

Regulation 5 – Classification Plan

To be amended as follows:

5.025 - CAREER PROGRESSION CLASSES. A Career Progression class is a class that encompasses positions performing at different levels of responsibility within a single job class. Positions range from entry level to intermediate full-performance level, entry level to full performance level and or from entry level to advanced performance level. Employees will be appointed to positions in career progression classes from an eligible list for the career progression class, or from an appropriate, related eligible list. Employees appointed to positions in the ~~entry to full-performance level~~ in a career progression class will advance through the steps in the pay range in accordance with the provisions of Regulation 6.099 and the provisions identified below. Employees permanently allocated to positions in a career progression class may be eligible for accelerated advancement through the pay range in accordance with the provisions of Regulation 6.099.

A Career Progression class that includes positions from an entry level to intermediate full-performance level will be designated as an A level class. A Career Progression class that includes positions from an entry level to an advanced performance level will be designated as an AB level class.

5.158 - CLASSES ELIGIBLE FOR IN-POSITION PROMOTION.

Non-Represented Classes

Level 1	Level 2	Level 3
Budget Analyst 1 – 2C11	Budget Analyst 2 – 2C12	None
Management Trainee (All Specialties) – 2L03	Human Resources Professional 1 – 2H90 (Step 2 only)	Human Resources Professional 2 – 2H90-2H91 (Step 1 only) or Personnel Analyst 2 – 2H02
Management Trainee (All Specialties) – 2L03	Administrative Specialist 1 (Confidential) – 2L16	Administrative Specialist 2 (Confidential) – 2L17

F.O.P. Classes

Level 1	Level 2
Deputy Sheriff Officer Recruit (5H40)	Deputy Sheriff Officer (5H41)
Police Officer Recruit – 6A01	Police Officer 1 – 6A02

District Council 47.

In-Position Promotions for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15.

Level 1	Level 2	Level 3	Level 4
Systems Programmer – 1E62	Systems Program Project Specialist – 1E63	None	None
Information Technology Trainee – 1E70	Programmer Analyst 1 – 1E75	Programmer Analyst 2 – 1E76	Programmer Analyst 3 – 1E77
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Accountant 1 – 2A06	Financial Accountant – 2A09 (Finance Dept. Only)	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Accountant 1 – 2A06	Departmental Accounting Systems Specialist – 2A19 (DHS & Airport Only)	None
Auditor Trainee – 2A40	Auditor 1 – 2A41	Auditor 2 – 2A42	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Contracts Auditor 1 – 2A65	Contracts Auditor 2 – 2A66	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Revenue Examiner 1 – 2B31	Revenue Examiner 2 – 2B32	None
Tax Analyst Trainee – 2B49	Tax Analyst 1 – 2B50	Tax Analyst 2 – 2B51	None
Administrative Technical Trainee – 2L04	Real Property Evaluator 1 – 2D16	Real Property Evaluator 2 – 2D17	None
Research and Information Analyst 1 – 2F21	Research and Information Analyst 2 – 2F22	None	None
Archivist 1 – 2G02	Archivist 2 – 2G03	None	None
Public Relations Specialist Trainee – 2J01	Public Relations Specialist 1 – 2J02	Public Relations Specialist 2 – 2J03	None
Administrative Technical Trainee – 2L04	Procurement Technician 1 – 2E02	Procurement Technician 2 – 2E03	None
Administrative Technical Trainee – 2L04	Minority Business Enterprise Specialist 1 – 2E32	Minority Business Enterprise Specialist 2 – 2E33	None
Administrative Technical Trainee – 2L04	Election/Public Integrity Compliance Specialist – 2M56	None	None

Administrative Technical Trainee – 2L04	Administrative Specialist 1 – Non-Confidential – 2L31	Administrative Specialist 2 – Non-Confidential – 2L32	None
Disease Surveillance Investigator 1- 4A08	Disease Surveillance Investigator 2- 4A09	None	None
Prosecution Assistant 1 – 2M88	Prosecution Assistant 2 – 2M89	None	None
Airport Operations Trainee – 2P01	Airport Properties Specialist 1 – 2P02	Airport Properties Specialist 2 – 2P03	None
Airport Operations Trainee – 2P01	Airport Assistant Operations Officer – 2P10	Airport Operations Officer – 2P11	None
Graduate Civil Engineer – 3B04	Civil Engineer 1 – 3B05	Civil Engineer 2 – 3B06	None
Graduate Electrical Engineer – 3B10	Electrical Engineer 1 – 3B11	Electrical Engineer 2 – 3B12	None
Graduate Mechanical Engineer – 3B20	Mechanical Engineer 1 – 3B21	Mechanical Engineer 2 – 3B22	None
Graduate Environmental Engineer – 3B60	Environmental Engineer 1 – 3B61	Environmental Engineer 2 – 3B62	None
Architectural Projects Trainee – 3D01	Architectural Projects Coordinator 1 – 3D04	Architectural Projects Coordinator 2 – 3D05	None
City Planner Trainee – 3E01	City Planner 1 – 3E02	City Planner 2 – 3E03	None
Historic Preservation Planner 1 – 3E10	Historic Preservation Planner 2 – 3E11	None	None
Geographic Information Systems Specialist Trainee – 3E19	Geographic Information Systems Specialist 1 – 3E20	Geographic Information Systems Specialist 2 – 3E21	None
Graduate Environmental Scientist – 3H11	Environmental Scientist 1 – 3H12	Environmental Scientist 2 – 3H13	None
Graduate Chemist – 3H25	Analytical Chemist 1 – 3H26	Analytical Chemist 2 – 3H27	None
Forensic Scientist 1 – 3H48	Forensic Scientist 2 – 3H49	None	None
Medical Technologist 1 – 3H67	Medical Technologist 2 – 3H66	None	None
Public Health Sanitarian – 4J41	Sanitarian Specialist – 4J45	None	None
Social Services Trainee – 5A03	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None

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Social Work Intern – 5A04	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Health Services Social Worker 1 – 5A61	Health Services Social Worker 2 – 5A62	None
Human Relations Representative 1 – 5C31	Human Relations Representative 2 – 5C32	None	None
Mental Health Emergency Services Coordinator 1 – 5E06	Mental Health Emergency Services Coordinator 2 – 5E07	None	None
Health Education & Training Specialist 1 – 5G11	Health Education & Training Specialist 2 – 5G12	None	None
Criminal Investigative Research Analyst Trainee – 6C20	Criminal Investigative Research Analyst – 6C21	None	None
Park Management Trainee – 7N50	Park Manager 1 – 7N51	Park Manager 2 – 7N52	None
Librarian 1 – 9B02	Librarian 2 – 9B03	None	None
Recreation Leader Trainee – 9D10	Recreation Leader 1 – 9D11	None	None

District Council 33.

In-Position Promotions for the District Council 33 classes below will be in accordance with Civil Service Regulation 5.15.

Level 1	Level 2	Level 3
Clerk 1 – 1A02	Clerk 2 – 1A03	None
Clerk Typist 1 – 1A11	Clerk Typist 2 – 1A12	None
Word Processing Specialist 1 – 1A41	Word Processing Specialist 2 – 1A42	None
Payroll Examiner 1 – 1B21	Payroll Examiner 2 – 1B22	None
Payment Processing Clerk 1 – 1B80	Payment Processing Clerk 2 – 1B81	None
Assessment Clerk – 2D50	Assessment Aide – 2D51	None
Title Registration Aide 1 – 2D55	Title Registration Aide 2 – 2D56	None
Pension Counselor Trainee – 2H39	Pension Counselor 1 – 2H40	Pension Counselor 2 – 2H41

Construction Projects Technician 1 (S) – 3A17	Construction Projects Technician 2 (S) – 3A18	None
Industrial Waste Control Technician 1 - 3A71	Industrial Waste Control Technician 2 -3A72	None
Forensic Technician 1 – 4A41	Forensic Technician 2 – 4A42	None
Forensic Investigator 1 – 4A44	Forensic Investigator 2 – 4A45	None
Youth Detention Counselor Trainee (B) - 5B21	Youth Detention Counselor 1 (B) - 5B22	None
Traffic Investigator 1 – 6E15	Traffic Investigator 2 – 6E16	None
Airport Communications Center Operator 1 – 6J06	Airport Communications Center Operator 2 – 6J07	None
Police Communications Dispatcher Trainee – 6J31	Police Communications Dispatcher – 6J32	None
Fire Equipment Dispatcher 1 – 6J41	Fire Equipment Dispatcher 2 – 6J42	None
3-1-1 Contact Center Trainee – 6J55	3-1-1 Contact Center Agent – 6J56	None

Regulation 6 – Pay Plan

6.112 - OVERTIME PAY AND COMPENSATORY TIME FOR EMPLOYEES IN THE MANDATORY PAY PLAN.

6.112-1 - Employees in positions in classes in the Mandatory Pay Plan whose annual pay does not exceed the maximum rate of pay of Pay Range 2017 or who are paid at any range in the Mandatory Pay Plan and who are designated as Covered by the overtime payment provisions of the Fair Labor Standards Act shall be compensated in accordance with Section 6.111 and its subsections.

6.112-2 - Employees in positions in classes in the Mandatory Pay Plan which are designated as Exempt from the overtime payment provisions of the Fair Labor Standards Act and whose annual pay rate is higher than the maximum pay rate of Pay Range 17 Pay Range 21 but no higher than the maximum pay rate of Pay Range 24 shall be compensated for overtime work in accordance with the provisions of Section 6.111 and its subsections, except that for the computation of overtime compensation, their rate of pay shall be deemed to be the maximum pay rate of Pay Range 17.

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Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.1157 - Overtime Rate for Designated Classes and Assignments in the Department of Licenses and Inspections. Other provisions of the Regulations notwithstanding, employees in the following classes and assignments who are otherwise ineligible to earn cash compensation for overtime hours worked may elect to be compensated in cash for all hours worked in excess of eighty (80) hours in a pay period or for all hours in excess of the daily flexitime band:

- Building Plans Examination Engineer 1 and 2 (3B85, 3B86) performing accelerated plans review;
- L & I Construction Compliance Supervisor (6H45) performing accelerated plans review or providing emergency services.

Employees will be compensated as follows at one and one-half (1_1/2) times the maximum rate of pay range:

- Building Plans Examination Engineer 1 -- ~~EP17~~ EP19
- Building Plans Examination Engineer 2 -- ~~EP19~~ N20
- L & I Construction Compliance Supervisor -- ~~EP14~~ N16

Employees in the subject classes may elect to be credited with compensatory time off in lieu of cash for overtime worked under the above provisions. Compensatory time will be granted at the rate of one and one-half (1_1/2) hours of compensatory time for each hour of overtime worked.

Regulation 6 – Pay Plan

6.31-H - CREDENTIAL BASED PAY – EMPLOYEES LOCATED IN SPECIFIC UNITS OF THE AIRPORT, CITY PLANNING COMMISSION, DEPARTMENT OF PUBLIC PROPERTY, STREETS DEPARTMENT OR IN THE WATER DEPARTMENT WHO COMPLETE AND RECEIVE A SPECIFIED CREDENTIAL DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB DUTIES.

Employees permanently allocated to one of the Engineering (3B, 3C), Architectural and Landscaping (3D), or the Airport Administrative (2P) series of classes in the Airport's Engineering and Planning unit, the Department of Public Property or in the Water Department, or employees permanently allocated to the Planning (3E) series of classes listed below in the City Planning Commission or the Streets Department who secure and maintain one of the LEED AP (Leadership in Energy and Environmental Design) Professional Credentials listed below as issued by the Green Building Certification Institute (GBCI) shall be eligible for an annual lump sum salary differential of \$2,000.

Employees will be eligible to receive only one differential based on possession of any one of the LEED AP Professional certifications authorized by this regulation during any year.

Employees permanently allocated to one of the of the Engineering (3B, 3C), Architectural and Landscaping (3D), or the Airport Administrative (2P) series of classes who perform work at the supervisory or managerial level in the Maintenance, Engineering and Planning, Operations, Security or Properties unit who secure and maintain an A.A.E. (Accredited Airport Executive) credential as issued by the American Association of Airport Executives (AAAE) shall be eligible for an annual lump sum salary differential of \$2,000.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year. Employees must meet all currency requirements established by the organization issuing the credential to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

The initial differential shall be paid in a lump sum in the first pay period of December 2013 for those employees who secure the credential prior to December 1, 2013.

Series of Classes	Department/Unit(s)	Credential	Bonus Amount
Airport Administrative (2P) <u>Airport Planner (3E16)</u>	Airport <ul style="list-style-type: none">Engineering and Planning unit	Leadership in Energy and Environmental Design (LEED AP) Professional by the Green Building Certification Institute (GBCI)	\$2,000 annual lump sum
Engineering (3B, 3C) Architectural and Landscaping (3D)	Department of Public Property Water Department	<ul style="list-style-type: none">LEED AP Building Design + Construction (LEED AP BD+C)LEED AP Operations + Maintenance (LEED AP O+M)LEED AP Interior Design + Construction (LEED AP ID+C)	
City Planner 2, 3, Supervisor and City	City Planning Commission		

Planner Manager (3E03-3E06) Deputy Planning Director (3E17)	Streets Department	<ul style="list-style-type: none"> • LEED AP Neighborhood Development (LEED AP ND) • LEED AP Homes 	
Supervisory and Managerial classes only: Airport Administrative (2P) Engineering (3B, 3C) Architectural and Landscaping (3D)	Airport Units: <ul style="list-style-type: none"> • Maintenance • Engineering and Planning • Operations • Security • Properties 	Accredited Airport Executive (A.A.E.) as issued by the American Association of Airport Executives	\$2,000 annual lump sum

Regulation 21 – Sick Leave

21.085 - SICK LEAVE CONVERSION TO VACATION LEAVE. Each full-time non-uniformed employee, except a non-represented employee in the N Pay Plan ~~Executive and Professional category~~, and each full-time employee in a class in the Deputy Sheriff Pay Plan may convert two (2) accumulated sick days to (1) vacation day provided the employee maintains a balance of at least eighty (80) accumulated sick days. Such conversion shall be permitted up to a maximum of ten (10) vacation days each calendar year and must be converted as full vacation days. Employees shall inform the Departmental, Board or Commission Personnel Office or authorized representative, in writing, of the conversion of earned but unused sick days during the period of time from January 1 to March 31 of each year. Conversion of sick leave to vacation may only be accomplished during the above-stated period of time. The scheduling of such vacation days shall be in accordance with the provisions of Regulation 20 - Vacation Leave.

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DEPARTMENT OF CORRECTIONS
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I. CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
5.025	CAREER PROGRESSION CLASSES	Revision	These regulations are being revised for consistency with the revisions made to the Human Resources Professional career progression class. Changes were made to include in-position promotion for the Management Trainee class to the Human Resources Professional 1 and Human Resources Professional 2 classes.
5.158	CLASSES ELIGIBLE FOR IN-POSITION PROMOTION	Revision	
6.112	Overtime Pay	Revision	This regulation is being revised to comply with changes to the Fair Labor Standards Act salary requirements for Covered employees under the overtime provisions effective December 1, 2016. 6.112-1 is being revised from the maximum pay rate of Mandatory Pay Plan pay range 17 to pay range 20. 6.112-2 is being revised from the maximum pay rate of Mandatory Pay Plan pay range 17 to pay range 21.
6.1157	Overtime Rate for Designated Classes and Assignments in the Department of Licenses and Inspections	Revision	This item was revised since the initial distribution of the agenda. This item was removed from the January 2016 Civil Service Commission at the request of District Council 47. This regulation is being revised to update that the overtime rates for Building Plans Examination Engineer 2 and L&I Construction Compliance Supervisor should be in the N pay plan. The capped rate for the Building Plans Examination Engineer 1 class is being revised to raise the rate from the maximum rate of pay range EP17 to EP19. The capped rate for the Building Plans Examination Engineer 2 is being increased from the maximum rate of pay range N19 to N20. The capped rate for the L&I Construction Compliance Supervisor is being increased from the maximum rate of pay range N14 to N16. This regulation is being revised to add the Airport Planner to the classes that are eligible for the LEED AP credentials as specified in the table in the regulation.
6.31-H	CREDENTIAL BASED PAY – EMPLOYEES LOCATED IN SPECIFIC UNITS OF THE AIRPORT, CITY PLANNING COMMISSION, DEPARTMENT OF PUBLIC PROPERTY, STREETS DEPARTMENT OR IN THE WATER DEPARTMENT WHO COMPLETE AND RECEIVE A SPECIFIED CREDENTIAL DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB DUTIES.	Revision	
21.085	SICK LEAVE CONVERSION TO VACATION LEAVE	Revision	This regulation is being revised to correct the pay plan for non-represented employees referenced in the regulation from EP to N Pay Plan. There were no other changes to the regulation.