

SUBJECT: Clarification of Exempt Positions

REQUESTED BY: Council Member Chappel

Handwritten signature: H. Chappel

PREPARED BY: Clerk's Office

DATE: June 3, 1999

FOR AGENDA OF: June 14, 1999

SUMMARY:

I have reviewed WMC 3.35 and found it needs revision. With council's concurrence, I would like to direct the clerk to bring forward an ordinance amending the code.

In reviewing the salary structure, it looks as though the city may be top heavy. We have gone from three to five positions at grade 14, but only three of the five positions will be filled as of July 1. It is my strong belief that employees as well as members of the public need a clear understanding of the chain of command within departments.

WMC 3.35.010(B)(6) refers to a museum director. For the past 2½ years the deputy administrator has preformed the duties of this position therefore, I recommend we delete the reference of museum director from the code.

The planning office currently has three staff members, which are city planner, planning clerk, and economic development planner. Both the city planner and economic development planner are exempt positions, but neither is referenced in WMC 3.35.010(B). The rational behind having two of the three staff members as exempt employees is unclear to me. The public works department with twelve staff members has one exempt employee, which is the director. Also, the finance department with seven staff members has one exempt employee, which is the director. It is also my understanding that the city planner supervises the planning clerk, but not the economic development planner, however the planning clerk serves as staff support to both positions. I believe this arrangement is conflicting to both the public and staff and should be clarified. Should both positions remain exempt, they should be consistent with state requirements.

The police chief and public safety director are exempt positions. I have been told that both positions oversee the police department and I have also been told that only the police chief oversees the department. I believe this also needs to be clarified if both positions remain. It is also my understanding that the public safety director has resigned. If this is the case, and the position is not filled, I recommend we delete one of the positions from WMC 3.35.010(B)(9). The council may want to consider creating a position (possibly lieutenant or captain) between the chief and sergeant. This would provide the chief the ability to delegate supervisory and administer duties, yet the chief would be the final decision-maker.

FISCAL IMPACT: ___No ___Yes, amount requested: \$ Fund:

Presented with: No Action
Date: 6/14/99 **Verified by:** BJ.

COUNCIL MEMBER RECOMMENDED ACTION:

To direct the clerk to work with the city attorney to draft an ordinance amending WMC 3.35; to direct the attorney to prepare and opinion regarding exempt employees for the positions of museum director, police chief, police lieutenant, and planning staff issues; and direct administration to provide a written statement addressing the concerns as stated above.

Administration Initial: _____

Attachments: None

The Mayor's duty includes designating employees either "exempt" or "non-exempt" based on certain criteria. (see WMC 3.35.010 (A)) Other executive, professional administrative employees may be specified at the discretion of the Mayor.

There is no "Dept. Head" in the Planning Office. Planning is a function of Administration, within the Admin. Dept.

If Mrs. Chappell's intent is to merely "house clean" the section of the code to eliminate the museum director and Public Safety Director positions that can be done relatively simply. Otherwise is a very confusing CM.