

SALARY AND BENEFIT RESOLUTION NO. 2803

12/21/80

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RESOLUTION NO. 2803

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions, classifications, salaries, and allowances for Port salaried positions; authorizing and establishing conditions in connection with the following benefits: bereavement, military, and sick leave; jury duty, vacation, holidays, compensatory time, and overtime or shift differential pay; medical, dental, disability, and life insurance coverage; unemployment compensation and retirement; transportation; and authorizing this resolution to be effective on December 21, 1980 and repealing all prior resolutions dealing with the same subject, including Resolution No. 2780.

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 authorized numbers and salary grades are established and set forth in Exhibit A, "Schedule of Authorized Positions" and are attached hereto and by this reference incorporated herein.

B. Graded Salary Ranges: All salaried positions except nongraded positions within the Port police and fire departments, Schedule A1 executive positions, 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  
June 1, 1980

A1 - MANAGEMENT EXEMPT

Grade	SALARY RANGE		
	Minimum	Midpoint	Maximum
1	\$19,032 1,586	\$22,596 1,883	\$26,160 Annual 2,180 Monthly
2	20,268 1,689	24,072 2,006	27,876 2,323
3	21,588 1,799	25,632 2,136	29,676 2,473
4	22,992 1,916	27,300 2,275	31,608 2,634
5	24,492 2,041	29,088 2,424	33,672 2,806
6	26,088 2,174	30,984 2,582	35,868 2,989
7	27,780 2,315	33,000 2,750	38,208 3,184
8	29,580 2,465	35,136 2,928	40,680 3,390
9	31,524 2,627	37,428 3,119	43,332 3,611
10	33,564 2,797	39,864 3,322	46,152 3,846
11	35,760 2,980	42,456 3,538	49,152 4,096
12	38,076 3,173	45,216 3,768	52,356 4,363
13	40,548 3,379	48,156 4,013	55,752 4,646
14	43,188 3,599	51,288 4,274	59,376 4,948

A2 - ADMINISTRATIVE/PROFESSIONAL EXEMPT

Grade	SALARY RANGE		
	Minimum	Midpoint	Maximum
1	\$15,912 1,326	\$18,900 1,575	\$21,876 Annual 1,823 Monthly
2	16,788 1,399	19,944 1,662	23,088 1,924
3	17,700 1,475	21,024 1,752	24,348 2,029
4	18,672 1,556	22,188 1,849	25,692 2,141
5	19,716 1,643	23,412 1,951	27,108 2,259
6	20,796 1,733	24,696 2,058	28,596 2,383
7	21,936 1,828	26,052 2,171	30,168 2,514
8	23,148 1,929	27,492 2,291	31,836 2,653
9	24,420 2,035	29,004 2,417	33,588 2,799
10	25,764 2,147	30,600 2,550	35,424 2,952
11	27,192 2,266	32,292 2,691	37,380 3,115
12	28,680 2,390	34,056 2,838	39,432 3,286

SCHEDULE B - NONEXEMPT

Grade	SALARY RANGE		
	Minimum	Midpoint	Maximum
1	\$ 773	\$ 919	\$ 1,064 Monthly
2	824	979	1,133
3	876	1,041	1,205
4	932	1,107	1,282
5	993	1,179	1,364
6	1,056	1,254	1,452
7	1,124	1,335	1,545
8	1,195	1,420	1,644
9	1,272	1,511	1,749
10	1,353	1,607	1,861
11	1,440	1,711	1,981
12	1,533	1,821	2,108
13	1,631	1,937	2,243
14	1,735	2,060	2,385
15	1,846	2,192	2,538

Section I. (Cont'd)

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

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

1. Police and Fire Classifications: Salary rates and benefits for these nongraded positions shall be established and maintained as follows:
  - a. Exempt: Schedule A classifications in the fire and police departments shall be paid salary rates which are influenced by rates paid for comparable positions in the region, and by the Port's internal salary relationships including those resulting from the position evaluation system.
  - b. Nonexempt: Schedule B fire department classifications shall be paid rates which are influenced by those which are paid for similar position levels in this locale, primarily the City of Seattle, and by the Port's internal salary relationships.
2. Regional Manager Positions Located Outside the Seattle Area: Salary ranges for these positions are influenced by cost-of-living factors and other conditions in each region. Special Overseas Allowance: The Executive Director is authorized to provide in addition to their salary as provided by this Resolution the following: direct payment or supplement for housing; transportation to and from assignment of employee, family, and required personal effects; transportation and travel costs of employee and spouse for annual training and consultation; and other similar costs paid by United States businesses to personnel assigned to overseas posts.
3. Executive Positions: Salary ranges for the Schedule A1 nongraded positions in the Executive Department 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 executive 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 non-graded 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 ordinary motion approved by the Commission at any regular or special meeting when the changes recommended are the result of provisions contained in this resolution. The number of authorized positions subject to specific authorizations for A1 positions shall be

Section I. (Cont'd)

controlled on a full-time-equivalent basis to the nearest whole or half position as indicated for each department and on a multi-departmental listing within Exhibit A. When recommended by the Executive Director, such authorized numbers may be amended in the same manner as described above.

II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM

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

The Executive Director shall have the final approval authority for all position reevaluations up to Schedule A1-10, or title changes, resulting from changes in organizational structure or from recognition of changes in any of the various established position factors. This authority shall not extend to the

Section II. (Cont'd)

establishment of new positions. A summary report of such reevaluations shall be provided to the Port Commission on an annual basis at year end.

III. FILLING VACANT POSITIONS AND SETTING SALARIES

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

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

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

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

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

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

Section IV.

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

The following provisions will be applied with consideration being given to the Federal Wage Control Guidelines:

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

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

1. Probationary Salary Increases: The probationary period is hereby established as the first six months of continuous employment as a new hire or a rehire in an authorized, permanent position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of the Employee Performance Evaluation System, may receive an increase ranging from 4% to 7% of their salary, provided they were hired at the minimum of the salary range for their classification. When a promotional increase of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a promotional adjustment may be considered within the guidelines established in Section A.3.
2. Discretionary Merit Fund Administration: A merit fund shall be established equal to 4% of the total salary midpoint amounts for salaried employees other than nongraded fire or police personnel. This fund shall be calculated for the monthly salaried payroll for eligible employees effective December 21, 1980. The merit fund shall be administered according to a plan prepared by the Director of Human Resources and approved by the Executive Director subject to the following provisions:
  - a. Employees whose salaries are below range midpoint shall be eligible for merit increases which would permanently add to their base salaries. Employees at or above range midpoint shall be eligible for either merit increases or for lump sum merit awards which would not add to base salaries. Lump sum awards shall be provided on an annual basis in one amount. Employees at salary range maximum shall be eligible for lump sum awards only. Any merit awards recommended for employees whose salaries are above range midpoint shall be subject to very close review. Special controls may be established by the Director of Human Resources for consideration of any merit recommendations affecting salaries which are above range midpoint.
  - b. On at least a semiannual basis, the Director of Human Resources shall initiate merit reviews for salaried employees.
  - c. Merit recommendations shall be submitted by department heads to the Director of Human Resources for review. A merit review shall consist of departmental salary plans which identify the amount and scheduled date for each requested merit increase. Salary plans must be approved by the Executive Director before any individual discretionary merit award shall be granted.
  - d. The total amount for either type of merit award shall not exceed 10% of the employee's base salary during any twelve month period, nor be less than amounts established in guidelines issued by the Director of Human Resources.

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

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

3. Promotional Adjustments:

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

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

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

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

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

Section IV.A (Cont'd)

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

B. Salary Adjustments For Employees in Fire Classifications:

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

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

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

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

rate for pay computations. After ten years' active employment based upon the same considerations, a 4% longevity adjustment shall be granted. After fifteen years' active employment, a 6% longevity adjustment shall be granted. Longevity amounts are always based on the "A" base rate. Longevity pay shall be adjusted annually or semi-annually in accordance with dates of general adjustments established in Section IV.C.

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

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

1. A mid-year cost-of-living adjustment shall be provided to the salary rates and ranges of eligible employees based on the local All Urban Consumer Price Index published by the Bureau of Labor Statistics. The amount of increase to salary rates for eligible employees shall be equal to the percentage change in the C.P.I. as indicated above for the period between November 30, 1980 and May 31, 1981 and shall be effective June 14, 1981. The above cost-of-living adjustment shall be subject to the following limitations:
  - a. It shall apply to the first \$30,000 of salary (such figure represents the urban family's higher budget requirements for a family of four in the Seattle area, as published by the Bureau of Labor Statistics);

Section IV.C. (Cont'd)

- b. Exhibit A and Section I.B. shall not be adjusted or amended and all salary ranges shall remain as provided therein; and
- c. It shall apply only to employees who have been employed for six calendar months or more.

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

- 2. The Director of Human Resources shall conduct comprehensive salary surveys following the mid-year cost-of-living adjustment as set forth in 1. above. If survey findings indicate that Port salary ranges or rates are not in proper alignment as established in this resolution, the Executive Director may recommend appropriate adjustments to salary rates and/or ranges where realignment is needed. Any such survey adjustments approved by the Port Commission shall be effective in December 1981.

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

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

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

V. ADMINISTRATION OF PAY PRACTICES

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

Section V. (Cont'd)

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

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

B. Definitions of Employment Status for compensation practices:

1. A permanent employee is one who works in a regular position expected to last more than 5 months for a minimum of ninety pre-scheduled hours per month as defined by the Washington Public Employees Retirement System. During the probationary period, such an employee is in a "probationary, permanent" status. After successful completion of the probationary period, an employee attains "regular, permanent" status.
  - a. Part-time status applies to permanent employees scheduled to work from 90 to 130 hours per month as defined above (minimum per week: 20.8 hours).
  - b. Full-time status applies to permanent employees scheduled to work 30 hours per week or 130 hours or more per month as defined above.
2. A temporary employee is one who works full time in a temporary position, or less than ninety hours per month indefinitely. The status of a temporary employee whose full-time services are required beyond five months must be changed to "permanent." If permanent status cannot be authorized, the employee must be terminated.

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

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

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

Section V. (Cont'd)

2. Firefighters working 24-hour shifts on alternate days.

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

1. For overtime: Permanent and temporary employees in nonexempt classifications shall receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above a full-time regularly scheduled workshift (see C. above) and/or work week (normally 37.5 or 40 hours), as the case may be. When required to work, overtime shall be paid for all work performed on "an employee's Saturday," "an employee's Sunday," and on a holiday to the extent provided in Section VI.B.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Group C Firefighters are excluded from receiving overtime compensation for working on any day which falls within their normal, regularly assigned schedule, since their compensation includes a work schedule differential.
2. For shift differential: All nonexempt employees other than firefighters shall receive a shift differential of 7.5% over their regular salary when required to work Swing Shift and 10% over their regular salary when required to work Graveyard Shift. Swing Shift shall be a full-time work shift which ends between 10:30 p.m. and 2:00 a.m.; Graveyard Shift shall be a full-time work shift which ends later than 2:00 a.m.
3. For compensatory time: The Director of Human Resources may promulgate appropriate regulations governing the use and application of 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 1981, both Port and employee contributions are scheduled to be 6.65% on earnings up to a maximum of \$29,700. In compliance with FICA guidelines, employee sick leave in excess of one hour will be excluded from FICA taxable earnings.
2. Industrial Insurance or Other Duty Disability Benefits: All Port employees except Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workman's Compensation Act. Employees in fire classifications are covered by the Washington Law Enforcement Officers' and Fire Fighters' Retirement System.

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

Section VI. (Cont'd)

employees or classification of employees. For example, use of accrued sick leave as a supplement to Workman's Compensation may be provided within guidelines as established by the Executive Director.

3. Unemployment Compensation: All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. Military Leave: With appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per calendar year of military leave as provided in and limited by R.C.W. 38.40.060. Compensation during the period of such a leave shall not exceed that which would be required to cover the number of hours regularly scheduled. Time off for weekend drills does not normally constitute military leave; however, time off without pay may be allowed when necessary at department head discretion.
5. Transportation: For purpose of commuting to and from work, and in view of increased costs of transportation and fuel shortages, payment is authorized for 50% of the cost of a monthly METRO bus pass for all salaried employees. In addition, van/car pools are established for employees commuting from outlying areas with a fee of 50% of the cost of a monthly METRO bus pass charged to the employee passenger commuting within King County and 75% charged to the employee passenger commuting outside of King County. Employees in regional offices commuting on public transportation systems and employees commuting on the State ferry system shall be reimbursed an amount of up to 50% the cost of a monthly METRO bus pass. The Director of Human Resources shall promulgate appropriate procedures to implement this policy, taking into account employees not participating in the programs are receiving parking at no cost.

B. Benefits Provided Permanent Employees:

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

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

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

- (1) Salaried Employees Other than Firefighters: Permanent salaried employees shall accrue sick leave at the rate of .0462 hour per straight-time hour paid. These accruals shall commence from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.
- (2) Firefighters Covered by LEOFF, Plan One: Port firefighters covered by LEOFF, Plan One, shall, as of January 1, 1978, be excluded from adding to sick leave accruals earned between January, 1970 and December, 1977. Unused sick leave accruals remaining on the records of such employees may be used at the employee's option in case of short-term illness; or at termination or retirement following five or more years' of active employment, half of the unused sick leave accruals may be paid in the final payroll check at the hourly rate effective for each such employee as of December 31, 1977.

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. However, unused portions of this discretionary sick leave shall not be accrued or compensated for at termination.

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

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

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

Upon termination or retirement following five complete years of active employment in a continuous period of employment, qualified employees shall be compensated for 50% of their unused sick leave up to a 10-year accrual (120 days for most employees; 96 10-hour shifts for employees scheduled for a

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

10-hour day, 4-day work week; and 60 24-hour shifts for Group C Firefighters) at the rate of pay at termination, prorated to the last day worked. Employees covered by LEOFF, Plan One shall receive pay for unused sick leave according to (2) above.

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

3. Holidays: (This section is effective from 1/01/81 through 12/31/81.) These eleven holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section V.D.1., Overtime.

<u>Normal Date of Observance for Monday Through Friday Schedule</u>	<u>Holiday</u>
January 1	New Year's Day
January 2	Port-designated floater (in lieu of Lincoln's Birthday)
Third Monday in February (16)	Washington's Birthday
Last Monday in May (25)	Memorial Day
July 3	Independence Day
First Monday in September (7)	Labor Day
Fourth Thursday in November (26)	Thanksgiving Day
Fourth Friday in November (27)	Day after Thanksgiving
December 24	Port-designated floater (in lieu of Veteran's Day)
December 25	Christmas Day
*Employee selects date	*Personal Holiday

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

At least one week advance notice and department head approval is required for the personal holiday. Each eligible employee shall take one personal holiday within the calendar year, subject to appropriate scheduling with their department head. On November 1, 1981, each department head shall set up a schedule for eligible employees who have not yet scheduled a personal holiday. An employee shall receive no extra pay for not taking a personal holiday, unless directed by the department head to work on the day scheduled and no other day off can be scheduled before year end. A terminating employee shall receive no pay for a personal holiday not taken prior to the last day worked.

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

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

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

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

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

- b. Group C Firefighters are not eligible for holiday pay since they are paid a 5% work schedule differential for weekends and holidays which fall in their normal work schedule.
- c. Part-Time Employees:
- (1) Permanent part-time employees may receive compensation for the holidays (as specified in a. above) which fall in their regularly assigned work schedule; or for equitability, department head may instead administer holiday compensation on a pro rata basis throughout the year; i.e., a 22.5-hour employee may receive pay for 60% of the holiday hours provided, or 4.5 hours per holiday. The number of hours of holiday pay shall not exceed the number of hours regularly scheduled--up to 7.5 or 8 hours depending upon the work shift. When the number of hours worked varies each week, an average based on the most recent four-week period or a proportionate number of hours based on a predetermined schedule is used to determine the holiday pay.
- (2) Temporary part-time or on-call employees shall, if required to work on a holiday, be paid at the overtime rate of pay only.
- d. Temporary Employees: Unless clearly scheduled for full-time work for at least 30 days before and a day or more after a holiday, temporary employees are not eligible for pay on holidays not worked.
- e. Employees on Medical or Disability Leave: Employees on unpaid leave of absence or on disability leave which constitutes inactive status such as but not limited to LEOFF Plan 1 disability leave, long-term disability leave, and worker's compensation, are not eligible for holiday pay. However, to the extent that sick leave supplements are being paid during the holiday week and for a day or more immediately preceding or following the holiday, prorata holiday pay does apply.

Section VI.B. (Cont'd)

4. Vacation With Pay:

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

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

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

- b. Limits on Accumulating Vacation Leave: Vacation leave accumulation shall be limited to a 24-month accrual at the employee's anniversary date. On the anniversary date of the employee, any portion above a 24-month accrual of unused vacation leave shall be forfeited. Departmental management shall be responsible for encouraging and allowing proper scheduling for employees' taking annual leave in order to avoid any forfeiture of vacation leave.
- c. Rates of Accrual: Permanent salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. In this section, vacation shall be computed based on the normal workshift in hours (usually 7.5 or 8 hours, or in the case of Group C firefighters, 12 hours). Vacation leave is earned as follows:
- (1) Two Weeks Vacation: Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, permanent employees shall accrue vacation at the rate of .0385 hours per straight-time hour paid (.0385 x 1950 annual hours = 75 vacation hours; .0385 x 2080 annual hours = 80 vacation hours; Group C firefighters 10/12 x 12 months = 10 days or 120 vacation hours).
  - (2) Three Weeks Vacation: From the thirty-seventh full month to and including the one hundred thirty-second full month of continuous employment, permanent employees shall accrue vacation at the rate of .0577 hours per straight-time hour paid (.0577 x 1950 annual hours = 112.5 vacation hours; .0577 x 2080 annual hours = 120 vacation hours; Group C firefighters 15/12 x 12 months = 15 days or 180 vacation hours).
  - (3) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, permanent employees shall accrue vacation at the rate of .0770 hours per straight-time hour paid (.0770 x 1950 annual hours = 150 vacation hours; .0770 x 2080 annual hours = 160 vacation hours; Group C firefighters 20/12 x 12 months = 20 days or 240 vacation hours).
- d. Payment for Vacation Leave at Termination: Upon termination, regular permanent employees shall receive pay in lieu of unused accrued vacation leave based on the limitations stated above and pro-rated through the last day worked, which, except in cases of severe illness, is the termination date. A probationary permanent employee who terminates active employment before completing the probationary period shall receive no vacation pay.

Section VI.B. (Cont'd)

5. Insurance Benefits: Coverage for insurances listed below under c., d., and e. require full-time, prescheduled employment hereby established as at least 30 hours per week or 130 hours per month (see Section V.B. for definitions).
- a. Medical Insurance for Employees Only: Probationary, permanent employees who normally maintain active employment schedules of 90 hours or more each month shall receive paid surgical, hospital, and major medical insurance coverage beginning on the first of the month following a calendar month of continuous employment. This insurance benefit shall be provided in such amounts and in such manner as are established in contracts with insurance companies and/or agencies selected by the Port to provide such benefits. There shall be a choice of two medical/health insurance plans from which employees may choose one.
- b. Medical Insurance for Dependents of Permanent Employees: On the first of the month following six continuous calendar months of satisfactory employment, full-time regular permanent employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents; the eligibility and other conditions of coverage are established between the Port and the insurance companies or agencies selected to provide such benefits. Coverage for dependents shall be provided by the same medical insurance plan which the employee has chosen.
- Part-time permanent employees who have satisfactorily worked the hours equivalent of six full-time months (normally 975 or 1,040 hours) may become eligible on the first of the following month to receive medical coverage for eligible dependents up to the cost level required to cover a spouse and two children. Any remaining cost for a group of eligible dependents would be the responsibility of the employee, to be handled by payroll deduction.
- c. Dental Insurance for Permanent, Full-Time Employees and Their Dependents: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees and their eligible dependents shall receive paid dental insurance coverage. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.
- d. Life Insurance for Permanent, Full-Time Employees and Their Dependents: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees and their eligible dependents shall receive paid life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies or agencies selected by the Port to provide such benefits.
- e. Long-Term Disability Insurance for Permanent, Full-Time Employees: On the first of the month following six continuous calendar months of satisfactory employment, regular permanent employees shall receive paid insurance coverage for long-term disability in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.

Section VII.

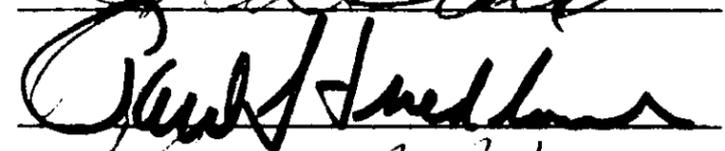
VII. EFFECTIVE DATE: This resolution shall be effective December 21, 1980. The Executive Director, the Director of Accounting and Port Auditor, and the Director of Human Resources are authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 21, 1980.

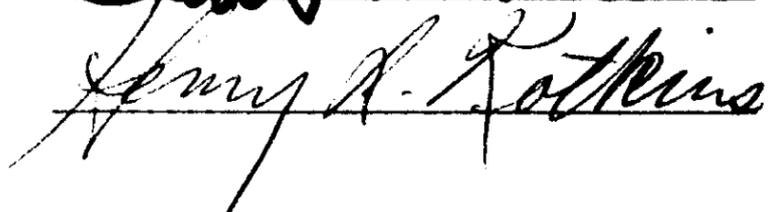
BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2780, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 9th day of December, 1980, and duly authenticated in open session by the signatures of the Commissioners voting and the seal of the Commission.









SCHEDULE OF AUTHORIZED SALARIED POSITIONS

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

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

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
			(Annual Over Monthly)		
<u>EXECUTIVE DEPARTMENT</u>					
Schedule A1	* Executive Director	1	\$64,896 5,408	\$76,944 6,412	\$88,980 7,415
	* Senior Director, Operations and Facilities	1	50,040 4,170	59,328 4,944	68,604 5,717
	* Senior Director, Port Development & Relations	1	45,108 3,759	53,472 4,456	61,836 5,153
	* Senior Director, Finance and Administration	1	44,328 3,694	52,548 4,379	60,768 5,064
11	Senior Executive Advisor	1	35,760 2,980	42,456 3,538	49,152 4,096
9	Director of Labor Relations	1	31,524 2,627	37,428 3,119	43,332 3,611
8	Director, Budget and Internal Audit	1	29,580 2,465	35,136 2,928	40,680 3,390
5	Executive Assistant	1	24,492 2,041	29,088 2,424	33,672 2,806
.....					
A2	* General Counsel		38,076 3,173	45,216 3,768	52,356 4,363
9	Director, Special Services		24,420 2,035	29,004 2,417	33,588 2,799
	* Staff Attorney		24,420 2,035	29,004 2,417	33,588 2,799
8	Senior Staff Auditor		23,148 1,929	27,492 2,291	31,836 2,653
5	Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259

\*Nongraded positions - explained in Section I.C.  
 EXECUTIVE DEPARTMENT Last General Increase: 6/01/80

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint Over Monthly	Maximum
Schedule A2 (continued)	5 Administrative Systems Analyst		\$19,716 1,643	\$23,412 1,951	\$27,108 2,259
	4 World Trade Center Administrator		18,672 1,556	22,188 1,849	25,692 2,141
	4 Staff Auditor		18,672 1,556	22,188 1,849	25,692 2,141

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Schedule B	10	Management Intern	1,353	1,607	1,861
	10	Executive Staff Assistant	1,353	1,607	1,861
	9	Legal Assistant	1,272	1,511	1,749
	9	Staff Assistant I	1,272	1,511	1,749
	7	Secretary II	1,124	1,335	1,545
	6	Secretary I	1,056	1,254	1,452
	6	Specialized Office Assistant II	1,056	1,254	1,452
	5	Specialized Office Assistant I	993	1,179	1,364
	3	General Office Assistant	876	1,041	1,205

MAXIMUM AUTHORIZED NUMBER . . . . . 29

Public Information Section

Schedule A1	9	Director, Public Information	1	31,524 2,627	37,428 3,119	43,332 3,611
. . . . .						
A2	7	Editor		21,936 1,828	26,052 2,171	30,168 2,514
	7	Community Relations Manager		21,936 1,828	26,052 2,171	30,168 2,514
	6	Public Information Assistant		20,796 1,733	24,696 2,058	28,596 2,383
	5	Photographer		19,716 1,643	23,412 1,951	27,108 2,259
	5	Graphics Illustrator		19,716 1,643	23,412 1,951	27,108 2,259

Schedule	Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
				Minimum (Annual)	Midpoint (Over Monthly)	Maximum
(Continued)	A2	4 Assistant Editor		\$18,672 1,556	\$22,188 1,849	\$25,692 2,141

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Schedule B	8	Graduate Intern		1,195	1,420	1,644
	7	Secretary II		1,124	1,335	1,545
	6	Secretary I		1,056	1,254	1,452
	3	General Office Assistant		876	1,041	1,205
MAXIMUM AUTHORIZED NUMBER . . . . .			10			

ACCOUNTING DEPARTMENT

Schedule A1	11	Director of Accounting and Port Auditor	1	35,760 2,980	42,456 3,538	49,152 4,096
	8	Assistant Director of Accounting	2	29,580 2,465	35,136 2,928	40,680 3,390
. . . . .						
A2	7	Safety Coordinator and Claims Agent		21,936 1,828	26,052 2,171	30,168 2,514
	7	Employee Benefits Administrator		21,936 1,828	26,052 2,171	30,168 2,514
	6	Supervisor, Customer Accounting		20,796 1,733	24,696 2,058	28,596 2,383
	6	Accounting Systems Analyst		20,796 1,733	24,696 2,058	28,596 2,383
	6	Senior Accountant		20,796 1,733	24,696 2,058	28,596 2,383
	5	Section Head, Accounting		19,716 1,643	23,412 1,951	27,108 2,259
	5	Accountant, Financial Control Systems		19,716 1,643	23,412 1,951	27,108 2,259
	5	Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259
	4	Assistant Claims Agent		18,672 1,556	22,188 1,849	25,692 2,141

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over)	Maximum (Monthly)
Schedule A2 (Continued)	4 Credit Specialist		\$18,672 1,556	\$22,188 1,849	\$25,692 2,141
	3 Employee Benefits Assistant		17,700 1,475	21,024 1,752	24,348 2,029
-----					
Schedule B	10 Lead Specialized Office Assistant		1,353	1,607	1,861
	9 Staff Assistant I		1,272	1,511	1,749
	9 Specialized Office Technician		1,272	1,511	1,749
	7 Secretary II		1,124	1,335	1,545
	6 Secretary I		1,056	1,254	1,452
	6 Specialized Office Assistant II		1,056	1,254	1,452
	5 Specialized Office Assistant I		993	1,179	1,364
	5 Data Processing Operator I		993	1,179	1,364
	3 General Office Assistant		876	1,041	1,205
MAXIMUM AUTHORIZED NUMBER . . . . .			45		

AVIATION DEPARTMENT

Schedule A1	14 Director of Aviation	1	43,188 3,599	51,288 4,274	59,376 4,948
	12 Airport Manager	1	38,076 3,173	45,216 3,768	52,356 4,363
	10 Airport Business Manager	1	33,564 2,797	39,864 3,322	46,152 3,846
	9 Superintendent of Maintenance - Airport	1	31,524 2,627	37,428 3,119	43,332 3,611
	9 Superintendent of Operations	1	31,524 2,627	37,428 3,119	43,332 3,611
	8 Electrical Superintendent	1	29,580 2,465	35,136 2,928	40,680 3,390
	8 Electronics Superintendent	1	29,580 2,465	35,136 2,928	40,680 3,390

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum (Annual)	Midpoint Over	Maximum Monthly)	
Schedule A1 (Continued)	8 Mechanical Superintendent	1	\$29,580 2,465	\$35,136 2,928	\$40,680 3,390	
	7 Assistant Superintendent of Operations	1	27,780 2,315	33,000 2,750	38,208 3,184	
	7 Baggage Systems Superintendent	1	27,780 2,315	33,000 2,750	38,208 3,184	
	6 Parking Superintendent	1	26,088 2,174	30,984 2,582	35,868 2,989	
	6 Airport Supervisor	6	26,088 2,174	30,984 2,582	35,868 2,989	
	5 Field Superintendent	1	24,492 2,041	29,088 2,424	33,672 2,806	
	5 Transit System Reliability and Quality Control Supervisor	1	24,492 2,041	29,088 2,424	33,672 2,806	
	4 Building Superintendent	1	22,992 1,916	27,300 2,275	31,608 2,634	
	4 Central Control Supervisor	1	22,992 1,916	27,300 2,275	31,608 2,634	
	3 Assistant Parking Superintendent	1	21,588 1,799	25,632 2,136	29,676 2,473	
	.....					
	A2	11 Transit System Specialist - Electronic		27,192 2,266	32,292 2,691	37,380 3,115
	11 Transit System Specialist - Electrical/ Mechanical		27,192 2,266	32,292 2,691	37,380 3,115	
	9 Associate Engineer		24,420 2,035	29,004 2,417	33,588 2,799	
	8 Small Works Contract Administrator		23,148 1,929	27,492 2,291	31,836 2,653	
	8 Environmental Health Specialist		23,148 1,929	27,492 2,291	31,836 2,653	
	6 Airport Supply Administrator		20,796 1,733	24,696 2,058	28,596 2,383	
	6 Aviation Administration Supervisor		20,796 1,733	24,696 2,058	28,596 2,383	

Schedule	Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
				Minimum (Annual)	Midpoint (Over Monthly)	Maximum
B	13	Maintenance Shift Coordinator		\$ 1,631	\$ 1,937	\$ 2,243
	13	Lead Waste Plant Operator		1,631	1,937	2,243
	12	Operations Controller		1,533	1,821	2,108
	12	Inspector, Fire Alarm Systems		1,533	1,821	2,108
	10	Ramp Controller		1,353	1,607	1,861
	10	Waste Plant Operator		1,353	1,607	1,861
	10	Staff Assistant II		1,353	1,607	1,861
	10	Lead Specialized Office Assistant		1,353	1,607	1,861
	9	Staff Assistant I		1,272	1,511	1,749
	9	Specialized Office Technician		1,272	1,511	1,749
	9	Aviation Stockroom Assistant		1,272	1,511	1,749
	7	Secretary II		1,124	1,335	1,545
	6	Secretary I		1,056	1,254	1,452
	6	Specialized Office Assistant II		1,056	1,254	1,452
	5	Specialized Office Assistant I		993	1,179	1,364
	3	General Office Assistant		876	1,041	1,205
	3	Messenger		876	1,041	1,205

Police Department

Schedule	Grade	Position Title	Auth'd No.	Salary Rate
A1	P	Chief of Port Police	1	\$43,200 3,600
	P	Deputy Chief of Port Police	1	41,160 3,430

Fire Department

Schedule	A1	F	Fire Chief	1	\$42,180 3,515
		F	Deputy Fire Chief	1	40,140 3,345

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
			(Annual Over Monthly)		
			<u>Base Salary Rate</u>		<u>**Rate with 5%</u>
Schedule B	F *Captain		\$2,604		\$2,734
	F *Lieutenant		2,264		2,377
	F *Firefighter A		2,058		2,161
	F Firefighter B		1,960		2,058
	F Firefighter C		1,867		1,960
	F Firefighter D		1,778		1,867
	F Firefighter E		1,654		1,737

MAXIMUM AUTHORIZED NUMBER . . . . . 142

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

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

DISTRIBUTION DEPARTMENT

Schedule	Al	12	Director, Distribution Department	1	\$38,076 3,173	\$45,216 3,768	\$52,356 4,363
		9	Assistant Director, Distribution	1	31,524 2,627	37,428 3,119	43,332 3,611
		8	Manager, Warehousing	1	29,580 2,465	35,136 2,928	40,680 3,390
		6	Traffic Supervisor	1	26,088 2,174	30,984 2,582	35,868 2,989
		4	Assistant Manager, Warehousing	1	22,992 1,916	27,300 2,275	31,608 2,634
		1	Manager, Support Services	3	19,032 1,586	22,596 1,883	26,160 2,180

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<u>Salary Grade</u>	<u>Position Title</u>	<u>Auth'd No.</u>	<u>BASE SALARY RANGES</u>		
			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>

(Annual Over Monthly)

Schedule A2	7	Traffic Coordinator	\$21,936 1,828	\$26,052 2,171	\$30,168 2,514
	7	Manager, Warehouse Rates and Services	21,936 1,828	26,052 2,171	30,168 2,514
	6	Systems and Procedures Analyst	20,796 1,733	24,696 2,058	28,596 2,383
	6	Business Analyst	20,796 1,733	24,696 2,058	28,596 2,383
	5	Administrative Assistant	19,716 1,643	23,412 1,951	27,108 2,259
	4	Assistant Traffic Coordinator	18,672 1,556	22,188 1,849	25,692 2,141

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Schedule B	13	Floor Supervisor	1,631	1,937	2,243
	12	Chief Freight Agent	1,533	1,821	2,108
	11	Dispatcher	1,440	1,711	1,981
	10	Staff Assistant II	1,353	1,607	1,861
	10	Freight Agent	1,353	1,607	1,861
	10	Lead Specialized Office Assistant	1,353	1,607	1,861
	9	Specialized Office Technician	1,272	1,511	1,749
	9	Senior Data Processing Operator	1,272	1,511	1,749
	7	Secretary II	1,124	1,335	1,545
	6	Secretary I	1,056	1,254	1,452
	6	Specialized Office Assistant II	1,056	1,254	1,452
	6	Data Processing Operator II	1,056	1,254	1,452
	5	Data Processing Operator I	993	1,179	1,364
	5	Specialized Office Assistant I	993	1,179	1,364
	3	General Office Assistant	876	1,041	1,205
	3	Messenger	876	1,041	1,205

MAXIMUM AUTHORIZED NUMBER . . . . . 76

Schedule	Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
				Minimum	Midpoint	Maximum
<u>ENGINEERING DEPARTMENT</u>						
A1	14	Chief Engineer	1	\$43,188 3,599	\$51,288 4,274	\$59,376 4,948
	12	Assistant Chief Engineer	1	38,076 3,173	45,216 3,768	52,356 4,363
	10	Chief Systems Engineer	1	33,564 2,797	39,864 3,322	46,152 3,846
	10	Chief Civil Engineer	1	33,564 2,797	39,864 3,322	46,152 3,846
	9	Project Manager	5	31,524 2,627	37,428 3,119	43,332 3,611
	9	Superintendent of Maintenance - Waterfront	1	31,524 2,627	37,428 3,119	43,332 3,611
	9	Manager, Engineering Development and Technical Support	1	31,524 2,627	37,428 3,119	43,332 3,611
	8	Supervisor - Cargo Handling Equipment	1	29,580 2,465	35,136 2,928	40,680 3,390
	8	Supervisor - Buildings and Grounds	1	29,580 2,465	35,136 2,928	40,680 3,390
	7	Maintenance Supervisor - Nights & ) Weekends )	7	27,780 2,315	33,000 2,750	38,208 3,184
	6	Maintenance Supervisor )		26,088 2,174	30,984 2,582	35,868 2,989
	4	Drafting Manager	1	22,992 1,916	27,300 2,275	31,608 2,634
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A2	12	Senior Engineer		28,680 2,390	34,056 2,838	39,432 3,286
	12	Resident Engineer		28,680 2,390	34,056 2,838	39,432 3,286
	9	Associate Engineer		24,420 2,035	29,004 2,417	33,588 2,799
	8	Small Works Contract Administrator		23,148 1,929	27,492 2,291	31,836 2,653

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES			
			Minimum (Annual)	Midpoint (Over Monthly)	Maximum	
Schedule A2 (Continued)	7 Assistant Engineer		\$21,936 1,828	\$26,052 2,171	\$30,168 2,514	
	7 Contracts Administrator		21,936 1,828	26,052 2,171	30,168 2,514	
	6 Designer		20,796 1,733	24,696 2,058	28,596 2,383	
	6 Maintenance Administration Supervisor		20,796 1,733	24,696 2,058	28,596 2,383	
	6 Engineering Administration Supervisor		20,796 1,733	24,696 2,058	28,596 2,383	
	5 Junior Engineer		19,716 1,643	23,412 1,951	27,108 2,259	
	<u>Administrative</u>					
Schedule B	9 Work Order Administrator		1,272	1,511	1,749	
	9 Staff Assistant I		1,272	1,511	1,749	
	8 Graduate Intern		1,195	1,420	1,644	
	7 Secretary II		1,124	1,335	1,545	
	6 Secretary I		1,056	1,254	1,452	
	6 Specialized Office Assistant II		1,056	1,254	1,452	
	5 Specialized Office Assistant I		993	1,179	1,364	
	3 General Office Assistant		876	1,041	1,205	
	Student Intern					
	<u>Design</u>					
11 Senior Drafter		1,440	1,711	1,981		
8 Drafter II		1,195	1,420	1,644		
6 Drafter I		1,056	1,254	1,452		
6 Engineering Reproduction Technician		1,056	1,254	1,452		

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>Construction</u>					
15	Senior Construction Inspector		\$ 1,846	\$ 2,192	\$ 2,538
12	Associate Construction Inspector		1,533	1,821	2,108
10	Assistant Construction Inspector		1,353	1,607	1,861
<u>Survey</u>					
14	Survey Party Chief		1,735	2,060	2,385
13	Senior Survey Technician		1,631	1,937	2,243
12	Survey Instrument Technician		1,533	1,821	2,108
10	Survey Head Chainer		1,353	1,607	1,861
9	Survey Rear Chainer		1,272	1,511	1,749
<u>Maintenance</u>					
13	Maintenance Storekeeper		1,631	1,937	2,243
9	Maintenance Clerk		1,272	1,511	1,749
7	Stock Room Clerk		1,124	1,335	1,545
MAXIMUM AUTHORIZED NUMBER . . . . .			118		

HUMAN RESOURCES DEPARTMENT

Schedule A1	11	Director of Human Resources	1	35,760 2,980	42,456 3,538	49,152 4,096
	6	Human Resources Manager	2	26,088 2,174	30,984 2,582	35,868 2,989
. . . . .						
A2	7	Equal Employment Officer		21,936 1,828	26,052 2,171	30,168 2,514
	7	Compensation Analyst		21,936 1,828	26,052 2,171	30,168 2,514
	5	Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over Monthly)	Maximum
Schedule A2 (Continued)	3 Employment Representative		\$17,700 1,475	\$21,024 1,752	\$24,348 2,029
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Schedule B	11 Contract Compliance Coordinator		1,440	1,711	1,981
	9 Staff Assistant I		1,272	1,511	1,749
	9 Specialized Office Technician		1,272	1,511	1,749
	7 Secretary II		1,124	1,335	1,545
	6 Secretary I		1,056	1,254	1,452
	6 Specialized Office Assistant II		1,056	1,254	1,452
	5 Specialized Office Assistant I		993	1,179	1,364
	3 General Office Assistant		876	1,041	1,205
MAXIMUM AUTHORIZED NUMBER . . . . .			15		

MARINE DEPARTMENT

Schedule A1	12 Director, Marine Department	1	38,076 3,173	45,216 3,768	52,356 4,363
	10 Manager, Marine Terminals	1	33,564 2,797	39,864 3,322	46,152 3,846
	7 Terminal Superintendent	4	27,780 2,315	33,000 2,750	38,208 3,184
	7 Manager, Boat Harbors	1	27,780 2,315	33,000 2,750	38,208 3,184
	5 Superintendent, Marine Operations	3	24,492 2,041	29,088 2,424	33,672 2,806
	4 Assistant Terminal Superintendent	1	22,992 1,916	27,300 2,275	31,608 2,634
	4 Marina Supervisor	2	22,992 1,916	27,300 2,275	31,608 2,634

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over Monthly)	Maximum
A2	8 Environmental Health Specialist		\$23,148 1,929	\$27,492 2,291	\$31,836 2,653
	5 Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259

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Schedule B	12	Chief Freight Agent	1,533	1,821	2,108
	11	Marina Maintenance Supervisor	1,440	1,711	1,981
	10	Freight Agent	1,353	1,607	1,861
	10	Staff Assistant II	1,353	1,607	1,861
	9	Staff Assistant I	1,272	1,511	1,749
	9	Specialized Office Technician	1,272	1,511	1,749
	7	Moorage Attendant	1,124	1,335	1,545
	7	Secretary II	1,124	1,335	1,545
	7	Marina Attendant	1,124	1,335	1,545
	6	Secretary I	1,056	1,254	1,452
	6	Security Guard	1,056	1,254	1,452
	6	Specialized Office Assistant II	1,056	1,254	1,452
	6	Data Processing Operator II	1,056	1,254	1,452
	5	Specialized Office Assistant I	993	1,179	1,364
	5	Data Processing Operator I	993	1,179	1,364
	3	General Office Assistant	876	1,041	1,205

MAXIMUM AUTHORIZED NUMBER . . . . . 71

MARKETING DEPARTMENT

Schedule A1	13	Director of Marketing	1	40,548 3,379	48,156 4,013	55,752 4,646
	11	Assistant Director of Marketing	1	35,760 2,980	42,456 3,538	49,152 4,096

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over Monthly)	Maximum
A2	* Regional Manager (Midwest)		\$28,104 2,342	\$35,604 2,967	\$43,092 3,591
	* Regional Manager (East Coast)		28,104 2,342	35,604 2,967	43,092 3,591
	* Regional Manager (Inland Empire)		27,000 2,250	34,668 2,889	42,324 3,527
	* Regional Manager (California/Southwest)		26,664 2,222	34,224 2,852	41,772 3,481
	* Regional Manager (Southeast Asia)		27,000 2,250	34,668 2,889	42,324 3,527
	* Regional Manager (Japan)		24,444 2,037	28,992 2,416	33,540 2,795
9	Regional Manager (66/Field)		24,420 2,035	29,004 2,417	33,588 2,799
9	Manager, Market Analysis		24,420 2,035	29,004 2,417	33,588 2,799
8	Manager, Terminal Pricing and Tariff Publications		23,148 1,929	27,492 2,291	31,836 2,653
8	Manager, Intermodal Pricing		23,148 1,929	27,492 2,291	31,836 2,653
6	Market Analyst		20,796 1,733	24,696 2,058	28,596 2,383
6	Cargo Expediter		20,796 1,733	24,696 2,058	28,596 2,383
	* Assistant Regional Manager (Midwest)		20,640 1,720	25,164 2,097	29,676 2,473
	* Assistant Regional Manager (East Coast)		20,640 1,720	25,164 2,097	29,676 2,473
5	Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259

\*Nongraded positions - explained in Section I.C.

Schedule	Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
				Minimum (Annual)	Midpoint (Over)	Maximum (Monthly)
B	9	Staff Assistant I		\$ 1,272	\$ 1,511	\$ 1,749
	9	Specialized Office Technician		1,272	1,511	1,749
	9	Administrative/Professional Trainee		1,272	1,511	1,749
	8	Graduate Intern		1,195	1,420	1,644
	7	Secretary II		1,124	1,335	1,545
	6	Secretary I		1,056	1,254	1,452
	3	General Office Assistant		876	1,041	1,205
MAXIMUM AUTHORIZED NUMBER . . . . .				27.5		

PLANNING AND RESEARCH DEPARTMENT

Schedule	A1	13	Director of Planning and Research	1	40,548 3,379	48,156 4,013	55,752 4,646
		10	Manager, Planning and Research	2	33,564 2,797	39,864 3,322	46,152 3,846
. . . . .							
	A2	12	Senior Economic Advisor		28,680 2,390	34,056 2,838	39,432 3,286
		11	Senior Planner		27,192 2,266	32,292 2,691	37,380 3,115
		11	Senior Environmental Planner		27,192 2,266	32,292 2,691	37,380 3,115
		11	Supervising Economist		27,192 2,266	32,292 2,691	37,380 3,115
		10	Senior Trade Analyst		25,764 2,147	30,600 2,550	35,424 2,952
		9	Economist		24,420 2,035	29,004 2,417	33,588 2,799
		9	Planner II		24,420 2,035	29,004 2,417	33,588 2,799
		6	Production Administrator/Editor		20,796 1,733	24,696 2,058	28,596 2,383

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
6	Business Analyst		\$20,796 1,733	\$24,696 2,058	\$28,596 2,383
6	Environmentalist II		20,796 1,733	24,696 2,058	28,596 2,383
5	Planner I		19,716 1,643	23,412 1,951	27,108 2,259
5	Graphics Illustrator		19,716 1,643	23,412 1,951	27,108 2,259
4	Environmentalist I		18,672 1,556	22,188 1,849	25,692 2,141

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Schedule B	10	Staff Assistant II		1,353	1,607	1,861
	9	Research Specialist		1,272	1,511	1,749
	9	Specialized Office Technician		1,272	1,511	1,749
	8	Graduate Intern		1,195	1,420	1,644
	7	Secretary II		1,124	1,335	1,545
	6	Secretary I		1,056	1,254	1,452
	5	Specialized Office Assistant I		993	1,179	1,364
	3	General Office Assistant		876	1,041	1,205

MAXIMUM AUTHORIZED NUMBER . . . . . 30.5

PURCHASING AND OFFICE SERVICES DEPARTMENT

Schedule A1	9	Director, Purchasing and Office Services	1	31,524 2,627	37,428 3,119	43,332 3,611
	5	Assistant Director, Purchasing and Office Services	1	24,492 2,041	29,088 2,424	33,672 2,806
	2	Print Shop Supervisor	1	20,268 1,689	24,072 2,006	27,876 2,323

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Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over Monthly)	Maximum
A2	4 Word Processing Center Supervisor		\$18,672 1,556	\$22,188 1,849	\$25,692 2,141
	4 Senior Buyer		18,672 1,556	22,188 1,849	25,692 2,141
	3 Buyer		17,700 1,475	21,024 1,752	24,348 2,029
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Schedule B	10 Property Room Custodian		1,353	1,607	1,861
	10 Lead Specialized Office Assistant		1,353	1,607	1,861
	10 Staff Assistant II		1,353	1,607	1,861
	9 Records Retention/Library Specialist		1,272	1,511	1,749
	9 Senior Multilith Operator		1,272	1,511	1,749
	9 Staff Assistant I		1,272	1,511	1,749
	9 Property Records Specialist		1,272	1,511	1,749
	9 Specialized Office Technician		1,272	1,511	1,749
	8 Word Processing Center Senior Operator		1,195	1,420	1,644
	8 Multilith Operator		1,195	1,420	1,644
	7 Stock Room Clerk		1,124	1,335	1,545
	7 Secretary II		1,124	1,335	1,545
	6 Word Processing Center Operator		1,056	1,254	1,452
	6 Secretary I		1,056	1,254	1,452
	6 Specialized Office Assistant II		1,056	1,254	1,452
	5 Specialized Office Assistant I		993	1,179	1,364
	5 Print Shop Processor		993	1,179	1,364
	4 Word Processing Center Trainee		932	1,107	1,282
	3 Messenger		876	1,041	1,205

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over Monthly)	Maximum
Schedule B (Continued)	3 Mail Clerk		\$ 876	\$ 1,041	\$ 1,205
	3 General Office Assistant		876	1,041	1,205
	3 Print Shop Trainee		876	1,041	1,205
MAXIMUM AUTHORIZED NUMBER . . . . .			32.5		

REAL ESTATE DEPARTMENT

Schedule	A1	14	Director of Real Estate	1	43,188 3,599	51,288 4,274	59,376 4,948
		11	Assistant Director, Real Estate	1	35,760 2,980	42,456 3,538	49,152 4,096
		7	Manager, Airport Real Estate	1	27,780 2,315	33,000 2,750	38,208 3,184
		6	Manager, Airport Acquisition	1	26,088 2,174	30,984 2,582	35,868 2,989
		6	Manager, General Services	1	26,088 2,174	30,984 2,582	35,868 2,989
. . . . .							
	A2	8	Rental Management Specialist II		23,148 1,929	27,492 2,291	31,836 2,653
		8	Administrator, Real Estate Services		23,148 1,929	27,492 2,291	31,936 2,653
		6	Manager, Communications and Administrative Services		20,796 1,733	24,696 2,058	28,596 2,383
		5	Rental Management Specialist I		19,716 1,643	23,412 1,951	27,108 2,259
		4	Airport Acquisition Assistant		18,672 1,556	22,188 1,849	25,692 2,141
		4	Airport Relocation Representative		18,672 1,556	22,188 1,849	25,692 2,141

Schedule	Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
				Minimum (Annual)	Midpoint (Over Monthly)	Maximum
B	10	Staff Assistant II		\$ 1,353	\$ 1,607	\$ 1,861
	9	Administrative/Professional Trainee		1,272	1,511	1,749
	9	Staff Assistant I		1,272	1,511	1,749
	9	Utilities Monitor II		1,272	1,511	1,749
	8	Utilities Monitor I		1,195	1,420	1,644
	8	Supervisor of General Services		1,195	1,420	1,644
	8	Custodial Supervisor		1,195	1,420	1,644
	7	Secretary II		1,124	1,335	1,545
	7	Chief Switchboard Operator		1,124	1,335	1,545
	6	Secretary I		1,056	1,254	1,452
	6	Specialized Office Assistant II		1,056	1,254	1,452
	6	Security Guard		1,056	1,254	1,452
	5	Custodian		993	1,179	1,364
	3	General Office Assistant		876	1,041	1,205
	3	Relief Switchboard Operator		876	1,041	1,205
MAXIMUM AUTHORIZED NUMBER . . . . .			42			

SYSTEMS AND DATA PROCESSING DEPARTMENT

Schedule	A1	12	Director, Systems and Data Processing	1	38,076 3,173	45,216 3,768	52,356 4,363
		8	Assistant Director, Systems & Data Processing	1	29,580 2,465	35,136 2,928	40,680 3,390
		7	Systems Manager	3	27,780 2,315	33,000 2,750	38,208 3,184
		1	Manager, Support Services	1	19,032 1,586	22,596 1,883	26,160 2,180
. . . . .							

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum (Annual)	Midpoint (Over)	Maximum (Monthly)
A2 10	Senior Technical Support Analyst		\$25,764 2,147	\$30,600 2,550	\$35,424 2,952
9	Senior Systems Analyst		24,420 2,035	29,004 2,417	33,588 2,799
8	Technical Support Analyst		23,148 1,929	27,492 2,291	31,836 2,653
8	Systems Analyst		23,148 1,929	27,492 2,291	31,836 2,653
6	Systems and Procedures Analyst		20,796 1,733	24,696 2,058	28,596 2,383
6	Programmer/Analyst II		20,796 1,733	24,696 2,058	28,596 2,383
5	Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259
5	Programmer/Analyst I		19,716 1,643	23,412 1,951	27,108 2,259
4	Forms Analyst		18,672 1,556	22,188 1,849	25,692 2,141
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Schedule B 12	Lead Computer Operator		1,533	1,821	2,108
10	Staff Assistant II		1,353	1,607	1,861
9	Programmer/Analyst Trainee		1,272	1,511	1,749
9	Computer Operator		1,272	1,511	1,749
9	Senior Data Processing Operator		1,272	1,511	1,749
9	Specialized Office Technician		1,272	1,511	1,749
6	Computer Operator Trainee		1,056	1,254	1,452
6	Specialized Office Assistant II		1,056	1,254	1,452
6	Data Processing Operator II		1,056	1,254	1,452
5	Specialized Office Assistant I		993	1,179	1,364
5	Data Processing Operator I		993	1,179	1,364
MAXIMUM AUTHORIZED NUMBER . . . . .			62		

Salary Grade	Position Title	Auth'd No.	BASE SALARY RANGES		
			Minimum	Midpoint	Maximum
<u>MULTI-DEPARTMENT</u>					
Schedule A1	1 Manager, Support Services		\$19,032 1,586	\$22,596 1,883	\$26,160 2,180
.....					
A2	5 Administrative Assistant		19,716 1,643	23,412 1,951	27,108 2,259
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Schedule B	10 Staff Assistant II		1,353	1,607	1,861
	10 Lead Specialized Office Assistant		1,353	1,607	1,861
	9 Staff Assistant I		1,272	1,511	1,749
	9 Specialized Office Technician		1,272	1,511	1,749
	9 Administrative/Professional Trainee		1,272	1,511	1,749
	9 Senior Data Processing Operator		1,272	1,511	1,749
	8 Graduate Intern		1,195	1,420	1,644
	7 Secretary II		1,124	1,335	1,545
	7 Stock Room Clerk		1,124	1,335	1,545
	6 Secretary I		1,056	1,254	1,452
	6 Specialized Office Assistant II		1,056	1,254	1,452
	6 Data Processing Operator II		1,056	1,254	1,452
	5 Specialized Office Assistant I		993	1,179	1,364
	5 Data Processing Operator I		993	1,179	1,364
	3 General Office Assistant		876	1,041	1,205
	3 Messenger		876	1,041	1,205
	* Student Intern				

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

MAXIMUM POSITIONS AVAILABLE . . . . . 50

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

# PORT OF SEATTLE

P.O. BOX 1209 SEATTLE, WASHINGTON 98111

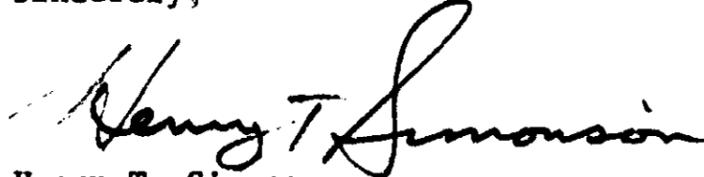
November 26, 1980

Mr. Merle D. Adlum, President  
Port of Seattle Commission  
P. O. Box 1209  
Seattle, Washington 98111

Dear Merle:

I will be unable to attend the Port Commission meeting on December 9, 1980. However, I am familiar with Resolution No. 2803 pertaining to Salaries and Benefits for 1981 and consent to that Resolution being placed on second reading and final passage. Please enter this consent in the official minutes of the meeting.

Sincerely,



Henry T. Simonson  
Port Commissioner

IU/D/30