

**2017**

**SALARY & BENEFIT**

**RESOLUTION NO. 3727**

**Effective January 1, 2017**

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## **RESOLUTION NO. 3727**

**A RESOLUTION** of the Port Commission of the Port of Seattle Establishing Jobs, Pay Grades, Pay Ranges, and Pay Practices for Port Employees not represented by a labor union; Authorizing Legally Required Benefits, Other Benefits for Port Employees not represented by a Labor Union including Retirement, Paid Leave, Healthcare, Life Insurance and Disability Benefits, Benefits for Port of Seattle Retirees, and Benefits for Port of Seattle Commissioners; and Authorizing this Resolution to be Effective on January 1, 2017, and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3712 and Resolution No. 3720.

**WHEREAS**, the Port Commission has authority pursuant to RCW 53.08.170 to create and fill positions, fix wages, salaries, and establish other benefits of employment including retirement, insurance and similar benefits.

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

### **I. DEFINITIONS**

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

**At-will:** A designation given to some non-represented jobs or positions at the Port where the employment relationship may be terminated by the Port or employee at any time and for any or no reason. Employees hired as at-will are not subject to the Port's progressive discipline process. Jobs designated as at-will are noted in the Exhibit A of the Salary and Benefits Resolution, and will be identified as at-will when a job opening for an at-will position is posted and/or before an offer of employment is made.

**Chief Executive Officer:** An employee who is appointed by the Commission and who is subject to the terms and conditions of this Resolution. However, any terms, conditions, adjustments to pay, pay range or benefits for the Chief Executive Officer adopted in open session by the Commissioners shall prevail over any relevant conflicting or inconsistent terms and conditions in this Resolution. Such agreement shall become effective without an amendment to this Resolution.

**Commissioner:** An individual who is elected and is eligible for benefits as provided in the relevant provisions of Section V. This definition includes a Commissioner who may be appointed mid-term due to an unanticipated vacancy.

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

**Emergency Hire Employee:** An employee hired without a competitive hiring process whose initial employment is limited to 3 months and whose employment may be extended for no more than two additional months without a competitive hiring process.

**Employee:** An individual who performs personal services for the Port, and receives a paycheck from the Port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not employees.

**For Cause:** A designation given to most non-represented Port of Seattle jobs and positions where the employment relationship can be terminated by the Port for reasons that conform to previously defined standards of unacceptable conduct or performance. Standards are defined in policies included in the Code of Conduct, most specifically in HR-18 – Standards of Performance and Conduct, Corrective Action and Discipline.

**Full-Time Employee:** An employee who is regularly scheduled to work 80 hours per bi-weekly pay period.

**Guided Rating Distribution:** The guideline for the distribution of employee performance review ratings across the Port. The guided distribution is not a forced ranking or distribution, rather a guideline to support consistent application of the various performance ratings, based on rating definitions, across the Port.

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

**Intern:** A temporary employee who is hired in accordance with the Intern Program Guidelines, is considered a student per the program guidelines and is performing duties in accordance with the student's course of study.

**Limited Duration Employee:** An employee who is hired for more than 90 days in a job with a planned end date.

**Non-represented Employee:** A salaried or hourly employee not represented by a labor union.

**On-Call Employee:** An employee who does not have a regular work schedule and whose work hours can vary from week to week indefinitely.

**Regular Employee:** An employee hired to perform a job without a specified end date.

**Part-Time Employee:** An employee who is regularly scheduled to work less than 80 hours per bi-weekly pay period.

**Probationary Employee:** A newly hired or rehired employee who has not yet successfully completed the six-month probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment.

**Probationary Period:** The period of time from the day a newly hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment.

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

**Temporary Assignment:** An assignment for a full-time or part-time employee that is generally expected to last no longer than six months. A Temporary Assignment may only be extended one

time for a maximum of six additional months with the approval of HR management.

**Temporary Employee:** An employee hired to perform a job with a specified end date.

**Veteran Fellows:** An employee who is hired and receives pay and benefits in accordance with the Veteran Fellowship Program.

## II. ESTABLISHING JOBS, PAY GRADES, PAY RANGES AND PAY RATES



### A. Reporting Requirements for Certain Positions:

1. Public Affairs Senior Director: The Public Affairs Senior Director will report jointly to the Commission President and the Chief Executive Officer. The Commission President and the Chief Executive Officer will have responsibility for review and joint approval of performance expectations for the Public Affairs Senior Director and Public Affairs Department staff, and will each provide direct input for the Public Affairs Senior Director performance review. Decisions regarding hiring, firing, or re-positioning the Public Affairs Senior Director will receive concurrence from the Commission President and the Chief Executive Officer. Public Affairs will have direct accountability to both the Commission and the Chief Executive Office and will independently execute judgment on external affairs strategies based on ethical and professional support of overall Port objectives and the Port's role as a public agency. Public Affairs Department staff will report to the Public Affairs Senior Director.
2. Internal Audit Director: The Commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director, reports to the Audit Committee as provided in the Audit Committee Charter. The Audit Committee is charged with making recommendations to the Commission on the appointment, replacement or dismissal of the Internal Audit Director; provides input to the CFO on performance evaluation; oversees the Internal Audit Director's plans and activities and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The internal Audit Department staff will report to the Internal Audit Director.
3. Commission Chief of Staff: The Commission Chief of Staff is appointed to the Commission pursuant to an Employment Agreement. The Commission Chief of Staff is subject to the terms and conditions of the Resolution. In the event of any conflicting or inconsistent terms and conditions between this Resolution and the Employment Agreement, the Employment Agreement will prevail.

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

- Recruit and fill authorized positions (except that of Chief Executive Officer) up to the full-time-equivalent number of positions authorized;
- Set salaries within pay ranges established below;
- Transfer positions and/or employees from one work unit to another and to reorganize functions to promote organizational effectiveness;
- Approve non-competitive placements in select circumstances;
- Establish additional positions, provided that funding is available in the Commission approved budget; and,

- Establish an additional position on a temporary basis when an employee has given notice of termination or retirement in order to provide overlap and effective business continuity.
- C. **Pay Ranges**: All non-represented jobs shall be evaluated and assigned to a pay grade according to their relative skill requirements, responsibilities, and other factors as explained in Section II.C. Each job will have a pay range that corresponds to its pay grade.

The following 2017 Pay Grades and Pay Ranges for non-represented jobs at the Port of Seattle are hereby established:

**GRADED PAY RANGE STRUCTURE**  
**2.5% Range Adjustment Effective January 1, 2017**

<u>Grade</u>	<u>Hourly Minimum</u>	<u>Hourly Midpoint</u>	<u>Hourly Maximum</u>	<u>Annual Minimum</u>	<u>Annual Midpoint</u>	<u>Annual Maximum</u>
45	\$107.74	\$134.68	\$161.62	\$224,109	\$280,136	\$336,163
44	\$101.65	\$127.06	\$152.47	\$211,424	\$264,279	\$317,135
43	\$95.89	\$119.87	\$143.84	\$199,456	\$249,320	\$299,184
42	\$90.46	\$113.08	\$135.70	\$188,166	\$235,208	\$282,249
41	\$85.78	\$107.23	\$128.68	\$178,430	\$223,037	\$267,644
40	\$81.28	\$101.60	\$121.92	\$169,068	\$211,335	\$253,601
39	\$77.02	\$96.27	\$115.53	\$160,195	\$200,244	\$240,293
38	\$72.94	\$91.17	\$109.41	\$151,714	\$189,642	\$227,571
37	\$69.04	\$86.30	\$103.56	\$143,608	\$179,510	\$215,412
36	\$65.39	\$81.74	\$98.08	\$136,008	\$170,010	\$204,011
35	\$61.85	\$77.31	\$92.78	\$128,651	\$160,814	\$192,977
34	\$58.50	\$73.12	\$87.74	\$121,671	\$152,088	\$182,506
33	\$55.32	\$69.15	\$82.98	\$115,066	\$143,832	\$172,599
32	\$52.27	\$65.34	\$78.40	\$108,721	\$135,902	\$163,082
31	\$49.40	\$61.75	\$74.10	\$102,752	\$128,440	\$154,128
30	\$46.62	\$58.28	\$69.94	\$96,978	\$121,223	\$145,467
29	\$44.01	\$55.01	\$66.01	\$91,531	\$114,414	\$137,296
28	\$41.51	\$51.89	\$62.27	\$86,344	\$107,930	\$129,517
27	\$39.13	\$48.91	\$58.69	\$81,386	\$101,732	\$122,079
26	\$36.87	\$46.09	\$55.30	\$76,689	\$95,861	\$115,033
25	\$34.71	\$43.39	\$52.07	\$72,204	\$90,255	\$108,306
24	\$32.65	\$40.81	\$48.98	\$67,914	\$84,893	\$101,871
23	\$30.69	\$38.36	\$46.04	\$63,836	\$79,795	\$95,754
22	\$28.83	\$36.04	\$43.25	\$59,972	\$74,964	\$89,957
21	\$27.03	\$33.79	\$40.54	\$56,220	\$70,275	\$84,330
20	\$25.85	\$32.32	\$38.78	\$53,774	\$67,217	\$80,661
19	\$24.74	\$30.92	\$37.11	\$51,457	\$64,322	\$77,186
18	\$23.68	\$29.60	\$35.52	\$49,256	\$61,570	\$73,884
17	\$22.69	\$28.37	\$34.04	\$47,201	\$59,001	\$70,801
16	\$21.73	\$27.16	\$32.59	\$45,195	\$56,494	\$67,793
15	\$20.77	\$25.96	\$31.16	\$43,205	\$54,006	\$64,807
14	\$19.92	\$24.90	\$29.88	\$41,427	\$51,784	\$62,141
13	\$19.12	\$23.90	\$28.68	\$39,763	\$49,704	\$59,645
12	\$18.31	\$22.89	\$27.46	\$38,084	\$47,605	\$57,126
11	\$17.57	\$21.97	\$26.36	\$36,551	\$45,688	\$54,826
10	\$16.84	\$21.05	\$25.26	\$35,034	\$43,792	\$52,551
9	\$16.17	\$20.21	\$24.25	\$33,631	\$42,038	\$50,446
8	\$15.53	\$19.41	\$23.29	\$32,293	\$40,367	\$48,440
7	\$14.91	\$18.64	\$22.37	\$31,021	\$38,777	\$46,532
6	\$14.28	\$17.85	\$21.42	\$29,700	\$37,126	\$44,551
5	\$13.73	\$17.16	\$20.60	\$28,559	\$35,699	\$42,838
4	\$13.21	\$16.52	\$19.82	\$27,482	\$34,353	\$41,223
3	\$12.71	\$15.89	\$19.07	\$26,438	\$33,048	\$39,658



**D. Job Evaluation System:** It is the policy of the Commission to pay Port employees based on the Port's Total Rewards Philosophy. It is also the policy of the Commission to establish a job evaluation system that evaluates compensation characteristics based on skill level, responsibility, effort required and working conditions, among other characteristics, of each job. The job evaluation system shall evaluate jobs on an on-going basis and be administered by Human Resources management under the direction of the Chief Executive Officer. The results of the job evaluation system shall be considered in determining the appropriate pay grade for each job as well as the appropriate exempt or non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act (FLSA). The Senior Director, Human Resources, under the supervision of the Chief Executive Officer, shall have the final approval authority for all job evaluation outcomes and title changes except for that of the Chief Executive Officer. This authority shall include re-evaluation of existing jobs and establishment and evaluation of new jobs.

**E. Pay Practices:**

1. **Compensation Considerations:** An employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time employee's work schedule is 80 hours each bi-weekly pay period. Full-time employees work between 8 and 10 hours each day and salaried, exempt, employees are expected to work the hours necessary to complete assigned work.
2. **Payroll:** Employees shall be paid bi-weekly, typically on Friday. The Port's payroll week shall begin Sunday at 12:01 a.m. and end Saturday at midnight. Employees are required to complete a Direct Deposit Authorization Form upon hire and to keep such information current so that electronic paycheck deposits can be made automatically to the employee's designated financial institution. The Port shall have the right and obligation per RCW 49.48.200 to recover any amounts paid in error.
3. **Initial Pay Rates:** Pay rates shall normally be based on skill, knowledge and experience and set between the minimum and midpoint of the pay range for employees hired or otherwise moving into a non-represented job. Under special conditions and with appropriate documentation, Human Resources management may authorize pay above the midpoint of the pay range for employees possessing exceptional qualifications or experience, or for internal/external equity reasons.
4. **Overtime:** Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime compensation in accordance with prevailing State and Federal laws.
5. **ICT Stand-by Pay:** Hourly, non-exempt, ICT Employees who are required to be available during non-work hours to respond to issues or solve problems will be eligible for ICT Stand-by Pay as specified in Port Policy HR-21 – Pay Administration.
6. **Other Pay Adjustments:** Other pay adjustments including, but not limited to, Promotional Increases, Completion of Probation Increases, Six-Month Increases, and Temporary Assignment Adjustments shall be administered consistent with Port Policy HR-21 – Pay Administration.
7. **Special Pay Adjustments:** The Chief Executive Officer, or Human Resources management under the supervision of the Chief Executive Officer, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring

appropriate compensation in unusual situations and circumstances that are not otherwise addressed by Port pay administration policies or procedures.

8. Pay for Performance: The Pay for Performance program shall be administered in accordance with Port Policy HR-21 – Pay Administration. The Pay for Performance Program is comprised of the two components, a Base Pay Increase component and an Incentive Pay Plan component. The Incentive Pay Plan will be addressed in a separate resolution.

a. Base Pay Component: Permits eligible non-represented employees to earn increases to their base pay that are based on performance ratings earned during the previous performance review period. The amount of the base pay increases shall be approved by Commission as part of the Port budget process and administered according to a plan approved by the Chief Executive Officer and implemented by Human Resources Management.

1) Consistent with the General Delegation of Authority, the Commission shall provide input to the CEO regarding performance of those employees that report directly to the CEO for the CEO's benefit in rating the performance of the CEO's direct reports. Such input shall be provided in executive session no later than the last Commission meeting in January.

9. Pay for the Chief Executive Officer: Pay and performance evaluation for the Chief Executive Officer shall be approved by the Commission in public session. The Commission shall have discretion in determining pay of the Chief Executive Officer.

F. Pay Rates and Pay Ranges for Non-evaluated Jobs: Pay Rates, pay ranges, and a provision for a special allowance have been developed for non-evaluated positions:

1. High School, College, and Graduate Intern Positions: Pay Rates and employment conditions for students employed under provisions of the Port of Seattle Intern Program shall be determined by Human Resources staff based upon state or local minimum wage regulations.

2. Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief: These jobs are not evaluated, and ranges are established based on local market rates for similar work to facilitate appropriate pay administration for employees in these jobs.

3. Veteran Fellows Positions: Veteran Fellowship jobs are not evaluated, and ranges are established to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.

4. Chief Executive Officer: This job is not evaluated and no pay range is established. The CEO's pay is established by the Port Commission.

G. Amending Authorized Jobs, Pay Grades, and Pay Ranges: Pay Ranges may be amended by ordinary motion approved by the Commission at any regular or special meeting when the changes are the result of provisions contained in this Resolution. Exhibit A may be amended by Human Resources management when the changes are the result of provisions contained in this Resolution (e.g., on-going job evaluations).

### III. BENEFITS PROGRAMS OFFERED TO EMPLOYEES

The Port Commission supports the Port providing a competitive benefits package for employees and their families that will assist the Port in retaining and attracting employees with the skills and abilities essential to carry out the Port's work. As such, the Commission authorizes the following benefits programs:

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

- Social Security (FICA) Insurance
- Industrial Insurance/Workers Compensation Coverage
- Unemployment Compensation
- Military Leave (based on both Federal and State requirements)
- Faith and Conscience Days
- Pregnancy Disability Leave
- Family and Medical Leave Act (FMLA) of 1993
- The Family Care Act (FCA) of 2002

B. **Additional Benefits for Employees**: The following benefits shall be administered consistent with eligibility requirements and other details included in Port Policy HR-5 – Leave or Port Policy HR-31 – Employee Benefits for Non-Represented Employees as applicable.

1. **Paid Leave**: The following paid leave plans shall be administered consistent with Port Policy HR-5 – Leave and the Addendum to Port Policy HR-5 – Leave.
  - a. **Paid Time Off (PTO)**: Paid time away from work for vacation or personal reasons. Employees are encouraged to take at least two weeks of PTO each year.
  - b. **Extended Illness (EI) Leave**: Paid time away from work in the event of illness, injury or other specified reasons.
  - c. **Holidays**: The Port shall observe the following 10 holidays.
    - New Year's Holiday
    - Martin Luther King, Jr. Day
    - Presidents' Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - Native American Heritage Day (the day after Thanksgiving)
    - Port Designated Floater (in lieu of Veterans Day)
    - Christmas Day
  - d. **Bereavement Leave**: Time off to attend or make arrangements for funeral services of a close family member.
  - e. **Supplemental Military Leave**: Additional partially paid military leave in response to an involuntary deployment resulting from Presidential recall or a declared State of Emergency.

- f. Civic Duty Leave: Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
  - g. Awarded Time: Paid time granted to salaried employees to recognize extra work hours necessary to meet critical deadlines, assure coverage, or otherwise accomplish Port objectives.
  - h. Shared Leave: Accrued leave donated by one employee to another to prevent the receiving employee from taking leave without pay due to a serious health condition.
  - i. Parental Leave: Paid time away from work following the birth, adoption, or placement for foster care of a new child.
2. Retirement: Pension benefits that provide vested employees with post-retirement income.
- a. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees' Retirement System (PERS) or Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) based on their job responsibilities. Retirement benefits will be administered consistent with applicable Washington State laws, and supplemental information contained in Port Policy HR-31 – Employee Benefits for Non-Represented Employees.
    - 1) Employees hired in otherwise eligible positions under RCW 41.40, who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement which will provide benefits similar to those provided under PERS, Plan Two. The Port Auditor is authorized to execute any and all documents and to take any and all action necessary to implement such an arrangement.
3. Health Care: Medical and dental coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements and as specified in Port Policy HR-31 – Employee Benefits for Non-Represented Employees.
- a. The Port shall maintain at least two medical plan options.
  - b. Employees will have the ability to enroll their eligible dependents in the same medical and dental plans the employee elects.
  - c. Employees may be required to pay all or a portion of their medical and dental premiums by payroll deduction.
  - d. The Port retains the right to modify or terminate healthcare benefits.
4. Life and Disability Insurance: Benefits to protect against unexpected loss.
- a. Life Insurance: Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
  - b. Accidental Death and Dismemberment (AD&D): Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.

- c. **Long-Term Disability:** Partial income continuation benefits paid to employees unable to work for extended periods of time.
- 5. **Flex Time and Alternative Work Arrangements:** Work schedules that include varied start and stop times, flex time, as well as longer work weeks combined with a non-work day each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- 6. **Relocation:** Reimbursement, as specified in Port policy HR-24 – Relocation, to newly hired salaried employees for pre-approved moving expenses related to their relocation to the Seattle area as a result of accepting a job with the Port of Seattle.
- C. **Authorization to Amend Benefit Programs:** The Chief Executive Officer is authorized to amend benefits as necessary to comply with any changes in statutory requirements. All policies are subject to approval by the Chief Executive Officer. The Port retains the right to modify or terminate any benefits and/or modify the cost charged to employees or dependents for benefits coverage at any time for any reason.
- D. **Benefits for the Chief Executive Officer:** The Chief Executive Officer will be offered the same benefits package other eligible employees are offered as provided in Sections III.A. and III.B. The Port Commission may also authorize different or additional benefits for the Chief Executive Officer.

#### IV. **BENEFITS OFFERED TO PORT OF SEATTLE RETIREES**

In addition to pension benefits offered to Port of Seattle retirees, the Port Commission authorizes the following benefits and conditions for qualified retirees.

- A. **Medical Benefits for Retirees:** Qualified Port of Seattle retirees will be offered the opportunity to obtain medical coverage through the Port of Seattle as specified below.
  - 1. **Eligibility Requirements for Retiree Medical Benefits:** A retiree is eligible for retiree medical benefits subject to insurance contract provisions and upon payment of 100% of the associated premiums if the following requirements are satisfied:
    - a. Has at least five (5) consecutive years of credited service in a non-represented position with the Port of Seattle immediately preceding retirement and is eligible to begin receiving a pension, based in part upon Port of Seattle employment, within one month following departure from the Port.
    - b. Completes and submits an enrollment form, if any, for the desired retiree benefit plan within 31 days of his/her retirement date.
    - c. Retirees who are 65 years of age or more must have coverage under Medicare Parts A and B to be eligible for enrollment in a retiree healthcare plan.
- B. **Medical Benefits for Dependents of Retirees:** Dependents of retirees are eligible for enrollment in a retiree medical plan, subject to insurance contract provisions, if the retiree and dependent(s) enroll on a timely basis. Spouse and domestic partners covered by retirees as dependents are eligible to continue coverage should they survive the retiree.

- C. **Retiree Life Insurance:** Retirees are eligible for enrollment in the retiree life insurance plan if the eligibility requirements listed in Section IV.A.1 are satisfied.
- D. **Retiree Parking:** Retirees are eligible for free vacation parking at the north employee parking lot at Sea-Tac airport. A valid retiree identification badge is required to access the north employee parking lot and can be obtained from the front desk at Pier 69.
- E. **Authorization to Amend Benefits Offered to Port of Seattle Retirees:** The Port is authorized to amend the benefits in this section as necessary to comply with any changes in statutory regulations, to require retirees to contribute all or a portion of the premium, and to amend or terminate governing contracts at any time for any reason.

## V. **BENEFITS OFFERED TO PORT OF SEATTLE COMMISSIONERS**

Benefits contained in this section are available to Port Commissioners.

- A. **Healthcare:** Port Commissioners shall have the same healthcare, medical and dental, benefits choices offered to Port employees.

- 1. **Medical Benefits for Commissioners:** Port Commissioners are eligible to elect medical coverage effective on the first of the month following one calendar month as a Port Commissioner.

They shall be eligible for healthcare coverage in such amounts and in such manner as the Port has established with organizations selected to provide or administer such benefits. Commissioners who elect Port sponsored medical coverage must elect coverage via approved methods.

- a. **Medical Benefits for Commissioner's Dependents:** Port Commissioners are eligible to elect medical benefits for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same medical plan which the Commissioner has chosen.

b. **Medical Benefits for Commissioners Eligible for Retiree Medical:** A Port of Seattle Commissioner is eligible for retiree medical benefits subject to insurance contract provisions and upon payment of 100% of the associated premiums if the Commissioner has at least five (5) consecutive years of service with the Port of Seattle immediately preceding the end of their last term as a Port Commissioner, and an employment history as an elected Port of Seattle Commissioner equivalent to that which would be necessary to retire under one of the State of Washington PERS plans within one month following departure from the Commission. The Commissioner must also satisfy the eligibility requirements in Sections IV.A.1.b and IV.A.1.c.

Additionally, spouses or domestic partners of Commissioners who are eligible for retiree medical coverage are eligible to remain enrolled in coverage should they survive the eligible Commissioner.

- 2. **Dental Benefits for Commissioners:**
  - a. **Coverage for Commissioners:** Port Commissioners who so elect coverage shall receive these benefits effective the first of the month following one calendar month as a Port Commissioner. Dental coverage will be provided in such amounts and in such manner

as the Port has established with organizations providing or administering such benefits. The eligibility and other conditions of coverage are established with the organization selected by the Port to provide such benefits.

b. Coverage for Commissioner's Dependents: Port Commissioners are eligible to elect dental benefits for their dependents on the first of the month following one calendar month as a Port Commissioner. Coverage for dependents shall be provided by the same dental plan which the Commissioner has chosen.

3. Healthcare Premiums: Commissioners will be responsible for paying a share of their healthcare premiums by payroll deduction in the same manner as non-represented employees. Commissioners are responsible for notifying the Port by an approved enrollment method of their coverage elections and eligible dependents. Any additional healthcare costs associated with a lack of notification shall be the Commissioner's responsibility.

**B. Life Insurance**: Commissioners shall be eligible to elect life insurance coverage as specified below.

1. For Commissioners: Port Commissioners who so elect shall have coverage under a \$50,000 basic life insurance policy and/or \$100,000 business travel accident insurance policy on a self-paid basis on the first of the month following one calendar month as a Port Commissioner subject to provisions of contracts with organizations selected by the Port to provide such benefits.

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

a. For Commissioners eligible for retiree life insurance: A Commissioner is eligible for enrollment in the retiree life insurance plan if the eligibility requirements listed in Section IV.A.1.b. are satisfied and the Commissioner elected and was covered by the \$50,000 basic life insurance policy immediately prior to the expiration of their term as a Port Commissioner.

**C. Right to Modify or Terminate Coverage**: The Port retains the right to modify or terminate benefits and/or to modify the cost charged to Commissioners or dependents for such coverage.

## **VI. SPECIAL PROGRAMS AND COMMISSION NOTIFICATION**

The Chief Executive Officer is authorized to establish and implement Voluntary Separation, Furlough, or other similar programs deemed necessary to benefit the financial health of the Port and amend benefits provided for in the Salary and Benefit Resolution as necessary to execute the provisions of these programs. The Commission shall be notified of any amendments to benefits prior to implementation of any special programs not currently provided for in the Salary and Benefit Resolution.

The Commission shall be notified of any material changes in the administrative details of the programs authorized by this Resolution before changes are implemented.

**VII. EFFECTIVE DATE**

THIS RESOLUTION shall be effective January 1, 2017 through December 31, 2017. The Chief Executive Officer is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of January 1, 2017. Notwithstanding the foregoing, the Port reserves the right to amend or terminate any Employee welfare benefit plan and/or pay practice.


The intent of this resolution is to administer pay and benefits in accordance with State and Federal law. Should any part of this resolution require a change to pay or benefit administration practices by reason of any existing or subsequently enacted legislation such change(s) will be incorporated without the need to amend this Resolution.

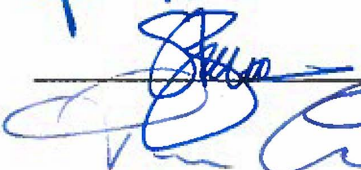
BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3712, as amended by Resolution No. 3720, are hereby repealed.


This resolution shall be labeled and codified as appropriate together with other resolutions and Policy Directives and shall be made readily available for use by Port staff and members of the public as a governance document of the Port of Seattle.


ADOPTED by the Port Commission of the Port of Seattle this 22 day of November, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.




  
\_\_\_\_\_  
JOHN CREIGHTON

  
\_\_\_\_\_  
STEPHANIE BOWMAN

  
\_\_\_\_\_  
TOM ALLEN

  
\_\_\_\_\_  
COURTNEY GREGOIRE

  
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FRED FELLEMAN

Port Commission



EXHIBIT A TO RESOLUTION NO. 3727  
SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS  
SALARY RANGES EFFECTIVE JANUARY 1, 2017  
Annual Base Salary Range (Hourly equivalent in parentheses)<sup>1</sup>

Grade	Minimum	Midpoint	Maximum
<b>42</b>	<b>\$188,166.00 (\$90.46)</b>	<b>\$235,207.50 (\$113.08)</b>	<b>\$282,249.00 (\$135.70)</b>
	*Chief Operating Officer		*Managing Director, Aviation
<b>41</b>	<b>\$178,430.00 (\$85.78)</b>	<b>\$223,037.00 (\$107.23)</b>	<b>\$267,644.00 (\$128.68)</b>
	*Chief Financial Officer		*Managing Director, Economic Development
<b>40</b>	<b>\$169,068.00 (\$81.28)</b>	<b>\$211,334.50 (\$101.60)</b>	<b>\$253,601.00 (\$121.92)</b>
	*Managing Director, Maritime General Counsel/Chief Compliance Officer		Senior Director, Capital Development
<b>38</b>	<b>\$151,714.00 (\$72.94)</b>	<b>\$189,642.50 (\$91.17)</b>	<b>\$227,571.00 (\$109.41)</b>
	*Senior Director, Environment & Sustainability *Senior Director, Human Resources		*Senior Director, Public Affairs *Senior Director, Strategic Initiatives
<b>37</b>	<b>\$143,608.00 (\$69.04)</b>	<b>\$179,510.00 (\$86.30)</b>	<b>\$215,412.00 (\$103.56)</b>
	*Senior Director, Labor Relations		Chief Information Officer
<b>36</b>	<b>\$136,008.00 (\$65.39)</b>	<b>\$170,009.50 (\$81.74)</b>	<b>\$204,011.00 (\$98.08)</b>
	Chief Engineer/Director Engineering Services Director, Airport Operations Director, Aviation Facilities & Capital Programs		Director, Aviation Maintenance Director, Aviation Project Management Group Senior Manager, Information Security
<b>35</b>	<b>\$128,651.00 (\$61.85)</b>	<b>\$160,814.00 (\$77.31)</b>	<b>\$192,977.00 (\$92.78)</b>
	Deputy General Counsel Director, Accounting & Financial Reporting Director, Aviation Business Development Director, Aviation Security Director, Central Procurement Office		Director, ICT Infrastructure Services Director, ICT Technology Delivery Director, Real Estate & Economic Development Director, Seaport Project Management Group Senior Capital Program Leader
<b>34</b>	<b>\$121,671.00 (\$58.50)</b>	<b>\$152,088.50 (\$73.12)</b>	<b>\$182,506.00 (\$87.74)</b>
	*Chief of Staff, Commission Services Assistant Engineering Director-Construction Assistant Engineering Director-Design Director EDD Business Development Director, Aviation Environmental Services Director, Aviation Finance & Budget Director, Cruise Operations Director, HR - Organization and Talent Development		Director, Human Resources - Total Rewards Director, Internal Audit Director, Port Construction Services Director, Real Estate Asset Management Director, Seaport Planning & Environmental Services Director, Social Responsibility Senior Manager, Aviation Facilities & Infrastructure Senior Port Counsel
<b>33</b>	<b>\$115,066.00 (\$55.32)</b>	<b>\$143,832.50 (\$69.15)</b>	<b>\$172,599.00 (\$82.98)</b>
	*Executive Chief of Staff AFR Asst. Director, Financial Reporting Revenue Services AFR Asst. Director, General Accounting/Business Tech. Capital Program Leader Chief Aviation Technologist Director, Business Intelligence Director, Community Engagement Director, Fishing & Commercial Operations Director, Government Relations		Director, HR Talent Acquisition & Business Partner Director, Human Resources - Employee Health & Safety Director, Marine Maintenance Director, Public Affairs Communications Director, Tourism Development Senior Manager, Airport Dining & Retail Senior Manager, Airport Operations Senior Manager, ICT Project Management

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>32</b>	<b>\$108,721.00 (\$52.27)</b>	<b>\$135,901.50 (\$65.34)</b>	<b>\$163,082.00 (\$78.40)</b>
Asst Dir, RE Asset Management			Manager, Aviation Properties
Aviation Capital Project Liaison			Senior Manager, Civil Structural Design Services
Aviation Facilities & Infrastructure Manager			Senior Manager, Emergency Preparedness
Director, Capital Project Delivery			Senior Manager, Employee Relations
Director, Corporate Finance			Senior Manager, Mechanical/Electrical Design Services
Director, Seaport Finance & Budget			Senior Manager, Purchasing
GIS Architect			Sr Construction Manager
<b>31</b>	<b>\$102,752.00 (\$49.40)</b>	<b>\$128,440.00 (\$61.75)</b>	<b>\$154,128.00 (\$74.10)</b>
Assistant Finance Director - Budget			Senior Manager Federal & International Government Relations
Aviation Facilities & Infrastructure Principal Engineer			Senior Manager, Airport Building Services
Capital Project Manager V			Senior Manager, Aviation Maintenance
Construction Manager			Senior Manager, Aviation Maintenance Assets & Logistics
Design Program Manager			Senior Manager, Aviation Maintenance Custodial Services
Development QA Manager / Sr. Software Architect			Senior Manager, Aviation Security
Director, Small Business Development			Senior Manager, Construction Contracting
Enterprise GIS Manager			Senior Manager, Disbursements
Manager, Internal Audit			Senior Manager, Environmental Programs
Manager, Security & Public Safety Technology			Senior Manager, Risk Management
Manager, Strategic Communications			Senior Manager, Service Agreements
Manager, Survey & Mapping Services			Senior Manager, Workplace Responsibility
OSR Workforce Development Program Manager			Talent Acquisition Manager
Senior Controls Manager-AV Project Management Group			Talent Development and Diversity Manager
Senior Labor Relations Manager			Treasury Manager
<b>30</b>	<b>\$96,978.00 (\$46.62)</b>	<b>\$121,222.50 (\$58.28)</b>	<b>\$145,467.00 (\$69.94)</b>
AFR Manager Financial Systems & Lean Initiatives			Manager, Aviation Finance & Budget
Airport Public Affairs Manager			Manager, Cruise Services
AV Maintenance Manager, Capital Project Liaison			Manager, Environmental Programs
Benefits Manager			Manager, HR Information System
Capital Project Manager IV			Manager, Regional Transportation
Commission Policy Manager			Manager, Seaport PMG Program Controls
Compensation Manager			Manager, Windows Server Engineering
Data Scientist			Marine Maintenance Senior Program Manager
Database Engineering Manager			Network Engineering Manager
Design Project Manager			Organizational Development Manager
Director, Recreational Boating			Principal Design Engineer
Engineering Quality Manager			Regional Government Affairs Manager
ERP Manager			Resident Engineer V
Federal Government Relations Manager			Senior Manager, AFR Revenue Services
ICT Business Case Manager			Senior Manager, Aviation Communications Marketing
ICT Contract Vendor & IP Manager			Senior Manager, Marine Maintenance
ICT Senior Project Manager			Senior Systems Architect
International Tourism Development Manager			Server Engineering Manager
Labor Relations Manager			Software Development Manager
Local Government Relations Manager			State Government Relations Manager
Manager, Air Cargo Operations and Development			Systems Engineering Manager
Manager, Air Services Development			Technology Economist
Manager, Aviation Business Development & Analysis			Utility Business Manager

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>29</b>	<b>\$91,531.00 (\$44.01)</b>	<b>\$114,413.50 (\$55.01)</b>	<b>\$137,296.00 (\$66.01)</b>
Aviation Facilities & Infrastructure Senior Engineer			Manager, Aviation Maintenance Logistics
Aviation Program Controls Manager			Manager, Aviation Noise Programs
Aviation Training & Development Manager			Manager, Aviation Safety Management Systems
Business Intelligence Program Manager - Analytics			Manager, Construction Safety Management
Business Intelligence Program Manager - Research			Manager, ICT Client Services & Support
Business Technology Consultant			Manager, International Operations
Construction Labor Manager			Manager, Maritime Operations
ERP Developer/Programmer			Manager, PCS Construction
Financial Controls & Reporting Manager			Port Counsel
GIS Software Engineer			Real Estate Development Manager
ICT Operations & Services Manager			Resident Engineer IV
Lead Software Developer			Senior Design Engineer - Structural
Manager, Airfield Operations			Senior Environmental Program Manager
Manager, Airline Scheduling Systems			Senior Infrastructure Systems Engineer - Conservation
Manager, Airline Systems & Services			Senior Manager, Police Administrative Services & Communication
Manager, Airport Communications Center			Senior Real Estate Manager
Manager, Airport Landside Operations			Small Business Program & Policy Manager
Manager, Airport Operations			Sr Mgr, Marine Maintenance Business Operations & Systems
Manager, Airport Operations & Passenger Experience			Sr Mgr, Marine Maintenance Compliance & Fleet
Manager, Airport Parking Revenue			Sr Mgr, Marine Maintenance Logistics & Financial Services
Manager, Airport Wildlife			Sr Mgr, PCS Construction Operations
Manager, Aviation Maintenance			Strategic Planning Program Manager
Manager, Aviation Maintenance Business Systems			
<b>28</b>	<b>\$86,344.00 (\$41.51)</b>	<b>\$107,930.50 (\$51.89)</b>	<b>\$129,517.00 (\$62.27)</b>
Accounting Manager			Manager, Airport Security Access
Airport Operations Development Manager			Manager, Construction Planning & Coordination
Aviation Community Relations Manager			Manager, Corporate Facilities
Aviation Property Manager 3			Manager, Harbor Business and Operations
Capital Project Manager III			Manager, PCS Controls & Support Services
Construction Management Cost Estimator			Manager, Seaport Finance & Budget
Contract Administration Manager			Payroll Manager
Cost Estimating Manager			Principal Business Intelligence Analyst
CPO Planning & Analysis Manager			Purchasing Manager
Environmental Program Manager			Resident Engineer III
Human Resources Business Partner			Seaport Environmental Finance Manager
ICT Financial Services Manager			Seaport/Real Estate Media Officer
ICT Project Manager			Senior Business Manager, Airport Dining & Retail
Information Security Manager			Senior Cost Engineer/Scheduler Supervisor
Manager, Airport Employee Screening			Senior Design Engineer
Manager, Airport Facility Services			Senior Organizational Development Consultant
<b>27</b>	<b>\$81,386.00 (\$39.13)</b>	<b>\$101,732.50 (\$48.91)</b>	<b>\$122,079.00 (\$58.69)</b>
Accounts Receivable Manager			Manager, Lease Administration & Utility Management
Air Cargo Operations Manager			Mapping Manager
Airline and Passenger Systems Manager			Marine Maintenance Regulatory Compliance Program Manager
Airport Duty Manager			Passenger Experience Project Manager
Airport Media Officer			PCS Construction Manager III
AV F&I Architecture Specialist			PCS RMM Construction Manager III
Aviation Facilities & Infrastructure Engineer			PMG System Admin/Cost Engineer
Aviation PMG Cost Estimator			Process Improvement Program Manager
Aviation Project Planner			Real Estate Manager
Aviation Property Manager 2			Seaport Security Program Manager

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>27 cont.</b>	<b>\$81,386.00 (\$39.13)</b>	<b>\$101,732.50 (\$48.91)</b>	<b>\$122,079.00 (\$58.69)</b>
Aviation Senior Cost Engineer / Scheduler			Seaport Senior Cost Engineer / Analyst
AVM CIP & Expense Project Liaison			Senior AFR Business Technology Analyst
Billing Manager			Senior Business Analyst - ICT
Business Intelligence Analyst III			Senior Database Engineer
Business Manager, Airport Dining & Retail			Senior HR Business Technology Analyst
CAD Design Manager			Senior Internal Auditor
Capital Project Estimator			Senior Linux Server Engineer
Cruise Facilities Maintenance Manager			Senior Network Engineer
Engineering Facility & Financial Manager			Senior Public Affairs Program Manager
Erosion Control / Storm Water Engineer			Senior Systems Engineer
ERP Administrator			Senior Windows Server Engineer
Facilities Maintenance Manager, Cruise & Industrial Proper			Software Developer
Fire Protection Engineer			Survey Crew Manager
Health & Safety Management Lead			Total Rewards Consultant
ICT Quality Assurance Manager			Utility Program Manager
Information Security Senior Analysis Manager, Airport Customer Service			Workers Compensation Manager
<b>26</b>	<b>\$76,689.00 (\$36.87)</b>	<b>\$95,861.00 (\$46.09)</b>	<b>\$115,033.00 (\$55.30)</b>
AFR Records & Administration Manager			Marine Maintenance Project Manager
Airfield / Airspace Planner			Maritime Operations Superintendent
Airport Dining & Retail Project & Facilities Manager			Organizational Development Consultant
Audio Visual Services Manager			PCS Construction Manager II
Aviation Maintenance Asset Manager			PCS RMM Construction Manager II
Aviation Maintenance Assistant Fleet Manager			Project Management System Analyst
Aviation Security Systems Manager			Public Affairs Program Manager
Aviation Training & Development Asst. Manager			Resident Engineer II
Capital Project Manager II			Risk Claims Manager
Communications Project Manager-Public Affairs			Risk Management Specialist
Construction Coordination Supervisor			Senior Business Development Analyst - Aviation
Construction Safety Manager			Senior Buyer
Database Engineer			Senior Contract Administrator - Construction
Design Engineer III			Senior Planner, Aviation
Employee Relations Consultant			Senior Planner, Seaport
Environmental Management Specialist 2			Senior Port Budget Analyst
Financial Analyst III - Aviation			Social Media Program Manager
Financial Analyst III - Seaport			Supervisor, Corporate Financial Analysis
Information Security Engineer / Analyst			Systems Engineer
Intl Business Protocol Liaison			Talent Acquisition Consultant
Manager, Credentialing Center			Tax Analyst
Manager, ICT Administration			Telecommunications Infrastructure Engineer
Manager, Public Affairs Events & Engagement			Visual Communications Program Manager
Marine Maintenance Asset Manager			Workplace Responsibility Manager
<b>25</b>	<b>\$72,204.00 (\$34.71)</b>	<b>\$90,255.00 (\$43.39)</b>	<b>\$108,306.00 (\$52.07)</b>
Accounts Payable Supervisor			Harbor Operations Supervisor
AFR Business Technology Analyst			Health & Safety Management Specialist
Airline Scheduling Systems Specialist			ICT Desktop SCCM Administrator
Airport Dining & Retail Program Manager			Information Security Analyst
Airport Parking Marketing Manager			Internal Auditor
Art Program Manager, Aviation			International Operations Supervisor
Assistant Manager, AVM Distribution Center			Lead Desktop Support Engineer
Aviation Conference Center Business & Marketing Mgr			Learning / Development Specialist
Aviation Conference Center Sales & Operations Mgr			Manager, Signage & Graphics

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>25 cont.</b>	<b>\$72,204.00 (\$34.71)</b>	<b>\$90,255.00 (\$43.39)</b>	<b>\$108,306.00 (\$52.07)</b>
Aviation Facilities & Infrastructure Intermediate Engineer			Marine Maintenance Budget & Financial Reporting Analyst
Aviation Lease Administration Manager			Marketing Rep - Maritime
Aviation Maintenance Planner/Coordinator Supervisor			Network Engineer
Aviation Maintenance Sr. Business Systems Analyst			OSR Small and Disadvantaged Business Coordinator
Aviation Project Management Group Systems Administrator			P-Card Administrator
Aviation Security Operations Supervisor			Program Manager, Airport Landside Operations
Aviation Senior Internal Controls Analyst			Public Disclosure Manager
Baggage Systems Specialist			Real Estate Property Manager II
Building Inspector / Plan Examiner			Resident Engineer I
Business Intelligence Analyst II			Safety Management System Specialist
Commission Specialist			Seaport Financial Analyst II
Construction Inspector III			Seaport Property Manager II
Content Services Manager			Senior Accountant
CPO Systems Administrator			Senior Contract Administrator - Service Agreements
Design Engineer II			Software Test Engineer
E911 CAD/GIS Systems Engineer			Telecommunications Engineer
Economic Development Analyst			Total Rewards Analyst
Emergency Preparedness Training & Exercise Coordinator			Wildlife Biologist
Financial & Cost Recovery Specialist			Windows Server Engineer
<b>24</b>	<b>\$67,914.00 (\$32.65)</b>	<b>\$84,892.50 (\$40.81)</b>	<b>\$101,871.00 (\$48.98)</b>
AV Drawing & Data System Specialist			Economic Development Coordinator
Aviation Facilities & Infrastructure Junior Engineer			Financial Analyst I - Aviation
Aviation Maintenance Project Coordinator			Financial Analyst I - Corporate
Aviation Security Compliance Coordinator			Financial Analyst I - Seaport
Aviation Security Screening Supervisor			GIS Analyst
Central Procurement Office Data Analyst			Human Resources, Outreach Program Manager
Central Procurement Office Planning Analyst			ICT Service & Reporting Analyst
Commission Clerk			ICT Service Desk Supervisor
Communications Specialist HR			Infrastructure Operations Technology Supervisor
Construction Management Systems Analyst			Legal Administrator
Contract Administrator - Construction			Marine Maintenance Planner/Estimator
Design Engineer I			Maritime Environmental Finance Specialist
Desktop Support Engineer			Senior Talent Acquisition Representative
<b>23</b>	<b>\$63,836.00 (\$30.69)</b>	<b>\$79,795.00 (\$38.36)</b>	<b>\$95,754.00 (\$46.04)</b>
Accountant III			Financial Reporting & Controls Analyst I
Air Services Development Analyst			Health & Safety Technology Analyst
Assistant Resident Engineer			ICT Senior Mobile Device Specialist
Assistant to Managing Director, Aviation			Lease Administration Supervisor
Assistant to Senior Director, CDD			Marine Maintenance Business Analyst
Aviation Capital Program Coordinator			Marine Maintenance Procurement Supervisor
Aviation Cost Engineer/Scheduler			Marine Maintenance Regulatory Compliance Specialist
Aviation Maintenance Business Systems Analyst			Project Labor Agreement Specialist
Business Intelligence Analyst I			Real Estate Property Manager 1
Buyer			Records Program Manager
Capital Project Manager I			Senior Civil Engineering Technician
Construction Inspector II			Senior Commission Executive Assistant
Contract Administrator - Service Agreements			Senior Engineering Design Technician
Credentialing Center Supervisor			Survey Data Specialist
Credit Analyst			Survey Project Manager
Environmental Data Specialist			Utility Analyst
Environmental Management Specialist 1			Web Coordinator
Executive Assistant/Executive Office			

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

Grade	Minimum	Midpoint	Maximum
<b>22</b>	<b>\$59,972.00 (\$28.83)</b>	<b>\$74,964.50 (\$36.04)</b>	<b>\$89,957.00 (\$43.25)</b>
Aviation Lease Administration Coordinator			Commission Executive Assistant
Administrative Supervisor			Engineering Design Technician
Assistant Financial Analyst			ICT Asset Management Analyst
Assistant Project Manager			ICT Software Asset Analyst
Assistant to Managing Director, EDD			Maintenance Planner / Coordinator - Aviation
Assistant to Managing Director, Maritime			Marine Maintenance Business Operations Supervisor
Assistant to Senior Director, Human Resources			Marine Maintenance Parks & Project Specialist
Assistant to Senior Director, Labor Relations			Marine Maintenance Site Representative
Assistant to Senior Director, Public Affairs			MM CMMS Administrator
Aviation E-learning Specialist			PCS Construction Manager I
Aviation Maintenance CMMS Administrator			PCS RMM Construction Manager I
Aviation Maintenance Procurement & Inventory Supervisor			Risk Analyst
Aviation Maintenance Sr. Time Admin/Process Coordinator			Risk Claims Specialist
Aviation Noise Programs Community Specialist			Software Test Analyst
Aviation Regulatory Training Specialist			Survey CAD Technician
CAD Standard Review Technician			Talent Acquisition Representative
<b>21</b>	<b>\$56,220.00 (\$27.03)</b>	<b>\$70,275.00 (\$33.79)</b>	<b>\$84,330.00 (\$40.54)</b>
Accountant II			ICT Mobile Device Specialist
Airline Statistical Specialist			Marine Maintenance Contract Compliance Specialist
Airport Dining & Retail Specialist			Marine Maintenance Fleet Asset Specialist
Assistant to Director Aviation Facilities & Capital Programs			Noise Program Specialist
Aviation Emergency Preparedness Specialist			Passenger Experience Analyst
Aviation Operations Internal Communications Specialist			Public Affairs Planner/Project Assistant
Aviation Project Controls Analyst			Seaport Project Specialist
Aviation Revenue Controls Analyst			Senior Harbor Facilities Coordinator
Construction Management Assistant			Signing & Graphics Designer Specialist
Cost Recovery Specialist I			Total Rewards Specialist
Environmental Finance Invoice Systems Specialist			Travel Card Administrator AFR
Executive Assistant / ADO			Workers Comp Claims Assistant
<b>20</b>	<b>\$53,774.00 (\$25.85)</b>	<b>\$67,217.50 (\$32.32)</b>	<b>\$80,661.00 (\$38.78)</b>
Accounts Payable Lead			ICT Infrastructure Operations Technician
Assistant Commission Clerk			Lead Senior Lease Admin Specialist
Aviation Training Systems Specialist			Marine Maintenance CAD Asset Records Specialist
Building Permit Coordinator			Paralegal/Intake Specialist
Civil Engineering Technician			Public Disclosure Specialist
Construction Inspector 1			Senior Administrative Assistant
Department Contract Specialist			Tourism Project Specialist
Fire Dept. System Administrator			
<b>19</b>	<b>\$51,457.00 (\$24.74)</b>	<b>\$64,321.50 (\$30.92)</b>	<b>\$77,186.00 (\$37.11)</b>
Accountant I			Payroll Analyst
Assistant Buyer			Project Assistant - Engineering
Background Compliance Specialist			Project Controls Support Specialist
Harbor Moorage Coordinator			Public Affairs Event Specialist
ICT Asset Management Contract Specialist			Senior Ground Transportation Controller
Marketing Assistant, Harbor Services Group			Utility Locate Technician
<b>18</b>	<b>\$49,256.00 (\$23.68)</b>	<b>\$61,570.00 (\$29.60)</b>	<b>\$73,884.00 (\$35.52)</b>
Administrative Assistant			Marine Maintenance Business Systems Specialist
Aviation Document Control Specialist			Maritime Billing & Administrative Specialist
Aviation Lease Administration Specialist			Records Management Specialist

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>18 cont.</b>	<b>\$49,256.00 (\$23.68)</b>	<b>\$61,570.00 (\$29.60)</b>	<b>\$73,884.00 (\$35.52)</b>
Aviation Maintenance Fiscal Specialist II Construction Safety Administrator ICT Service Desk Technician Lead Airport Customer Service Representative			Senior Lease Administration Specialist Senior Utilities & Lease Specialist Talent Acquisition Assistant
<b>17</b>	<b>\$47,201.00 (\$22.69)</b>	<b>\$59,001.00 (\$28.37)</b>	<b>\$70,801.00 (\$34.04)</b>
Accounts Payable Specialist Airport Dining & Retail Marketing Coordinator Billing Specialist - Landside Operations Facilities Coordinator Ground Transportation Controller Harbor Customer Service Specialist Harbor Operations Specialist Invoice & Contract Support Specialist			Legal Assistant Marina Operations Specialist Marine Maintenance Employee Liaison Marine Maintenance Purchasing Specialist Maritime Invoice & Billing Specialist Payroll Specialist PCS Purchasing Specialist
<b>16</b>	<b>\$45,195.00 (\$21.73)</b>	<b>\$56,494.00 (\$27.16)</b>	<b>\$67,793.00 (\$32.59)</b>
Airport Customer Service Representative Aviation Receiving Dock Operations Coordinator Bus Driver Trainer Contract Document Specialist Fiscal Specialist I Lease Administration Support Specialist			Marine Maintenance Business Systems Support Specialist Marine Maintenance Dispatcher Marine Maintenance Work Order Intake Specialist Revenue Service Support Specialist Senior Administrative Staff Assistant Time Reporting Administrator - Fire Department
<b>15</b>	<b>\$43,205.00 (\$20.77)</b>	<b>\$54,006.00 (\$25.96)</b>	<b>\$64,807.00 (\$31.16)</b>
AOB Facilities Specialist Conference Center Assistant Conference Center Assistant/On Call			Lead Customer Research Field Worker MM Material & Inventory Specialist Training Support Specialist - Aviation
<b>14</b>	<b>\$41,427.00 (\$19.92)</b>	<b>\$51,784.00 (\$24.90)</b>	<b>\$62,141.00 (\$29.88)</b>
Administrative Staff Assistant Customer Service Specialist, Landside Operations			Marine Maintenance Accounts Clerk
<b>13</b>	<b>\$39,763.00 (\$19.12)</b>	<b>\$49,704.00 (\$23.90)</b>	<b>\$59,645.00 (\$28.68)</b>
Facilities Specialist			
<b>11</b>	<b>\$36,551.00 (\$17.57)</b>	<b>\$45,688.50 (\$21.97)</b>	<b>\$54,826.00 (\$26.36)</b>
Customer Research Field Worker On Call AOB Receptionist			Security Duty Officer Traffic Support Specialist
<b>9</b>	<b>\$33,631.00 (\$16.17)</b>	<b>\$42,038.50 (\$20.21)</b>	<b>\$50,446.00 (\$24.25)</b>
AOB Mail & Facilities Specialist			ICT Voice Communication Operator
<b>6</b>	<b>\$29,700.00 (\$14.28)</b>	<b>\$37,125.50 (\$17.85)</b>	<b>\$44,551.00 (\$21.42)</b>
Interoffice Mail Specialist			Office Assistant
<b>3</b>	<b>\$26,438.00 (\$12.71)</b>	<b>\$33,048.00 (\$15.89)</b>	<b>\$39,658.00 (\$19.07)</b>
Office/Maintenance Clerk			

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017

<b>Non-Evaluated Jobs</b>			
<b>94</b>	<b>\$141,999.40 (\$68.27)</b>	<b>\$177,498.74 (\$85.34)</b>	<b>\$212,998.08 (\$102.40)</b>
Chief of Police		Fire Chief	
<b>93</b>	<b>\$129,089.53 (\$62.06)</b>	<b>\$161,362.16 (\$77.58)</b>	<b>\$193,634.80 (\$93.09)</b>
Assistant Fire Chief		Deputy Chief of Police	
<b>92</b>	<b>\$42,640.00 (\$20.50)</b>	<b>\$48,880.00 (\$26.50)</b>	<b>\$55,120.00 (\$26.50)</b>
Graduate Intern			
<b>91</b>	<b>\$34,320.00 (\$16.50)</b>	<b>\$42,640.00 (\$20.50)</b>	<b>\$50,960.00 (\$24.50)</b>
College Intern			
<b>90</b>	<b>\$31,200.00 (\$15.00)</b>	<b>\$31,200.00 (\$15.00)</b>	<b>\$31,200.00 (\$15.00)</b>
High School Intern			

Asterisk indicates \*At-Will Job

Note: Hourly rates are rounded. To calculate the actual hourly rate, divide the annual rate by 2080.

Updated September 1, 2017



## RESOLUTION NO. 3734

**A RESOLUTION** of the Port Commission of the Port of Seattle, amending Resolution No. 3727, deleting the position title of Chief Executive Officer and replacing it with the position title of Executive Director; deleting the position title of Chief Executive Officer and replacing it with the position title of Executive Director in all Port of Seattle resolutions and motions currently in effect; and establishing a dual direct reporting relationship of the General Counsel to the Executive Director and the Port Commission.

**WHEREAS**, the Seattle Port Commission is the legally constituted governing body of the Port of Seattle and has ultimate responsibility for all Port operations, activities, initiatives, and relationships; and

**WHEREAS**, Chapter 53.12 RCW authorizes the Port Commission to delegate powers and responsibilities to a managing official of the port district as the Port Commission determines; and

**WHEREAS**, Resolution No. 3727, adopted November 22, 2016, provided for the position of Chief Executive Officer of the Port of Seattle, an employee appointed by the Port Commission, and the Port Commission has determined that the title of Chief Executive Officer does not adequately reflect the duties and responsibilities of the position; and

**WHEREAS**, the Port Commission has further determined that it is in the best interest of the Port as a public agency to change the reporting requirement of the Port's General Counsel;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Seattle as follows:

Section 1. Section 1 (DEFINITIONS) of Resolution No. 3727 is hereby amended to delete the definition of Chief Executive Officer and replace it with the following:

**Executive Director:** An employee who is appointed by the Commission and who is subject to the terms and conditions of this Resolution. However, any terms, conditions, adjustments to pay, pay range, or benefits for the Executive Director adopted in open session by the Commissioners shall prevail over any relevant conflicting or inconsistent terms and conditions in this Resolution. Such agreement shall become effective without an amendment to this Resolution.

Section 2. All references to Chief Executive Officer and CEO in Resolution No. 3727 are hereby deleted and replaced with "Executive Director."

Section 3. All references to Chief Executive Officer and CEO in all Port of Seattle Commission motions and resolutions in effect on the date of adoption of this Resolution No. 3734 are hereby deleted and replaced with "Executive Director."

Section 4. All references to Interim Chief Executive Officer and Interim CEO in all Port of Seattle Commission motions and resolutions in effect on the date of adoption of this Resolution No. 3734 are hereby deleted and replaced with "Interim Executive Director."

Section 5. Section II.A. (Reporting Requirements for Certain Positions) of Resolution No. 3727 is hereby amended to add the following paragraph 4:

**General Counsel:** The General Counsel will have a dual direct reporting relationship with the Executive Director and the Commission by way of the Commission President. The Executive Director will have, in consultation with the Commission, responsibility for review and approval of performance expectations for the General Counsel and Legal Department staff. Legal Department staff, including Workplace Responsibility staff, will report to the General Counsel.

**ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed public meeting thereof, held this 13<sup>th</sup> day of JUNE, 2017, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.



  
Port of Seattle Commission

**FRED FELLEMAN**  
ASSISTANT SECRETARY  
**JOHN CREIGHTON**  
**TOM ALBRO**  
PRESIDENT  
**COURTNEY GREGOIRE**  
VICE PRESIDENT  
**STEPHANIE DOWMAN**  
SECRETARY