saturday, the preceding Friday will be considered the holiday.
- (2) Employees Working on Other Than a Monday Through Friday Work Schedule: When a holiday falls on a regularly scheduled work day, that day will be considered the holiday. When a holiday falls on a regularly scheduled day off, the last preceding or the next following workday shall be treated as the holiday.

If the holiday (or the alternate day where applicable) cannot be scheduled as a day off for an otherwise eligible employee, overtime compensation shall be paid for the number of hours required to work on such a day in addition to holiday pay at the straight-time rate--not to exceed the normally scheduled paid holiday hours up to a full-time day.

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

b. Part-Time Employees:

- (1) Regular part-time employees may receive compensation for the holidays (as specified in a. above) on a pro rata basis of a full-time schedule; i.e., a 22.5-hour employee may receive pay for 60% of the holiday hours provided, or 4.5 hours per holiday. When the number of hours worked varies each week, an average based on the most recent four-week period or a proportionate number of hours based on a predetermined schedule is used to determine the holiday pay.
- (2) Temporary part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay only.

c. Temporary Employees: Unless clearly scheduled for full-time work for at least 30 days before and a day or more after a holiday, temporary employees are not eligible for pay on holidays not worked.

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

- d. Employees on Approved Leaves: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan One disability leave, long-term disability leave, and duty-disability leave (workers' compensation), are not eligible for holiday pay. However, to the extent that sick leave supplements are being paid during the holiday week and for a day or more immediately preceding or following the holiday, pro rata holiday pay does apply.

Regular employees authorized to return to work from an approved leave without pay on the next scheduled work shift after a holiday(s) shall receive pay for the holiday(s) within limits stated in this Resolution.

Regular employees who begin an authorized leave without pay on the next scheduled work shift after a holiday(s) shall receive pay for the holiday(s) within limits stated in this Resolution.

4. Vacation With Pay:

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

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

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

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation limit shall be limited to a 24-month accrual at any time. See Section VI.B.5. Pooled Leave for possible conversion of vacation into a pooled leave account. Departmental management shall be responsible for encouraging and allowing proper scheduling for employees taking annual leave in order to avoid any forfeiture of vacation leave. It is not the intent that employees be allowed to forfeit vacation.
- c. Rates of Accrual: Regular salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. Vacation leave is earned as follows:
- (1) Two Weeks Vacation: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, regular employees shall accrue vacation at the rate of .0385 hours per straight-time hour paid (.0385 x 1950 annual hours = 75 vacation hours; .0385 x 2080 annual hours = 80 vacation hours).

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

- (2) Three Weeks Vacation: From the thirty-seventh full month to and including the eighty-fourth full month of continuous employment, regular employees shall accrue vacation at the rate of .0577 hours per straight-time hour paid (.0577 x 1950 annual hours = 112.5 vacation hours; .0577 x 2080 annual hours = 120 vacations hours).
  - (3) Three and One-Half Weeks Vacation: From the eighty-fifth full month to and including the one-hundred thirty-second full month of continuous employment, regular employees shall accrue vacation at the rate of .0673 hours per straight-time hour paid (.0673 x 1950 annual hours = 131-1/4 vacation hours; .0673 x 2080 annual hours = 140 vacation hours).
  - (4) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, regular employees shall accrue vacation at the rate of .0770 hours per straight-time hour paid (.0770 x 1950 annual hours = 150 vacation hours; .0770 x 2080 annual hours = 160 vacation hours).
5. Pooled Leave: Regular salaried employees may build up a pooled leave account to use as service time during later employment years for such reasons as a sabbatical, educational leave, civic duty leave other than that covered in Section VI.B.2.a., or at retirement or termination. See Port Policy, HR-5, Leaves, for detailed pooled leave procedures.
- a. Vacation Conversions: If the maximum accumulation limit is reached, additional accruals will automatically convert the oldest accruals at full value either to the pooled leave account or a temporary holding account, depending on whether the equivalent of 10 vacation days have been used during the payroll year. If 10 vacation days are not used during the payroll year, all vacation hours in the holding account will be forfeited.
  - b. Sick Leave Conversions: When the 60-day accumulation limit is reached, additional accruals will be converted at 50% value to the pooled leave account.
6. Payment for Accrued Leave at Termination:
- a. Sick Leave: Upon termination or retirement following five complete years of active employment in a continuous period of employment, qualified employees shall be compensated, as described below, for 50% of their unused sick leave at the rate of pay at termination.
  - b. Vacation: Upon termination, regular employees shall receive compensation at 100% value in lieu of unused accrued vacation leave as described below. A probationary employee who terminates active employment before completing the probationary period shall receive no vacation pay. LEOFF I firefighters taking disability retirement may be allowed to receive a lump sum payment for unused vacation leave if unable to exhaust such paid leave prior to termination. In the event that State law changes in regard to lump sum vacation payments for State retirement members, the Port Auditor is authorized to make such vacation payoffs in a manner consistent with current State law(s).
  - c. Pooled Leave: Upon termination regular employees shall receive compensation at 100% value in lieu of unused accrued pooled leave, as described below.

Section VI.B.6. (Cont'd)

Method of payment for a., b., and c. above is as follows:

PERS Plan One members hired before June 24, 1984, have an option of transferring payable portions of sick leave and vacation leave to pooled leave for use as service time; or receiving a lump sum payment for payable portions of sick leave and vacation and using pooled leave as service time.

PERS Plan One members hired on or after June 24, 1984, will have payable portions of sick leave and vacation transferred to the pooled leave account for use as service time.

PERS Plan Two and LEOFF members will receive payable portions of sick leave and vacation in a lump sum and will use pooled leave as service time.

A terminating employee should prospectively contact the Retirement and Insurance Section in the Human Resources Department for details. Due to the effects of pooled leave on service time, retiring employees should notify the Port's retirement administrator as soon as possible in order to obtain the appropriate retirement counseling.

In the case of a regular employee's death, a lump sum payment for payable amounts of unused accrued leaves a., b., and c. above shall be paid to the employee's heir or estate, as appropriate.

7. Insurance Benefits: Coverages listed in Sections a. through d. below apply to regular employees as defined in Section V.B. Dental coverage (e.) requires maintaining a normal employment schedule of at least 30 hours per week or 130 hours per month in the six months preceding initial coverage. Employees may be required to pay a portion of some insurance premiums. Employees are responsible for notifying the Port on approved enrollment forms of their eligible dependents. Any extra costs associated with a lack of notification shall be the employee's responsibility.
  - a. Medical Insurance for Employees Only: Probationary, regular employees who normally maintain active employment schedules of 90 hours or more each month shall receive paid surgical, hospital, and major medical insurance coverage limited to the regular adult premium for the Port's indemnity medical plan beginning on the first of the month following a calendar month of continuous employment. This insurance benefit shall be provided in such amounts and in such manner as are established in contracts with insurance companies and/or agencies selected by the Port to provide such benefits. There shall be a choice of two medical/health insurance plans from which employees may choose one.
  - b. Medical Insurance for Dependents: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents; the eligibility and other conditions of coverage are established between the Port and the insurance companies or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan which the employee has chosen. Employees scheduled for less than full-time employment shall be responsible for the costs of dependent medical insurance which exceeds the King County Medical Blue Shield premium for a spouse and two children. Employee costs shall be by payroll deduction.

Section VI.B.7.b. (Cont'd)

In no case shall the Port be responsible for more than two regular adult premiums (employee and spouse) for an employee's family unit. If a dependent child is treated as an adult by either Group Health Cooperative or KCMBS, the extra cost shall be the responsibility of the employee and paid through payroll deduction.

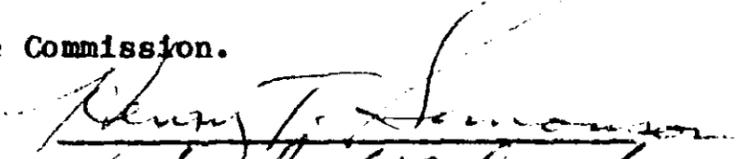
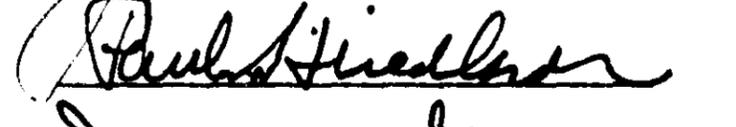
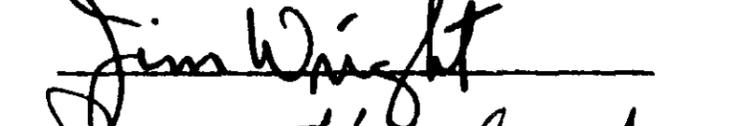
- c. Life Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), regular employees and their eligible dependents shall receive paid life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- d. Long-Term Disability Insurance: On the first day following the equivalent of six continuous months of satisfactory employment (975 hours minimum), regular employees shall be covered for long-term disability insurance in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.
- e. Dental Insurance: On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum) in a position scheduled for at least 30 hours per week or 130 hours per month, regular employees and their eligible dependents shall receive paid dental insurance coverage. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.

VII. EFFECTIVE DATE

This resolution shall be effective December 23, 1984. The Executive Director, the Director of Accounting and Port Auditor, and the Director of Human Resources are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 23, 1984.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution Nos. 2917 and 2921 be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 11th day of December, 1984, and duly authenticated in open session by the signatures of the Commissioners voting and the seal of the Commission.

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
Port Commissioners

SCHEDULE OF AUTHORIZED SALARIED POSITIONS

SCHEDULE "A" - EXEMPT POSITIONS: A1 - Management (Salary Grades 1-14 and \*)  
 A2 - Administrative/Professional (Salary Grades 1-17 and \*)  
 SCHEDULE "B" - NONEXEMPT POSITIONS: (Salary Grades 1-15 and \*)

<u>EXECUTIVE DEPARTMENT</u>		<u>BASE SALARY RANGES</u>		
<u>Schedule/Grade/Position Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
		<u>(Annual Over Monthly)</u>		
A1	* Executive Director	\$79,992 6,666	\$94,848 7,904	\$109,692 9,141
	* Deputy Executive Director	69,996 5,833	82,992 6,916	95,976 7,998
	* Senior Director, Finance and Administration	61,668 5,139	73,128 6,094	84,576 7,048
	* Senior Director, Facilities	61,428 5,119	72,840 6,070	84,240 7,020
10	Director of Labor Relations	39,960 3,330	47,448 3,954	54,936 4,578
8	Director, Budget and Internal Audit	35,052 2,921	41,628 3,469	48,192 4,016
7	Senior Executive Officer	32,844 2,737	39,012 3,251	45,168 3,764
6	Manager, Internal Audit	30,768 2,564	36,540 3,045	42,312 3,526
4	Records Manager	27,012 2,251	32,076 2,673	37,140 3,095
.....				
A2	* Director, Intermodal Services	55,260 4,605	65,628 5,469	75,996 6,333
	* General Counsel	45,624 3,802	54,180 4,515	62,724 5,227
	* Staff Attorney	34,044 2,837	40,428 3,369	46,800 3,900
14	Treasurer	38,052 3,171	45,192 3,766	52,332 4,361
8	Safety Coordinator and Claims Agent	28,632 2,386	34,008 2,834	39,372 3,281
8	Senior Internal Auditor	28,632 2,386	34,008 2,834	39,372 3,281
6	Executive Coordinator	26,004 2,167	30,888 2,574	35,772 2,981
6	Internal Auditor II	26,004 2,167	30,888 2,574	35,772 2,981
5	Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
5	Assistant Claims Agent	24,780 2,065	29,436 2,453	34,080 2,840

**EXECUTIVE DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

A2	5	Commission Records Coordinator	\$24,780 2,065	\$29,436 2,453	\$34,080 2,840
	5	Senior Records Analyst	24,780 2,065	29,436 2,453	34,080 2,840
	4	Internal Auditor I	23,604 1,967	28,032 2,336	32,460 2,705
	4	Records Analyst	23,604 1,967	28,032 2,336	32,460 2,705
	3	Associate Internal Auditor	22,464 1,872	26,688 2,224	30,900 2,575

---

B	10	Lead Legal Assistant	1,608	1,911	2,213
	10	Management Intern	1,608	1,911	2,213
	9	Legal Assistant	1,518	1,803	2,088
	9	Staff Assistant III	1,518	1,803	2,088
	8	Graduate Intern	1,433	1,702	1,971
	7	Staff Assistant II	1,352	1,606	1,860
	6	Staff Assistant I	1,275	1,515	1,754
	*	Student Intern			

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

MAXIMUM AUTHORIZED NUMBER . . . . . 35.0

**ACCOUNTING DEPARTMENT**

**Schedule/Grade/Position Title**

**BASE SALARY RANGES**

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A1 * Director of Accounting and Port Auditor	\$44,796 3,733	\$53,112 4,426	\$61,428 5,119
8 Assistant Director of Accounting	35,052 2,921	41,628 3,469	48,192 4,016
.....			
A2 7 Accounting Systems Manager	27,288 2,274	32,412 2,701	37,536 3,128
7 Credit Manager	27,288 2,274	32,412 2,701	37,536 3,128
7 Customer Accounting Manager	27,288 2,274	32,412 2,701	37,536 3,128
7 General Accounting Manager	27,288 2,274	32,412 2,701	37,536 3,128
5 Accountant, Financial Control Systems	24,780 2,065	29,436 2,453	34,080 2,840
5 Accounting Section Supervisor	24,780 2,065	29,436 2,453	34,080 2,840
5 Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
4 Credit Specialist	23,604 1,967	28,032 2,336	32,460 2,705
-----			
B 10 Lead Staff Assistant	1,608	1,911	2,213
9 Staff Assistant III	1,518	1,803	2,088
7 Staff Assistant II	1,352	1,606	1,860
6 Staff Assistant I	1,275	1,515	1,754
3 General Office Assistant	1,068	1,269	1,470

**MAXIMUM AUTHORIZED NUMBER . . . . . 37.8**

**AVIATION DEPARTMENT**

**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

<b>A1 *</b>	<b>Director of Aviation</b>	<b>\$53,592</b> <b>4,466</b>	<b>\$63,540</b> <b>5,295</b>	<b>\$73,488</b> <b>6,124</b>
<b>12</b>	<b>Assistant Director of Aviation, Operations and Services</b>	<b>45,564</b> <b>3,797</b>	<b>54,108</b> <b>4,509</b>	<b>62,652</b> <b>5,221</b>
<b>10</b>	<b>Assistant Director of Aviation, Administration and Budget</b>	<b>39,960</b> <b>3,330</b>	<b>47,448</b> <b>3,954</b>	<b>54,936</b> <b>4,578</b>
<b>9</b>	<b>Superintendent of Maintenance - Airport</b>	<b>37,440</b> <b>3,120</b>	<b>44,448</b> <b>3,704</b>	<b>51,456</b> <b>4,288</b>
<b>9</b>	<b>Superintendent of Operations</b>	<b>37,440</b> <b>3,120</b>	<b>44,448</b> <b>3,704</b>	<b>51,456</b> <b>4,288</b>
<b>8</b>	<b>Assistant Superintendent of Operations</b>	<b>35,052</b> <b>2,921</b>	<b>41,628</b> <b>3,469</b>	<b>48,192</b> <b>4,016</b>
<b>8</b>	<b>Electrical Superintendent</b>	<b>35,052</b> <b>2,921</b>	<b>41,628</b> <b>3,469</b>	<b>48,192</b> <b>4,016</b>
<b>8</b>	<b>Electronic Systems Superintendent</b>	<b>35,052</b> <b>2,921</b>	<b>41,628</b> <b>3,469</b>	<b>48,192</b> <b>4,016</b>
<b>8</b>	<b>Mechanical Superintendent</b>	<b>35,052</b> <b>2,921</b>	<b>41,628</b> <b>3,469</b>	<b>48,192</b> <b>4,016</b>
<b>8</b>	<b>Superintendent of Parking and Ground Transportation</b>	<b>35,052</b> <b>2,921</b>	<b>41,628</b> <b>3,469</b>	<b>48,192</b> <b>4,016</b>
<b>7</b>	<b>Conveyor Systems Superintendent</b>	<b>32,844</b> <b>2,737</b>	<b>39,012</b> <b>3,251</b>	<b>45,168</b> <b>3,764</b>
<b>6</b>	<b>Airport Community Relations Manager</b>	<b>30,768</b> <b>2,564</b>	<b>36,540</b> <b>3,045</b>	<b>42,312</b> <b>3,526</b>
<b>6</b>	<b>Airport Supervisor</b>	<b>30,768</b> <b>2,564</b>	<b>36,540</b> <b>3,045</b>	<b>42,312</b> <b>3,526</b>
<b>6</b>	<b>Assistant Superintendent of Parking and Ground Transportation</b>	<b>30,768</b> <b>2,564</b>	<b>36,540</b> <b>3,045</b>	<b>42,312</b> <b>3,526</b>
<b>6</b>	<b>Building Superintendent</b>	<b>30,768</b> <b>2,564</b>	<b>36,540</b> <b>3,045</b>	<b>42,312</b> <b>3,526</b>
<b>6</b>	<b>Central Control Supervisor</b>	<b>30,768</b> <b>2,564</b>	<b>36,540</b> <b>3,045</b>	<b>42,312</b> <b>3,526</b>
<b>6</b>	<b>Field Superintendent</b>	<b>30,768</b> <b>2,564</b>	<b>36,540</b> <b>3,045</b>	<b>42,312</b> <b>3,526</b>
<b>5</b>	<b>Transit System Reliability and Quality Control Supervisor</b>	<b>28,836</b> <b>2,403</b>	<b>34,236</b> <b>2,853</b>	<b>39,636</b> <b>3,303</b>
.....				
<b>A2 12</b>	<b>Manager of Aviation Marketing</b>	<b>34,536</b> <b>2,878</b>	<b>41,004</b> <b>3,417</b>	<b>47,472</b> <b>3,956</b>
<b>11</b>	<b>Transit System Specialist - Electrical/Mechanical</b>	<b>32,988</b> <b>2,749</b>	<b>39,168</b> <b>3,264</b>	<b>45,336</b> <b>3,778</b>
<b>11</b>	<b>Transit System Specialist - Electronic</b>	<b>32,988</b> <b>2,749</b>	<b>39,168</b> <b>3,264</b>	<b>45,336</b> <b>3,778</b>
<b>10</b>	<b>Facilities Coordinator</b>	<b>31,464</b> <b>2,622</b>	<b>37,368</b> <b>3,114</b>	<b>43,272</b> <b>3,606</b>
<b>9</b>	<b>Associate Engineer</b>	<b>30,012</b> <b>2,501</b>	<b>35,652</b> <b>2,971</b>	<b>41,292</b> <b>3,441</b>

**AVIATION DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

A2	8	Airport Management Assistant	\$28,632 2,386	\$34,008 2,834	\$39,372 3,281
	8	Environmental Health Specialist	28,632 2,386	34,008 2,834	39,372 3,281
	8	Small Works Contract Administrator	28,632 2,386	34,008 2,834	39,372 3,281
	7	Ground Transportation Supervisor	27,288 2,274	32,412 2,701	37,536 3,128
	6	Airport Supply Administrator	26,004 2,167	30,888 2,574	35,772 2,981
	5	Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
	4	Ground Transportation Coordinator	23,604 1,967	28,032 2,336	32,460 2,705
	3	Administrative Assistant I	22,464 1,872	26,688 2,224	30,900 2,575
<hr/>					
B	13	Lead Operations Controller	1,910	2,269	2,627
	13	Lead Waste Plant Operator	1,910	2,269	2,627
	13	Maintenance Shift Coordinator	1,910	2,269	2,627
	12	Inspector, Fire Alarm Systems	1,806	2,144	2,482
	12	Operations Controller	1,806	2,144	2,482
	10	Ground Transportation Controller	1,608	1,911	2,213
	10	Property Room Custodian	1,608	1,911	2,213
	10	Ramp Controller	1,608	1,911	2,213
	10	Waste Plant Operator	1,608	1,911	2,213
	9	Aviation Stockroom Assistant	1,518	1,803	2,088
	9	Staff Assistant III	1,518	1,803	2,088
	7	Staff Assistant II	1,352	1,606	1,860
	6	Staff Assistant I	1,275	1,515	1,754

**AVIATION DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

**Police and Fire Nongraded Positions**

**Salary Rate**

<b>A1 P Chief of Port Police</b>	<b>\$49,284</b> <b>4,107</b>
<b>P Deputy Chief of Port Police</b>	<b>46,932</b> <b>3,911</b>
<b>F Fire Chief</b>	<b>49,104</b> <b>4,092</b>
<b>F Assistant Fire Chief</b>	<b>45,408</b> <b>3,784</b>

**MAXIMUM AUTHORIZED NUMBER . . . . .100.6**

**ENGINEERING DEPARTMENT****Schedule/Grade/Position Title****BASE SALARY RANGES**

		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A1	* Chief Engineer	\$53,592 4,466	\$63,540 5,295	\$73,488 6,124
11	Chief Facilities Engineer	42,672 3,556	50,676 4,223	58,668 4,889
11	Chief Systems and Support Engineer	42,672 3,556	50,676 4,223	58,668 4,889
9	Project Manager	37,440 3,120	44,448 3,704	51,456 4,288
9	Superintendent of Maintenance - Waterfront	37,440 3,120	44,448 3,704	51,456 4,288
8	Assistant Superintendent of Maintenance - Waterfront	35,052 2,921	41,628 3,469	48,192 4,016
8	Chief, Technical Services	35,052 2,921	41,628 3,469	48,192 4,016
8	Resident Engineer	35,052 2,921	41,628 3,469	48,192 4,016
8	Superintendent - Buildings and Grounds	35,052 2,921	41,628 3,469	48,192 4,016
7	Maintenance Supervisor - Nights and Weekends	32,844 2,737	39,012 3,251	45,168 3,764
6	Maintenance Supervisor	30,768 2,564	36,540 3,045	42,312 3,526
4	Drafting Manager	27,012 2,251	32,076 2,673	37,140 3,095
.....				
A2	12 Senior Engineer	34,536 2,878	41,004 3,417	47,472 3,956
11	Cargo Handling Systems Specialist	32,988 2,749	39,168 3,264	45,336 3,778
9	Associate Engineer	30,012 2,501	35,652 2,971	41,292 3,441
9	Resident Engineer - Small Works, Electrical & Mechanical	30,012 2,501	35,652 2,971	41,292 3,441
8	Senior Contracts Administrator	28,632 2,386	34,008 2,834	39,372 3,281
7	Assistant Engineer	27,288 2,274	32,412 2,701	37,536 3,128
7	Contracts Administrator	27,288 2,274	32,412 2,701	37,536 3,128
7	Maintenance Administration Supervisor	27,288 2,274	32,412 2,701	37,536 3,128
6	Designer	26,004 2,167	30,888 2,574	35,772 2,981
6	Engineering Administration Supervisor	26,004 2,167	30,888 2,574	35,772 2,981
5	Junior Engineer	24,780 2,065	29,436 2,453	34,080 2,840

**ENGINEERING DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

**Administrative**

B	9	Staff Assistant III	\$ 1,518	\$ 1,803	\$ 2,088
	9	Work Order Administrator	1,518	1,803	2,088
	7	Staff Assistant II	1,352	1,606	1,860
	6	Staff Assistant I	1,275	1,515	1,754
	*	Student Intern	Prevailing Rates Paid (as determined in Section I.C.)		

**Design**

	11	Senior Drafter	1,703	2,024	2,344
	8	Drafter II	1,433	1,702	1,971
	7	Engineering Reproduction Technician	1,352	1,606	1,860
	6	Drafter I	1,275	1,515	1,754

**Construction**

	15	Senior Construction Inspector	2,136	2,537	2,938
	12	Associate Construction Inspector	1,806	2,144	2,482
	10	Assistant Construction Inspector	1,608	1,911	2,213
	9	Junior Construction Inspector	1,518	1,803	2,088

**Survey**

	14	Survey Party Chief	2,021	2,400	2,778
	13	Senior Survey Technician	1,910	2,269	2,627
	12	Survey Instrument Technician	1,806	2,144	2,482
	10	Survey Head Chainer	1,608	1,911	2,213
	9	Survey Rear Chainer	1,518	1,803	2,088

**Maintenance**

	13	Maintenance Storekeeper	1,910	2,269	2,627
	9	Maintenance Clerk	1,518	1,803	2,088
	7	Stock Room Clerk	1,352	1,606	1,860

MAXIMUM AUTHORIZED NUMBER . . . . . 97.5

**HUMAN RESOURCES DEPARTMENT**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

<b>A1</b>	<b>*</b>	<b>Director of Human Resources</b>	<b>\$44,796</b>	<b>\$53,112</b>	<b>\$61,428</b>
			<b>3,733</b>	<b>4,426</b>	<b>5,119</b>
		<b>6 Human Resources Manager</b>	<b>30,768</b>	<b>36,540</b>	<b>42,312</b>
			<b>2,564</b>	<b>3,045</b>	<b>3,526</b>
.....					
<b>A2</b>		<b>9 Human Resources Manager, Administration</b>	<b>30,012</b>	<b>35,652</b>	<b>41,292</b>
			<b>2,501</b>	<b>2,971</b>	<b>3,441</b>
		<b>9 Senior Compensation Analyst</b>	<b>30,012</b>	<b>35,652</b>	<b>41,292</b>
			<b>2,501</b>	<b>2,971</b>	<b>3,441</b>
		<b>8 Compensation Analyst</b>	<b>28,632</b>	<b>34,008</b>	<b>39,372</b>
			<b>2,386</b>	<b>2,834</b>	<b>3,281</b>
		<b>8 Deferred Compensation/Retirement Administrator</b>	<b>28,632</b>	<b>34,008</b>	<b>39,372</b>
			<b>2,386</b>	<b>2,834</b>	<b>3,281</b>
		<b>8 Equal Employment Officer</b>	<b>28,632</b>	<b>34,008</b>	<b>39,372</b>
			<b>2,386</b>	<b>2,834</b>	<b>3,281</b>
		<b>5 Human Resources Representative</b>	<b>24,780</b>	<b>29,436</b>	<b>34,080</b>
			<b>2,065</b>	<b>2,453</b>	<b>2,840</b>
		<b>3 Associate Human Resources Representative</b>	<b>22,464</b>	<b>26,688</b>	<b>30,900</b>
			<b>1,872</b>	<b>2,224</b>	<b>2,575</b>
-----					
<b>B</b>		<b>11 Human Resources Specialist</b>	<b>1,703</b>	<b>2,024</b>	<b>2,344</b>
		<b>9 Staff Assistant III</b>	<b>1,518</b>	<b>1,803</b>	<b>2,088</b>
		<b>7 Staff Assistant II</b>	<b>1,352</b>	<b>1,606</b>	<b>1,860</b>

**MAXIMUM AUTHORIZED NUMBER . . . . . 17.0**

**INFORMATION SYSTEMS DEPARTMENT**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

A1	*	Director, Information Systems	\$47,196 3,933	\$55,956 4,663	\$64,716 5,393
8		Assistant Director, Information Systems	35,052 2,921	41,628 3,469	48,192 4,016
7		Systems Manager	32,844 2,737	39,012 3,251	45,168 3,764
2		Manager, Support Services	23,736 1,978	28,200 2,350	32,652 2,721
.....					
A2	10	Project Leader	31,464 2,622	37,368 3,114	43,272 3,606
10		Senior Technical Support Analyst	31,464 2,622	37,368 3,114	43,272 3,606
9		Senior Systems Analyst	30,012 2,501	35,652 2,971	41,292 3,441
8		Information Center Coordinator	28,632 2,386	34,008 2,834	39,372 3,281
8		Systems Analyst	28,632 2,386	34,008 2,834	39,372 3,281
8		Technical Support Analyst	28,632 2,386	34,008 2,834	39,372 3,281
6		Programmer/Analyst II	26,004 2,167	30,888 2,574	35,772 2,981
6		Senior Advanced Office Systems Analyst	26,004 2,167	30,888 2,574	35,772 2,981
6		Systems and Procedures Analyst	26,004 2,167	30,888 2,574	35,772 2,981
5		Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
5		Advanced Office Systems Analyst	24,780 2,065	29,436 2,453	34,080 2,840
5		Programmer/Analyst I	24,780 2,065	29,436 2,453	34,080 2,840
5		Technical Support Specialist	24,780 2,065	29,436 2,453	34,080 2,840
3		Programmer/Analyst Trainee	22,464 1,872	26,688 2,224	30,900 2,575
-----					
B	12	Lead Computer Operator	1,806	2,144	2,482
10		Lead Staff Assistant	1,608	1,911	2,213
9		Computer Operator II	1,518	1,803	2,088
9		Senior Data Processing Operator	1,518	1,803	2,088
7		Staff Assistant II	1,352	1,606	1,860
6		Computer Operator I	1,275	1,515	1,754

**INFORMATION SYSTEMS DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

<b>BASE SALARY RANGES</b>		
<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
<b>\$ 1,275</b>	<b>\$ 1,515</b>	<b>\$ 1,754</b>
<b>1,275</b>	<b>1,515</b>	<b>1,754</b>
<b>1,203</b>	<b>1,429</b>	<b>1,654</b>

**B 6 Data Processing Operator II**  
**6 Staff Assistant I**  
**5 Data Processing Operator I**

**MAXIMUM AUTHORIZED NUMBER . . . . . 52.1**

**MARINE SERVICES DEPARTMENT**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

A1 *	Director, Marine Services	\$50,400 4,200	\$59,760 4,980	\$69,108 5,759
10	Assistant Director, Marine Services	39,960 3,330	47,448 3,954	54,936 4,578
8	Manager, Traffic Services	35,052 2,921	41,628 3,469	48,192 4,016
8	Manager, Warehousing	35,052 2,921	41,628 3,469	48,192 4,016
7	Terminal Superintendent	32,844 2,737	39,012 3,251	45,168 3,764
6	Manager, Warehouse Administration	30,768 2,564	36,540 3,045	42,312 3,526
6	Traffic Supervisor	30,768 2,564	36,540 3,045	42,312 3,526
5	Superintendent, Marine Operations	28,836 2,403	34,236 2,853	39,636 3,303
4	Assistant Manager, Warehousing	27,012 2,251	32,076 2,673	37,140 3,095
4	Assistant Terminal Superintendent	27,012 2,251	32,076 2,673	37,140 3,095
2	Manager, Support Services	23,736 1,978	28,200 2,350	32,652 2,721
.....				
A2	8 Environmental Health Specialist	28,632 2,386	34,008 2,834	39,372 3,281
	7 Traffic Coordinator	27,288 2,274	32,412 2,701	37,536 3,128
	6 Business Analyst	26,004 2,167	30,888 2,574	35,772 2,981
	6 Systems and Procedures Analyst	26,004 2,167	30,888 2,574	35,772 2,981
	5 Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
	4 Assistant Traffic Coordinator	23,604 1,967	28,032 2,336	32,460 2,705
	3 Administrative Assistant I	22,464 1,872	26,688 2,224	30,900 2,575
	3 Transportation Rate Specialist	22,464 1,872	26,688 2,224	30,900 2,575
-----				
B	13 Floor Supervisor	1,910	2,269	2,627
	12 Chief Freight Agent	1,806	2,144	2,482
	11 Dispatcher	1,703	2,024	2,344
	10 Freight Agent	1,608	1,911	2,213
	10 Lead Staff Assistant	1,608	1,911	2,213

**MARINE SERVICES DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

B 9	Senior Data Processing Operator	\$ 1,518	\$ 1,803	\$ 2,088
9	Staff Assistant III	1,518	1,803	2,088
7	Staff Assistant II	1,352	1,606	1,860
6	Data Processing Operator II	1,275	1,515	1,754
6	Staff Assistant I	1,275	1,515	1,754
5	Data Processing Operator I	1,203	1,429	1,654
4	Messenger	1,133	1,346	1,559
3	General Office Assistant	1,068	1,269	1,470

**MAXIMUM AUTHORIZED NUMBER . . . . . 86.4**

**MARKETING DEPARTMENT****Schedule/Grade/Position Title****BASE SALARY RANGES****Minimum Midpoint Maximum**

A1	*	Director of Marketing	\$50,400	\$59,760	\$69,108
			4,200	4,980	5,759
11		Director of Sales	42,672	50,676	58,668
			3,556	4,223	4,889
.....					
*		Regional Manager (East Coast)	32,628	38,748	44,856
			2,719	3,229	3,738
*		Regional Manager (Midwest)	31,344	37,224	43,092
			2,612	3,102	3,591
*		Regional Manager (Inland Empire)	30,780	36,552	42,324
			2,565	3,046	3,527
*		Regional Manager (Southeast Asia)	30,780	36,552	42,324
			2,565	3,046	3,527
*		Assistant Regional Manager (East Coast)	26,916	31,968	37,008
			2,243	2,664	3,084
*		Assistant Regional Manager (Midwest)	24,768	29,424	34,068
			2,064	2,452	2,839
12		Senior Regional Manager	34,536	41,004	47,472
			2,878	3,417	3,956
11		Manager, Market Research	32,988	39,168	45,336
			2,749	3,264	3,778
11		Manager, Transportation Operations	32,988	39,168	45,336
			2,749	3,264	3,778
9		Manager, Intermodal Pricing	30,012	35,652	41,292
			2,501	2,971	3,441
9		Regional Manager (66/Field)	30,012	35,652	41,292
			2,501	2,971	3,441
9		Senior Market Analyst	30,012	35,652	41,292
			2,501	2,971	3,441
9		Senior Transportation Operations Analyst	30,012	35,652	41,292
			2,501	2,971	3,441
6		Assistant Regional Manager (66/Field)	26,004	30,888	35,772
			2,167	2,574	2,981
6		Market Analyst	26,004	30,888	35,772
			2,167	2,574	2,981
6		Rate Quotation Specialist	26,004	30,888	35,772
			2,167	2,574	2,981
5		Administrative Assistant II	24,780	29,436	34,080
			2,065	2,453	2,840
-----					
B	10	Lead Staff Assistant	1,608	1,911	2,213
	10	Market Information Specialist	1,608	1,911	2,213
	9	Staff Assistant III	1,518	1,803	2,088
	9	Staff Assistant III (Regional)	1,518	1,803	2,088

**MARKETING DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

			<b>BASE SALARY RANGES</b>		
			<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
B	8	Graduate Intern	\$ 1,433	\$ 1,702	\$ 1,971
	7	Staff Assistant II	1,352	1,606	1,860
	6	Staff Assistant I	1,275	1,515	1,754

-----  
**Nongraded Japan Office**

* Director, East Asia	)	Not to exceed 35,000,000 yen per annum.**
Assistant Regional Manager	)	
Staff Assistant III (Regional)	)	

\*\*The Executive Director is authorized to allocate appropriate sums within this amount to the respective employees.

MAXIMUM AUTHORIZED NUMBER . . . . . 30.6

**PLANNING AND RESEARCH DEPARTMENT**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

A1 *	Director of Planning and Research	\$50,400 4,200	\$59,760 4,980	\$69,108 5,759
10	Manager, Facilities Planning and Research	39,960 3,330	47,448 3,954	54,936 4,578
8	Manager, Environmental Planning	35,052 2,921	41,628 3,469	48,192 4,016
8	Manager, Land Use/Development Planning	35,052 2,921	41,628 3,469	48,192 4,016
.....				
A2 17	Senior Planning Advisor	43,824 3,652	52,044 4,337	60,264 5,022
11	Chief Economist	32,988 2,749	39,168 3,264	45,336 3,778
11	Senior Environmental Planner	32,988 2,749	39,168 3,264	45,336 3,778
11	Senior Planner	32,988 2,749	39,168 3,264	45,336 3,778
10	Economist, Maritime	31,464 2,622	37,368 3,114	43,272 3,606
9	Economist	30,012 2,501	35,652 2,971	41,292 3,441
9	Planner II	30,012 2,501	35,652 2,971	41,292 3,441
6	Business Analyst	26,004 2,167	30,888 2,574	35,772 2,981
6	Environmentalist II	26,004 2,167	30,888 2,574	35,772 2,981
6	Production Administrator/Editor	26,004 2,167	30,888 2,574	35,772 2,981
5	Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
5	Graphics Illustrator	24,780 2,065	29,436 2,453	34,080 2,840
5	Planner I	24,780 2,065	29,436 2,453	34,080 2,840
5	Planning Project Assistant	24,780 2,065	29,436 2,453	34,080 2,840
4	Assistant Business Analyst	23,604 1,967	28,032 2,336	32,460 2,705
4	Assistant Economist	23,604 1,967	28,032 2,336	32,460 2,705
4	Assistant Planner	23,604 1,967	28,032 2,336	32,460 2,705
4	Environmentalist I	23,604 1,967	28,032 2,336	32,460 2,705

**PLANNING AND RESEARCH DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

<b>BASE SALARY RANGES</b>		
<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>\$ 1,518</b>	<b>\$ 1,803</b>	<b>\$ 2,088</b>
<b>1,518</b>	<b>1,803</b>	<b>2,088</b>
<b>1,352</b>	<b>1,606</b>	<b>1,860</b>
<b>1,275</b>	<b>1,515</b>	<b>1,754</b>

**B 9 Research Specialist**  
**9 Staff Assistant III**  
**7 Staff Assistant II**  
**6 Staff Assistant I**

**MAXIMUM AUTHORIZED NUMBER . . . . . 25.0**

**PUBLIC INFORMATION DEPARTMENT**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

<b>A1</b>	<b>*</b>	<b>Director of Public Information</b>	<b>\$44,796</b>	<b>\$53,112</b>	<b>\$61,428</b>
			<b>3,733</b>	<b>4,426</b>	<b>5,119</b>
<b>10</b>		<b>Assistant Director of Public Information</b>	<b>39,960</b>	<b>47,448</b>	<b>54,936</b>
			<b>3,330</b>	<b>3,954</b>	<b>4,578</b>
<b>6</b>		<b>Publications Manager</b>	<b>30,768</b>	<b>36,540</b>	<b>42,312</b>
			<b>2,564</b>	<b>3,045</b>	<b>3,526</b>
.....					
<b>A2</b>	<b>9</b>	<b>Special Projects Coordinator</b>	<b>30,012</b>	<b>35,652</b>	<b>41,292</b>
			<b>2,501</b>	<b>2,971</b>	<b>3,441</b>
<b>6</b>		<b>Editor</b>	<b>26,004</b>	<b>30,888</b>	<b>35,772</b>
			<b>2,167</b>	<b>2,574</b>	<b>2,981</b>
<b>6</b>		<b>Media Relations Officer</b>	<b>26,004</b>	<b>30,888</b>	<b>35,772</b>
			<b>2,167</b>	<b>2,574</b>	<b>2,981</b>
<b>6</b>		<b>Photographer</b>	<b>26,004</b>	<b>30,888</b>	<b>35,772</b>
			<b>2,167</b>	<b>2,574</b>	<b>2,981</b>
<b>5</b>		<b>Graphics Illustrator</b>	<b>24,780</b>	<b>29,436</b>	<b>34,080</b>
			<b>2,065</b>	<b>2,453</b>	<b>2,840</b>
<b>5</b>		<b>World Trade Center Administrator</b>	<b>24,780</b>	<b>29,436</b>	<b>34,080</b>
			<b>2,065</b>	<b>2,453</b>	<b>2,840</b>
<b>4</b>		<b>Public Information Assistant</b>	<b>23,604</b>	<b>28,032</b>	<b>32,460</b>
			<b>1,967</b>	<b>2,336</b>	<b>2,705</b>
<b>3</b>		<b>Administrative Assistant I</b>	<b>22,464</b>	<b>26,688</b>	<b>30,900</b>
			<b>1,872</b>	<b>2,224</b>	<b>2,575</b>
-----					
<b>B</b>	<b>7</b>	<b>Staff Assistant II</b>	<b>1,352</b>	<b>1,606</b>	<b>1,860</b>
	<b>6</b>	<b>Staff Assistant I</b>	<b>1,275</b>	<b>1,515</b>	<b>1,754</b>

**MAXIMUM AUTHORIZED NUMBER . . . . . 15.8**

**PURCHASING AND OFFICE SERVICES DEPARTMENT**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

A1	*	Director, Purchasing and Office Services	\$39,192 3,266	\$46,476 3,873	\$53,748 4,479
5		Assistant Director, Purchasing and Office Services	28,836 2,403	34,236 2,853	39,636 3,303
3		Print Shop Supervisor	25,332 2,111	30,072 2,506	34,812 2,901
3		Word Processing Center Supervisor	25,332 2,111	30,072 2,506	34,812 2,901
. . . . .					
A2	5	Administrative Assistant II	24,780 2,065	29,436 2,453	34,080 2,840
	5	Senior Buyer	24,780 2,065	29,436 2,453	34,080 2,840
	3	Buyer	22,464 1,872	26,688 2,224	30,900 2,575

Administrative

B	10	Lead Staff Assistant	1,608	1,911	2,213
	9	Staff Assistant III	1,518	1,803	2,088
	7	Staff Assistant II	1,352	1,606	1,860
	6	Staff Assistant I	1,275	1,515	1,754

Print Shop

	12	Press Operator	1,806	2,144	2,482
	10	Senior Multilith Operator	1,608	1,911	2,213
	9	Print Shop Graphics Technician	1,518	1,803	2,088
	8	Offset Duplicator Operator	1,433	1,702	1,971
	5	Print Shop Processor	1,203	1,429	1,654
	4	Messenger	1,133	1,346	1,559
	3	Mail Clerk	1,068	1,269	1,470
	3	Print Shop Trainee	1,068	1,269	1,470

Word Processing

	11	Word Processing Center Editor	1,703	2,024	2,344
	9	Word Processing Center Lead Operator	1,518	1,803	2,088
	7	Word Processing Center Operator II	1,352	1,606	1,860
	5	Word Processing Center Operator I	1,203	1,429	1,654

MAXIMUM AUTHORIZED NUMBER . . . . . 30.1

**REAL ESTATE DEPARTMENT****Schedule/Grade/Position Title****BASE SALARY RANGES****Minimum    Midpoint    Maximum**

<b>A1</b>	<b>*</b>	<b>Director of Real Estate</b>	<b>\$50,400</b>	<b>\$59,760</b>	<b>\$69,108</b>
			<b>4,200</b>	<b>4,980</b>	<b>5,759</b>
<b>10</b>		<b>Assistant Director of Real Estate</b>	<b>39,960</b>	<b>47,448</b>	<b>54,936</b>
			<b>3,330</b>	<b>3,954</b>	<b>4,578</b>
<b>9</b>		<b>Manager, Airport Real Estate</b>	<b>37,440</b>	<b>44,448</b>	<b>51,456</b>
			<b>3,120</b>	<b>3,704</b>	<b>4,288</b>
<b>9</b>		<b>Noise Remedy Program Manager</b>	<b>37,440</b>	<b>44,448</b>	<b>51,456</b>
			<b>3,120</b>	<b>3,704</b>	<b>4,288</b>
<b>7</b>		<b>Manager, Boat Harbors</b>	<b>32,844</b>	<b>39,012</b>	<b>45,168</b>
			<b>2,737</b>	<b>3,251</b>	<b>3,764</b>
<b>6</b>		<b>Manager, Airport Acquisition</b>	<b>30,768</b>	<b>36,540</b>	<b>42,312</b>
			<b>2,564</b>	<b>3,045</b>	<b>3,526</b>
<b>6</b>		<b>Manager, General Services</b>	<b>30,768</b>	<b>36,540</b>	<b>42,312</b>
			<b>2,564</b>	<b>3,045</b>	<b>3,526</b>
<b>4</b>		<b>Marina Supervisor</b>	<b>27,012</b>	<b>32,076</b>	<b>37,140</b>
			<b>2,251</b>	<b>2,673</b>	<b>3,095</b>
.....					
<b>A2</b>	<b>14</b>	<b>Manager, Project Development</b>	<b>38,052</b>	<b>45,192</b>	<b>52,332</b>
			<b>3,171</b>	<b>3,766</b>	<b>4,361</b>
<b>13</b>		<b>Communications Manager</b>	<b>36,288</b>	<b>43,092</b>	<b>49,896</b>
			<b>3,024</b>	<b>3,591</b>	<b>4,158</b>
<b>10</b>		<b>Senior Property and Acquisition Manager</b>	<b>31,464</b>	<b>37,368</b>	<b>43,272</b>
			<b>2,622</b>	<b>3,114</b>	<b>3,606</b>
<b>10</b>		<b>Senior Property Manager</b>	<b>31,464</b>	<b>37,368</b>	<b>43,272</b>
			<b>2,622</b>	<b>3,114</b>	<b>3,606</b>
<b>9</b>		<b>Senior Program Coordinator</b>	<b>30,012</b>	<b>35,652</b>	<b>41,292</b>
			<b>2,501</b>	<b>2,971</b>	<b>3,441</b>
<b>8</b>		<b>Property Manager II</b>	<b>28,632</b>	<b>34,008</b>	<b>39,372</b>
			<b>2,386</b>	<b>2,834</b>	<b>3,281</b>
<b>6</b>		<b>Business Analyst</b>	<b>26,004</b>	<b>30,888</b>	<b>35,772</b>
			<b>2,167</b>	<b>2,574</b>	<b>2,981</b>
<b>6</b>		<b>Noise Remedy Program Administrator</b>	<b>26,004</b>	<b>30,888</b>	<b>35,772</b>
			<b>2,167</b>	<b>2,574</b>	<b>2,981</b>
<b>5</b>		<b>Administrative Assistant II</b>	<b>24,780</b>	<b>29,436</b>	<b>34,080</b>
			<b>2,065</b>	<b>2,453</b>	<b>2,840</b>
<b>5</b>		<b>Property Manager I</b>	<b>24,780</b>	<b>29,436</b>	<b>34,080</b>
			<b>2,065</b>	<b>2,453</b>	<b>2,840</b>
<b>4</b>		<b>Airport Relocation Representative</b>	<b>23,604</b>	<b>28,032</b>	<b>32,460</b>
			<b>1,967</b>	<b>2,336</b>	<b>2,705</b>
-----					
<b>B</b>	<b>12</b>	<b>Marina Maintenance Supervisor</b>	<b>1,806</b>	<b>2,144</b>	<b>2,482</b>
<b>10</b>		<b>Lead Staff Assistant</b>	<b>1,608</b>	<b>1,911</b>	<b>2,213</b>
<b>9</b>		<b>Custodial/Security Supervisor</b>	<b>1,518</b>	<b>1,803</b>	<b>2,088</b>
<b>9</b>		<b>Staff Assistant III</b>	<b>1,518</b>	<b>1,803</b>	<b>2,088</b>
<b>9</b>		<b>Utilities Monitor II</b>	<b>1,518</b>	<b>1,803</b>	<b>2,088</b>

**REAL ESTATE DEPARTMENT (Continued)**  
**Schedule/Grade/Position Title**

**BASE SALARY RANGES**  
**Minimum Midpoint Maximum**

B 8	Moorage Attendant	\$ 1,433	\$ 1,702	\$ 1,971
8	Utilities Monitor I	1,433	1,702	1,971
7	Chief Switchboard Operator	1,352	1,606	1,860
7	Marina Attendant	1,352	1,606	1,860
7	Staff Assistant II	1,352	1,606	1,860
6	Security Guard	1,275	1,515	1,754
6	Staff Assistant I	1,275	1,515	1,754
5	Custodian	1,203	1,429	1,654
3	Relief Switchboard Operator	1,068	1,269	1,470

**MAXIMUM AUTHORIZED NUMBER . . . . . 77.8**