

**RESOLUTION NO. 3261, AS AMENDED**

**A RESOLUTION** of the Commission of the Port of Seattle Establishing Positions, Classifications, Salaries, Allowances and Adjustments for Port Salaried Positions; Authorizing and Establishing Conditions in Connection with the Following Benefits: Social Security, Industrial Insurance, Unemployment Compensation, Military Leave; Retirement; Compensated Leave, Including Civic Duty, Sick and Bereavement Leave, Holidays, Vacation, Pooled and Shared Leave, and Awarded Time; Insurance Benefits, Including Medical, Dental, Life and Long-Term Disability; and Authorizing this Resolution to be Effective on December 21, 1997 and Repealing all Prior Resolutions Dealing with the Same Subject, Including Resolution No. 3225.

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

**I. ESTABLISHING POSITIONS, CLASSIFICATIONS, AND SALARY RATES AND RANGES**

There are hereby established the following classifications and graded salary ranges for all salaried positions of the Port of Seattle:

A. Classification of Positions: All salaried positions shall be classified according to criteria of the federal Fair Labor Standards Act as either exempt or nonexempt. Salaried position classifications 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 shall be classified according to their relative skill requirements, responsibilities, and other factors as explained in Section II. Such salaried positions as graded and classified shall be paid in accordance with the following graded salary ranges:

**PORT OF SEATTLE**  
**GRADED SALARY RANGE STRUCTURE**  
**3.0% Range Adjustment Effective January 1, 1998**

<u>Grade</u>	<u>Minimum</u>		<u>Midpoint</u>		<u>Maximum</u>	
	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>
45	11,442	137,304	14,302	171,624	17,182	205,944
42	9,758	117,096	12,197	146,364	14,636	175,632
41	9,250	111,000	11,562	138,744	13,874	166,488
40	8,766	105,192	10,958	131,496	13,150	157,800
39	8,306	99,672	10,382	124,584	12,458	149,496
38	7,866	94,392	9,832	117,984	11,798	141,576
37	7,447	89,364	9,309	111,708	11,171	134,052
36	7,050	84,600	8,813	105,756	10,576	126,912
35	6,670	80,040	8,337	100,044	10,004	120,048
34	6,308	75,696	7,885	94,620	9,462	113,544
33	5,963	71,556	7,454	89,448	8,945	107,340
32	5,636	67,632	7,045	84,540	8,454	101,448
31	5,325	63,900	6,656	79,872	7,987	95,644
30	5,027	60,324	6,284	75,408	7,541	90,492
29	4,744	56,928	5,930	71,160	7,116	85,392
28	4,475	53,700	5,594	67,128	6,713	80,556
27	4,218	50,616	5,273	63,276	6,328	75,936
26	3,974	47,688	4,967	59,604	5,960	71,520
25	3,740	44,880	4,675	56,100	5,610	67,320
24	3,518	42,216	4,398	52,776	5,278	63,336
23	3,306	39,672	4,132	49,584	4,958	59,496
22	3,106	37,272	3,882	46,584	4,658	55,896
21	2,913	34,956	3,641	43,692	4,369	52,428
20	2,785	33,420	3,481	41,772	4,177	50,124
19	2,665	31,980	3,331	39,972	3,997	47,964
18	2,550	30,600	3,187	38,244	3,824	45,888
17	2,442	29,304	3,052	36,624	3,662	43,944
16	2,338	28,056	2,923	35,076	3,508	42,096
15	2,239	26,868	2,799	33,588	3,359	40,308
14	2,145	25,740	2,681	32,172	3,217	38,604
13	2,057	24,684	2,571	30,852	3,085	37,020
12	1,971	23,652	2,464	29,568	2,957	35,484
11	1,889	22,668	2,361	28,332	2,833	33,996
10	1,812	21,744	2,265	27,180	2,718	32,616
9	1,738	20,856	2,172	26,064	2,606	31,272
8	1,668	20,016	2,085	25,020	2,502	30,024
7	1,602	19,224	2,002	24,024	2,402	28,824
6	1,538	18,456	1,922	23,064	2,306	27,672
5	1,477	17,724	1,846	22,152	2,215	26,580
4	1,419	17,028	1,774	21,288	2,129	25,548
3	1,366	16,392	1,707	20,484	2,048	24,576
2	1,313	15,756	1,641	19,692	1,969	23,628
1	1,262	15,144	1,577	18,924	1,892	22,704

## Section I. (Cont'd.)

C. Salary Rates, Ranges, and Allowances for Non-graded Positions: Salary rates, ranges, and a provision for a special allowance have been developed for non-graded positions:

1. Japan Regional Staff Positions:
  - a. Salary Rates: No salary ranges are set for Japan regional staff. See Exhibit A for payroll limitation.
  - b. 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.
2. Student Helper or International Intern Positions: Salary rates and employment conditions for students or foreign trainees employed under special work study or foreign exchange programs shall be determined by People Programs staff 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 or salary rates and/or ranges may be amended by either ordinary motion approved by the Commission at any regular or special meeting or by the Executive Director when the changes are the result of provisions contained in this Resolution.

## II. ESTABLISHMENT AND ADMINISTRATION OF POSITION EVALUATION SYSTEM

It is the policy of the Commission to pay Port employees on the basis of generally prevailing salary rates within appropriate geographic markets; and to establish a system of position evaluation which recognizes each position's mental, physical and social requirements, work environment and accountability. The position evaluation system shall be administered by People Programs Management under the supervision of the Executive Director. Each position authorized in Exhibit A has been evaluated and classified in accordance with the position evaluation system, except those noted 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. People Programs staff shall, on a continuing basis, evaluate new positions and reevaluate existing authorized positions, taking into account any change in mental, physical or social requirements, etc., which could result in placement in a different salary grade range. People Programs Management is hereby directed to recommend, on a continuing basis, appropriate reclassifications to ensure that the purposes and objectives of the position evaluation system are maintained. The Executive Director shall have the final approval authority for all position evaluations and title changes for all positions except Executive Director. This authority shall include reevaluation of existing positions and establishment and evaluation of new positions if funding for such new positions has been approved through the budgetary process.

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

A. Authorized Positions: The Executive Director is hereby authorized to recruit and fill authorized positions (except that of Executive Director) up to the full-time-equivalent number of positions authorized and to set salaries within the salary grade ranges as outlined below. Total Port salaried positions shall not exceed the total of numbers authorized in the budget, except the Executive Director is authorized to fill up to 10% additional positions, provided that funding is

available in the Commission-approved budget. Also, prior to termination or retirement of employees where overlap is clearly essential for effective continuity, the Executive Director may authorize filling an extra position to provide for a transition period. To promote organizational efficiency, the Executive Director may authorize transfers of positions and/or employees from one work unit to another. The Executive Director may carry out reorganization of functions, work units, and staff assignments. The Executive Director may authorize non-competitive placement in selected circumstances.

B. Selection Criteria: Selections of appointees for new hires, transfers, or promotion 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, People Programs Management shall ensure that consideration be given to equivalent education, experience, special abilities or job knowledge in lieu of that provided in position specifications.

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

1. Hires: Though salaries shall normally be set between the minimum and midpoint of the salary range for hires, under special conditions People Programs management may authorize a salary above midpoint of the salary range for appointees or hires possessing special qualifications or exceptional experience.
2. Transfers:
  - a. Promotional Transfers: See Section V.B.
  - b. Regional Transfers: In the case of transfers to or from distant locations, the employee's salary level may be adjusted in accordance with differing cost-of-living factors and other conditions.
  - c. Temporary Interdepartmental Transfers: Upon mutual agreement and in coordination with People Programs Staff, managers may authorize interdepartmental transfers of employees for the purposes of cross training, development, and the fulfillment of organization goals. In such instances, the same title and salary range may be maintained during the transfer.

#### IV. DEFINITIONS OF EMPLOYMENT STATUS

A. An Employee is anyone who performs personal services for the Port as a common law employee. For the purposes of this Resolution, the definition of an employee may include a "contract employee" who is a common-law employee individually contracted to perform work for the Port and who does not qualify as an independent contractor. PERS regulations defining eligible positions apply to contract employees. However, contract employees will be provided benefits only as detailed in Section VII.B., Basic Benefits Provided for All Salaried Employees, and Section VII.C.1., Retirement. The definition of employee excludes independent contractors, such as persons rendering professional services on a fee, retainer, or contract basis. All proposed professional services agreements must be approved in advance by the Executive Director or his designee.

B. An Eligible Employee is a full-time (B.1.) or part-time (B.2.) employee hired for an indefinite duration and assigned to an "eligible" position. An "eligible" position is one that normally requires five or more calendar months of PERS creditable service a year. Until a new hire or rehire successfully completes the six-month probationary period, the employee is considered to be a "probationary employee."

1. An Eligible Full-Time Employee is one who is regularly scheduled as described above for 75 or 80 hours of work per bi-weekly pay period.

2. An Eligible Part-Time Employee is one who is regularly scheduled to work at least 90 hours per calendar month (21 hours per week) indefinitely, but less than full-time as explained above.

C. Ineligible Status Applies to Employees as follows (in accordance with laws pertaining to the State retirement system):

DETERMINATION OF WHETHER A POSITION QUALIFIES FOR "INELIGIBLE" STATUS MUST BE MADE WITH PEOPLE PROGRAMS BEFORE A TEMPORARY POSITION MAY BE FILLED. EMPLOYMENT STATUS OF PORT POSITIONS MUST BE IN CONFORMANCE WITH WASHINGTON STATE RETIREMENT LAWS.

1. Ineligible Limited: Applies only to those hired in a position scheduled to end within four calendar months of full-time employment or part-time of 70 or more hours per month. Ineligible limited status must end no later than the end of the fourth calendar month.
2. Ineligible Extended or Ineligible On-call: Applies to those hired to work less than 70 hours a calendar month in an on-call assignment or for an extended specified duration; or those hired to work 70 or more hours a calendar month in up to four or less calendar months within each 12-month period. In order to retain ineligible status for an extended period, compensated hours must be less than 70 per month in at least 8 of every 12 calendar months worked.
3. Student Interns:
  - a. Domestic Student Interns may be allowed to work full-time for up to 12 months. Students whose internship extends beyond 12 months must have their compensated hours less than 70 per month in at least 8 of every calendar months worked after the first year.
  - b. International Interns are limited to the same hire restrictions as for domestic student interns.
  - c. Ineligible status applies to all interns.
4. Ending of Ineligible Status: Employees must be terminated when or before time limits are reached for ineligible status explained above; except as necessary to address critical and immediate Port needs, see conditions in 5., next.
5. Conversion From Ineligible to Eligible Status: If an employee is hired into an ineligible position but conditions change and the Port later determines the position to be eligible under definitions, PERS membership will be required of the employee beginning from the date the Port determines the position to be eligible. If the Department of Retirement Systems determines that an eligible position should have been considered eligible, then PERS membership will be required of the employee retroactive to the first day of eligibility.

D. The Immigration and Naturalization Control Act requires that no employee whatsoever be hired to work in the United States without the Port verifying proof of that employee's right to work in the United States.

## V. ESTABLISHMENT AND ADMINISTRATION OF SALARIES, ALLOWANCES, AND ADJUSTMENTS

The Commission hereby authorizes the following types of salary adjustments and allowances:

A. **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, eligible position. Employees who have shown satisfactory work performance during their probationary period, documented by supervision through application of a performance planning and appraisal system, and who were hired at the minimum of the salary range for their position may receive an increase ranging from 4% to 7% of their salary. When an initial upgrade adjustment of 7% or more is granted during the probationary period, the probationary increase shall not be granted. However, a secondary upgrade adjustment may be considered within the guidelines established in Section B.2. Such probationary adjustments, if granted, should be implemented within two weeks of the satisfactory completion of the probationary period.

B. **Upgrade Adjustments:**

1. **Initial Adjustment:** Initial increases may be as a result of reclassifications or reevaluations. Eligible employees may be granted an increase normally ranging from 4% to 10%. Increases may be greater than 10% if the new salary does not exceed midpoint of the new salary range. Salary adjustments, if any, should take into account appropriate salary and performance comparisons and the extent to which the incumbent qualifies to perform the higher level of duties. Any recommended increase exceeding the amount specified above requires the approval of People Programs Management.
2. **Secondary Adjustment:** For eligible Port employees who are promoted to the minimum of a higher salary range, secondary adjustments may be made under the following conditions:

At the completion of six months in a new eligible position, management may elect to provide an adjustment of from 4% to 10% of an employee's salary for employees who received an upgrade to the minimum of a salary range and whose salary has remained at range minimum, except in cases where the incumbent has received a non-discretionary salary adjustment. Such secondary salary adjustment shall not be automatic and shall be made only at the discretion of the manager, based upon the employee's work performance in the new classification as documented by the supervisor through a work performance appraisal. Such adjustments, if granted, should be implemented within two weeks of the completion of six months in the new classification

C. **Pay for Performance/Special Adjustment Program and Fund Administration:** The pay for performance program shall be administered under Port Policy HR-21, Salary Administration. The pay for performance/special adjustment fund shall be established in an amount determined by the budget process and administered according to a plan approved by the Executive Director and implemented by People Programs Management, subject to the following provisions:

1. People Programs staff shall collect and analyze salary survey data. If survey findings indicate the Port salary ranges or rates are not in proper alignment with appropriate markets, the Executive Director may recommend adjustments to salary ranges and/or rates where realignment is needed.
2. Salaried employees whose salary ranges are established in Exhibit A shall be eligible for pay for performance adjustments within procedural guidelines. Such adjustments shall take into account market movement as determined by the foregoing salary survey data, ratio of current salary to market rate, and performance level as documented by a current work performance appraisal.
3. Pay for performance for the Executive Director shall be approved by the President of the Port Commission after consulting with other Commission

members. The Executive Director shall be entitled to the use of a dedicated Port vehicle.

4. The Executive Director may provide special salary adjustments for reasons such as the following: (1) to alleviate salary compression between a supervisor and subordinate; (2) to reward employees who make a significant non-job-related contribution to the Port, normally a situation in which the Port recognizes significant savings. This special adjustment provision provides the Executive Director flexibility to ensure appropriate compensation in circumstances which are not otherwise addressed in Port salary administration policies and procedures, including but not limited to those instances outlined herein.

D. 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 at or above salary range maximum may be eligible for lump sum awards which do not increase base salary. All increases shall conform to the provisions and limitations in salary administration policy described in this section.

E. Temporary Pay for Temporary Assignments: When an employee is temporarily assigned for a period of 30 calendar days or more to a higher classification, such employee may receive a temporary reclassification adjustment to the minimum of the higher grade or up to 10% of base salary. Such a temporary adjustment may be processed after the 30 calendar day period and would be retroactive to the first day in the temporary assignment. In no case shall the temporary reclassification adjustment result in a salary which exceeds the maximum of the salary range of the higher classification.

F. Foreign Language Premium: The Port of Seattle shall provide a foreign language premium in the amount of \$20 per hour for translation services rendered. Payment shall be made to eligible employees who are fluent in foreign language(s) and dialect(s) spoken by those with whom the Port does business. Such payment shall be made in those cases where employees directly assist the Port with translation services and where the employee's normal duties do not require foreign language proficiency.

G. Payment for Relocation Costs: People Programs Management shall be responsible for procedures which allow payment for relocation costs for exempt employees in regional positions who are assigned to a new location, and new exempt employees who are required to relocate to accept Port employment.

## VI. ADMINISTRATION OF PAY PRACTICES

A. Conversion of Salary Rates: For all salaried employees, monthly salaries are converted to annual salaries. The straight-time hourly rate of pay is computed by multiplying the monthly salary by 12 (months) divided by the number of pay periods (26) in the year, divided by the number of hours in the pay period (75 or 80).

B. Authorized Work Schedules for Full-Time Employees: Normal full-time work schedules are made up of either 75 or 80 hour bi-weekly pay periods. Managers are authorized to approve alternative shift arrangements when deemed in the best interests of operating efficiency. Vacation, sick and bereavement leave, holiday pay, etc., will be determined by the employee's schedule for that specific day.

C. Extra Compensation: The following terminology shall be used in this section and Section VII.C.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. **Overtime:** Employees in nonexempt classifications shall receive overtime compensation at the rate of one and one-half the straight-time hourly rate of pay for work performed over and above a full-time regularly scheduled workshift (see C. above) and/or work week, 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 VII.C.3., Holidays. In no case shall overtime compensation be duplicated or pyramided. Overtime will be paid the same shift rate that the employee was scheduled for before the need for overtime became evident. This will apply to time worked either before or after a regularly scheduled shift.
2. **Shift Differential:** All non-exempt employees 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.

If management has approved attendance at a meeting or training session conducted during the day shift that is compensable to the employee, the employee's shift differential will be maintained.

## **VII. ADMINISTRATION OF BENEFIT PROGRAM**

A. **Authorization to Amend Benefit Program:** The Executive Director is authorized to amend benefits as necessary to comply with any changes in statutory requirements.

B. **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). Employee and employer contributions and the wage base shall be the amounts designated by law.
2. **Industrial Insurance or Other Duty Disability Benefits:** All Port employees except LEOFF, Plan One Firefighters are covered by the Port under its self-insured industrial insurance plan, which provides the same coverage as the State Workers' Compensation Act. Certain other supplemental coverage for duty disability conditions only may be provided to protect the Port from contingent liability (i.e., Longshore and Harbor Workers' Act); to meet requirements of law; and/or to maintain competitive protection levels for certain employees or classification of employees. For example, use of accrued sick leave as a supplement to Workers' Compensation is provided as established in Port Policy HR-5, Leaves.
3. **Unemployment Compensation:** All Port employees residing in Washington State are covered for unemployment compensation benefits under the Washington State Employment Security Act. Unemployment compensation coverage shall be provided for employees residing in other states to the extent that coverage is available and that Port employees are eligible.
4. **Military Leave:** With appropriate military orders, employees called for active training duty in military reserve units shall be allowed up to fifteen working days per Federal fiscal year (October through September) of military leave as provided in and limited by RCW 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 shall be allowed at the employee's request.

C. **Benefits Provided Eligible Employees:** (Contract employees in eligible positions are provided only the retirement benefit listed immediately below. No other benefits in this section apply to contract employees.)

1. **Retirement:** Employees will become members of the Washington Public Employees' Retirement System (PERS) from date of employment if they are hired in an eligible position and are eligible for membership as defined in RCW 41.40. Fire fighter management personnel, if eligible under RCW 41.26, become members of 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". Refer to appropriate retirement membership handbooks for differences between Plan One and Plan Two.

Eligible 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.

Partial service credit will be granted to members of PERS 1 and PERS 2 working in eligible positions less than "threshold" hours. In PERS 1 this means that employees who work less than 70 hours in one month will receive 1/4 month service credit for that month. Under PERS 2, employees who work at least 70 hours in one month, but less than 90 hours, will receive 1/2 month service credit. PERS 2 employees will receive 1/4 month service credit if they work less than 70 hours in a month.

2. **Compensated Leave:** (See Port Policy HR-5, Leaves, for provisions covering all forms of paid and unpaid leave. Any employee seeking or requiring an unpaid leave of more than 30 calendar days must check prospectively with the benefits section regarding continuance of insurance coverages, etc.)

a. **Civic Duty Leave:**

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

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

- (1) **Salaried Employees Other than Fire Department Managers Covered by LEOFF, Plan One:** Eligible salaried employees shall accrue sick leave at the rate of 0.04616 hour per straight-time hour paid. These accruals shall commence

from the date of employment and shall not exceed the equivalent of 12 work days per year. Sick leave accruals may be used following 30 days of continuous employment.

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

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

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

Sick leave will be used only in instances of employee or immediate family member illness, injury or disability. Immediate family shall be defined as spouse or domestic partner, and the parents or children of the employee, spouse or domestic partner. For the purposes of this Resolution, an employee and a domestic partner must be willing to declare that they: 1) share the same regular and permanent residence; 2) have a close personal relationship; 3) are jointly responsible for basic living expenses; 4) are not married to anyone; 5) are each 18 years of age or older; 6) are not related by blood closer than would bar marriage in the State of Washington; 7) were mentally competent to consent to contract when the domestic partnership began, and 8) are each other's sole life partner and are responsible for each other's common welfare. In special circumstances, Management may include others in this definition. Management may at any time require a physician's statement to justify use of sick leave. A physician's release shall be required prior to the return to work by an employee who has suffered an absence of longer than two weeks due to illness, surgery, or an accident or who has experienced hospitalization of any kind.

- c. Long-Term Sick Leave Account: Employees, other than LEOFF Plan I firefighters, who had sick leave accounts greater than 60 days prior to June 24, 1984, may be eligible to use sick leave in their long-term sick leave account. Withdrawals from that account may be made only in the event of a long-term illness which exhausts that employee's sick leave account, or in the event an immediate family member as defined above suffers a serious illness which requires the employee to be absent four or more days.

See Port Policy HR-5, Leaves, for details. Long-term sick leave is not payable at termination.

- d. **Bereavement Leave:** At the discretion of management and under the supervision of People Programs Management, employees may receive from one to five working days of leave per bereavement. Such leave shall not result in compensation for more than the number of hours in any normal work week. Employees must have been employed for thirty or more days of uninterrupted service and have suffered the loss by death of a member of their immediate family as defined above. Bereavement leave may also be granted in the case of the death of a sibling, grandparent or grandchild of the employee, spouse or domestic partner; or in the case of the death of a sibling's spouse or domestic partner. In special circumstances, People Programs Management may include others in this definition. 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 and whether the leave is taken consecutively.

3. **Holidays:** (This section, other than the two employee-designated holidays shown below, is effective from January 1, 1998 through December 31, 1998.) These twelve holidays shall be observed according to the conditions outlined herein. When nonexempt employees are required to work on a holiday, overtime pay shall apply within the limits and conditions of this section and those listed in Section VI.C.1., Overtime.

Normal Date of Observance for Monday Through Friday Schedule

Thursday, January 1, 1998  
Third Monday in January (19)  
Third Monday in February (16)  
Last Monday in May (25)  
Friday, July 3

First Monday in September (7)  
Fourth Thursday in November (26)  
Fourth Friday in November (27)  
Thursday, December 24

Friday, December 25  
\*Employee selects date

\*Employee selects date

U.S. Staff Holidays

New Year's Day  
Martin Luther King, Jr. Day  
Washington's Birthday Observed  
Memorial Day  
Independence Day Holiday

Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Port-designated Floater, in lieu of Lincoln's Birthday  
Christmas Holiday

\* Employee-designated floater in lieu of Veteran's Day; may be taken from 12/21/97 through 12/26/98.

Personal holiday; may be taken from 12/21/97 through 12/26/98.

- Eligibility for these holidays is not established until the probationary period is satisfactorily completed (Section IV.A.).

Employees working outside of the United States may observe the traditional holidays of the country in which they are working.

- a. **Personal Floater and Personal Holiday**

At least one week advance notice and department director approval are required for the personal floater and personal holiday. Each eligible employee shall take these two holidays subject to appropriate scheduling with their manager. On November 1, 1998, each manager shall set up a schedule for eligible employees who

have not yet scheduled these holidays. An employee shall receive no extra pay for not taking these holidays, unless directed by the manager to work on the day scheduled and no other day off can be scheduled before the end of the payroll calendar year. A terminating employee shall receive no pay for a personal holiday or personal floater not taken prior to the last day worked.

b. Holidays for Full-Time and Part-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.

If the holiday (or the alternate day where applicable) cannot be scheduled as a day off for an otherwise eligible employee, overtime compensation shall be paid for the number of hours required to work on such a day in addition to holiday pay at the straight-time rate--not to exceed the normally scheduled paid holiday hours up to a full-time day. In unusual cases, when scheduling of a day off in lieu of a holiday cannot be arranged for an individual employee according to the conditions as stated above, an alternate day off within the immediate pay period may be approved. Days off in lieu of holidays shall not be carried over into other pay periods.

(2) Part-Time Employees:

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

c. Retiring Employees: A retiring employee immediately eligible for a PERS pension whose normal last day on the payroll is a Port-designated holiday shall receive the holiday pay.

d. Ineligible Employees: Unless clearly scheduled for work for at least 30 calendar days before and the day after a holiday, ineligible employees are not eligible for pay on holidays not worked. Compensation will be on a pro-rata basis up to a full-time schedule.

Ineligible full-time employees shall, if required to work on a holiday, be paid at the overtime rate of pay in addition to holiday pay, if applicable.

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

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

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

4. **Vacation With Pay:**

- a. **Scheduling of Vacation Leave:** At any time after the successful completion of the six-month probationary period, eligible 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 management .

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

- b. **Limits on Accumulating Vacation Leave:** Vacation leave accumulation limit shall be limited to a 24-month accrual at any time. See Section VII.C.5 Pooled Leave for possible conversion of vacation into a pooled leave account. Management shall be responsible for encouraging and allowing proper scheduling for employees taking annual leave in order to avoid any forfeiture of vacation leave. It is not the intent that employees be allowed to forfeit vacation.

- c. **Rates of Accrual:** Eligible salaried employees shall receive vacation accruals based upon a pro rata share of a full-time work schedule. Vacation leave is earned as follows:

- (1) **Two Weeks Vacation:** Based on the first day of employment from the first full month to and including the thirty-sixth full month of continuous employment, eligible employees shall accrue vacation at the rate of .03847 hours per straight-time hour paid (.03847 x 1950 annual hours = 75 vacation hours; .03847 x 2080 annual hours = 80 vacation hours).
- (2) **Three Weeks Vacation:** From the thirty-seventh full month to and including the eighty-fourth full month of continuous employment, eligible employees shall accrue vacation at the rate of .05770 hours per straight-time hour paid (.05770 x 1950 annual hours = 112.5 vacation hours; .05770 x 2080 annual hours = 120 vacations hours).
- (3) **Three and One-Half Weeks Vacation:** From the eighty-fifth full month to and including the one-hundred thirty-

second full month of continuous employment, eligible employees shall accrue vacation at the rate of .06731 hours per straight-time hour paid (.06731 x 1950 annual hours = 131-1/4 vacation hours; .06731 x 2080 annual hours = 140 vacation hours).

(4) Four Weeks Vacation: After completion of eleven years of continuous employment starting with the one hundred thirty-third month, eligible employees shall accrue vacation at the rate of .07693 hours straight-time hour paid (.07693 X 1950 annual hours = 150 vacation hours; .07693 X 2080 annual hours = 160 vacation hours).

d. Cash Out Option: Employees who have taken at least two weeks of vacation in the preceding twelve months may cash out vacation time under procedures detailed in Port Policy HR-5, Leaves.

5. Pooled Leave: Eligible salaried employees may build up a pooled leave account to use as service time during later employment years for such reasons as a sabbatical, educational leave, civic duty leave other than that covered in Section VII.C.2.a., or at retirement or termination. See Port Policy HR-5, Leaves, for detailed pooled leave procedures.

a. Vacation Conversions/Forfeiture: When a maximum accumulation limit is reached, additional accruals will cause the oldest accruals to be converted at full value either to the pooled leave account or a temporary holding account, depending on whether the equivalent of 10 vacation days have been used during the payroll year. If 10 vacation days are not used during the payroll year, all vacation hours in the holding account will be forfeited.

b. Sick Leave Conversions: When the 60-day accumulation limit is reached, additional accruals will cause the oldest sick leave accruals to be converted at 50% value to the pooled leave account.

c. Cash Out Option: Employees with pooled leave may cash out some or all of their pooled leave under procedures detailed in Port Policy HR-5, Leaves.

6. Awarded Time: Under limited circumstances, exempt, post-probationary employees may be awarded time off in recognition of extra hours worked to assure shift coverage, meet critical deadlines or to otherwise accomplish Port objectives. The awarding of time is at management's discretion within the guidelines provided in Port Policy HR-5, Leaves. Awarded time is not convertible to cash and may not be taken after the last worked day.

7. Shared Leave: On a voluntary basis and in accordance with procedures outlined in Port Policy HR-5, Leaves, employees may donate accrued leave to benefit other employees who are suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment.

Any employee may donate any amount of vacation, sick leave, or pooled leave at a 100% rate, or hour-for-hour.

Donated leave shall be designated to a specific individual. Donations and requests for shared leave will be coordinated in People Programs.

8. Family and Medical Leave Act (FMLA) of 1993: The FMLA gives eligible employees the right to take paid or unpaid leave for a period of up to 12 workweeks in any 12 months for any of the following reasons:
- a. to care for the employee's child after birth or placement for adoption or foster care;
  - b. to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
  - c. for a serious health condition that makes the employee unable to perform the employee's job.

Procedures are outlined in Port Policy HR-5, Leaves.

9. Payment for Accrued Leave at Termination:

Leave that is cashed out at termination shall be at the scheduled hourly rate of pay as recorded in the payroll system.

- a. Sick Leave: Upon termination or retirement immediately following five complete years of active employment in a continuous period of employment with the Port of Seattle, qualified employees shall be compensated, as described below, for 50% of their unused sick leave at the rate of pay at termination.
- b. Vacation: Upon termination, eligible employees shall receive compensation at 100% value in lieu of unused accrued vacation leave as described below. No vacation time may be taken after the last day worked. A probationary employee who terminates active employment before satisfactorily completing the probationary period shall receive no vacation pay. LEOFF I firefighters taking disability retirement may be allowed to receive a lump sum payment for unused vacation leave if unable to exhaust such paid leave prior to termination. In the event that State law changes in regard to lump sum vacation payments for State retirement members, the Port Auditor is authorized to make such vacation payoffs in a manner consistent with then current State law(s).
- c. Pooled Leave: Upon termination pooled leave is normally used as service time with full pay and a continuation of benefits. Pooled leave may be cashed out if the benefits available from using the leave as service time are waived in writing.

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

- PERS 1A Plan One members hired before June 24, 1984, have an option of transferring payable portions of sick leave and/or vacation leave (all or none of either account) to pooled leave for use as service time; or receiving a lump sum payment for payable portions of sick leave and vacation and using pooled leave as service time.
- PERS 1B Plan One members hired on or after June 24, 1984, have an option of transferring 100% of vacation leave to pooled leave for use as service time, or receiving a lump sum payment for up to 240 hours and transferring the balance to pooled leave. The payable portion of sick leave will be transferred to pooled leave.
- PERS 2 Plan Two and LEOFF members will receive payable portions of sick leave and vacation in a lump sum and will use pooled leave as service time.

Due to the effects of accrued leave on service time and of federal laws on rights to continuation of medical insurance, terminating and retiring employees should notify the Benefits Section in People Programs as soon as possible in order to obtain the appropriate counseling.

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

10. **Insurance Benefits:** Coverages listed in Sections a. through f. below apply to eligible employees as defined in Section IV.B. For purposes of medical and dental insurance benefits as detailed in a., b., and f. below, Port Commissioners may elect to be included in the definition of eligible employee or they may elect reimbursement by the Port for their medical and dental insurance premiums at a cost not to exceed that provided for Port employees. For purposes of life insurance benefits as detailed in Life Insurance, Port Commissioners are included in the definition of eligible employee. For purposes of optional employee-paid accident insurance, Port Commissioners are included in the definition of eligible employee. Employees may be required to pay a portion of some insurance premiums. Employees are responsible for notifying the Port on approved enrollment forms of their eligible dependents. Any extra costs associated with a lack of notification shall be the employee's responsibility. The Port retains the right to modify insurance benefits to offer greater employer and/or employee flexibility or choice.

a. **Medical Insurance for Employees or Commissioners:** Probationary, eligible employees who normally maintain active employment schedules of 90 hours or more each month, as well as Port Commissioners who so elect, 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 at least two medical/health insurance plans from which employees as well as Commissioners who so elect may choose.

b. **Medical Insurance for Dependents:** On the first of the month following the equivalent of one calendar month of satisfactory employment (90 hours minimum), eligible employees shall receive paid surgical, hospital, and major medical insurance coverage for their eligible dependents. Port Commissioners who so elect shall receive these benefits for their dependents on the first of the month following one calendar month as a Port Commissioner.

Dependents are defined as the employee's spouse or domestic partner and the child or children of the employee and/or the employee's spouse or domestic partner. 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 or Commissioner has chosen. Employee costs shall be by payroll deduction.

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

- c. **Medical Insurance Premium Reimbursement for Port Commissioners:** Port Commissioners may elect reimbursement by the Port for medical insurance premiums for themselves and for eligible dependents after one full calendar month as a Commissioner. Reimbursement may be at a cost not to exceed that provided for Port employees.
- d. **Life Insurance:** On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum), eligible employees and their eligible dependents shall receive 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. Dependents are defined in b., above.
- e. **Long-Term Disability Insurance:** On the first day following 180 days of full-time employment (or 975 hours for part-time employment), eligible employees shall be covered for long-term disability insurance in such amounts and in such manner as the Port has established with insurance companies or agencies providing such benefits.
- f. **Dental Insurance:** On the first of the month following the equivalent of six continuous calendar months of satisfactory employment (975 hours minimum) in a position scheduled for at least 30 hours per week or 130 hours per month, eligible employees and their eligible dependents shall receive paid dental insurance coverage. Dependents are defined in b., above. Port Commissioners may elect to enroll themselves and their eligible dependents in the Port's group dental plan on a one time only basis after six calendar months as a Port Commissioner and shall remain on the group dental plan until the Commissioner no longer acts as a Port Commissioner. In the event of an eligible part-time employee's hours being scheduled from less than 30 to 30 or more per week, dental coverage will become effective the first of the month following the change in schedule and the employee has completed at least 975 hours of satisfactory employment. Conversely, if an eligible full-time employee's hours are scheduled to less than 30 hours per week but no less than 21, dental coverage will cease the first of the month following the change in schedule. The eligibility and other conditions of coverage are established with the insurance company or agency selected by the Port to provide such benefits.
- g. **Dental Insurance Premium Reimbursement for Port Commissioners:** Port Commissioners may elect reimbursement by the Port for their dental insurance premiums and for the premiums of their eligible dependents after six full calendar months as a Commissioner. Reimbursement must not exceed the cost of Port employee premiums.

**VIII. EFFECTIVE DATE**

THIS RESOLUTION shall be effective December 21, 1997. The Executive Director is authorized to take necessary action to make all terms, provisions, and conditions contained herein effective as of December 21, 1997.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 3225, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 25th day of November, 1997, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Paige R. Miles  
Gary Grant  
Kell Sells  
Patricia Davis

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Port Commission

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

EXHIBIT A  
 PAGE 1

REFLECTS CHANGES SUBSEQUENT TO ADOPTION

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Executive Director	45 E	11,442 137,304	14,302 171,624	17,162 205,944
Managing Director, Aviation Division	40 E	8,766 105,192	10,958 131,496	13,150 157,800
Managing Director, Marine Division	40 E	8,766 105,192	10,958 131,496	13,150 157,800
Chief Financial Officer	37 E	7,447 89,364	9,309 111,708	11,171 134,052
General Counsel	36 E	7,050 84,600	8,813 105,756	10,576 126,912
Director, Aviation Business Operations	35 E	6,670 80,040	8,337 100,044	10,004 120,048
Director, People Programs	35 E	6,670 80,040	8,337 100,044	10,004 120,048
Director, Public Affairs	35 E	6,670 80,040	8,337 100,044	10,004 120,048
Director, Aviation Professional and Technical Services	34 E	6,308 75,696	7,885 94,620	9,462 113,544
Director, Marine Business Operations	34 E	6,308 75,696	7,885 94,620	9,462 113,544
Chief Technology Officer	33 E	5,963 71,556	7,454 89,448	8,945 107,340
Director, Marine Professional and Technical Services	33 E	5,963 71,556	7,454 89,448	8,945 107,340
General Manager, Air Terminal LOB	33 E	5,963 71,556	7,454 89,448	8,945 107,340
General Manager, Airfield LOB	33 E	5,963 71,556	7,454 89,448	8,945 107,340
General Manager, Commercial Development LOB	33 E	5,963 71,556	7,454 89,448	8,945 107,340
General Manager, Container Terminals LOB	33 E	5,963 71,556	7,454 89,448	8,945 107,340
General Manager, Ground Access LOB	33 E	5,963 71,556	7,454 89,448	8,945 107,340
Chief of Police	32 E	5,636 67,632	7,045 84,540	8,454 101,448
Director, Engineering Services	32 E	5,636 67,632	7,045 84,540	8,454 101,448
Fire Chief	32 E	5,636 67,632	7,045 84,540	8,454 101,448
Controller and Port Auditor	31 E	5,325 63,900	6,856 79,872	7,987 95,844

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

EXHIBIT A  
 PAGE 2

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director, Aviation Marketing	31 E	5,325 63,900	6,656 79,872	7,987 95,844
Director, Economic and Trade Development	31 E	5,325 63,900	6,656 79,872	7,987 95,844
Director, Finance and Budget	31 E	5,325 63,900	6,656 79,872	7,987 95,844
Director, Intermorial	31 E	5,325 63,900	6,656 79,872	7,987 95,844
Director, Labor Relations	31 E	5,325 63,900	6,656 79,872	7,987 95,844
General Manager, Cargo Piers and Industrial Properties LOB	31 E	5,325 63,900	6,656 79,872	7,987 95,844
General Manager, Central Waterfront Piers and Properties LOB	31 E	5,325 63,900	6,656 79,872	7,987 95,844
General Manager, Fishermen's Terminal and Marine Industrial Center LOB	31 E	5,325 63,900	6,656 79,872	7,987 95,844
General Manager, Port Construction Services	31 E	5,325 63,900	6,656 79,872	7,987 95,844
General Manager, Shilshole Bay Marina LOB	31 E	5,325 63,900	6,656 79,872	7,987 95,844
General Manager, Warehousing LOB	31 E	5,325 63,900	6,656 79,872	7,987 95,844
Assistant Director, Aviation Business Development	30 E	5,027 60,324	6,284 75,408	7,541 90,492
General Manager, Aeronautical/Terminal	30 E	5,027 60,324	6,284 75,408	7,541 90,492
General Manager, Aviation Maintenance	30 E	5,027 60,324	6,284 75,408	7,541 90,492
General Manager, Marine Maintenance	30 E	5,027 60,324	6,284 75,408	7,541 90,492
General Manager, Marine Marketing and Customer Service	30 E	5,027 60,324	6,284 75,408	7,541 90,492
Manager, Health, Safety and Environmental Management	30 E	5,027 60,324	6,284 75,408	7,541 90,492
Project Management Group Leader	30 E	5,027 60,324	6,284 75,408	7,541 90,492
Project Manager V	30 E	5,027 60,324	6,284 75,408	7,541 90,492
Senior Port Counsel	30 E	5,027 60,324	6,284 75,408	7,541 90,492
Assistant Director, Human Resources	29 E	4,744 58,928	5,930 71,160	7,116 85,392
Assistant Director, Aviation Public Affairs	29 E	4,744 58,928	5,930 71,160	7,116 85,392

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

EXHIBIT A  
 PAGE 3

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Assistant Director, Public Relations Team Leader	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Assistant Fire Chief	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Deputy Chief of Police	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Manager, Civil Design	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Manager, Container Marketing and Customer Service	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Manager, Marine Planning Services	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Manager, Marine Real Estate	29 E	4,744 56,928	5,930 71,160	7,116 85,392
Assistant Director, Customer Accounting and Purchasing	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Airfield	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Aviation Finance and Budget	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Budget and Finance	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Construction Services	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Noise Remedy	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Technical Services	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Manager, Training and Development	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Project Manager IV	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Regional Transportation Team Coordinator	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Senior Manager, Economic and Trade Development	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Systems Manager	28 E	4,475 53,700	5,594 67,128	6,713 80,556
Business Unit Manager	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Collaborative Program Manager	27 E	4,218 50,616	5,273 63,276	6,328 75,936
International Marketing Director	27 E	4,218 50,616	5,273 63,276	6,328 75,936

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

EXHIBIT A  
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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Labor Relations Manager	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Air Terminal Customer Service	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Chill Facility	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Ground Transportation	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, ID Access	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Marine Financial Planning and Analysis	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Marine Lease Administration	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Marine Maintenance	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Market Development	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Public Parking	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Warehouse Facilities	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Manager, Warehouse Finance and Administration	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Planning Program Manager	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Port Counsel	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Project Manager III	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Strategic Planning Manager	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Technical Services Supervisor	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Tourism Development Manager	27 E	4,218 50,616	5,273 63,276	6,328 75,936
Account Executive	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Buildings and Grounds Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Change Management Specialist	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Construction Superintendent	26 E	3,974 47,688	4,967 59,604	5,960 71,520

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Conveyor Systems Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Development Project Manager	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Electrical Systems Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Environmental Management Specialist II	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Health and Safety Management Specialist	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Maintenance Support Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Manager, Air Terminal Development	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Manager, Air Terminal Services	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Manager, Airport Communications Center	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Manager, Local Government Relations	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Manager, Purchasing	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Manager, State Government Relations	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Marine Operations Manager	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Marketing Project Manager	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Mechanical Systems Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Media Officer	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Project Manager II	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Public Affairs Officer	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Resident Engineer	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Acquisition Specialist	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Airport Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Engineer	26 E	3,974 47,688	4,967 59,604	5,960 71,520

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

EXHIBIT A  
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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Senior Estimator	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Planner	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Technical Specialist - Civil	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Technical Specialist - Electrical	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Technical Specialist - Electronic Software	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Senior Technical Specialist - Mechanical	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Superintendent, Cargo Equipment Maintenance	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Technical Support Supervisor	26 E	3,974 47,688	4,967 59,604	5,960 71,520
Assistant Manager, Chill Facility	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, Aviation Customer Service	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, Customer Accounting	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, Customer Service	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, Disbursements	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, General Accounting	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, Marine Customer Service	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Manager, Warehouse Operations	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Marine Marketing and Customer Service Representative	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Operations Manager	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Senior Financial Analyst	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Senior Market Analyst	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Senior Property Manager	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Senior Representative, Business and Economic Development	25 E	3,740 44,880	4,675 56,100	5,610 67,320

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

EXHIBIT A  
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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Small Works Construction Manager	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Systems Project Leader	25 E	3,740 44,880	4,675 56,100	5,610 67,320
Air Terminal Supervisor	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Airport Supervisor	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Assistant Buildings and Grounds Supervisor	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Associate Engineer	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Biologist	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Economic and Business Development Specialist	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Manager, Surveying	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Marina Operations Manager	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Marina Asset Manager	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Project Manager I	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Senior Systems Analyst	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Senior Voice Communications Analyst	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Water System Manager	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Worker's Compensation Program Manager	24 E	3,518 42,216	4,398 52,776	5,278 63,336
Assistant Manager, Landside Operations	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Claims Manager	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Community Program Manager, Noise Abatement	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Community Project Manager	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Customer Account Manager	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Environmental Management Specialist I	23 E	3,306 39,672	4,132 49,584	4,958 59,496

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Facility Supervisor	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Financial Analyst	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Graphic Arts Manager	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Lead Microcomputer Specialist	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Planner	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Print Shop Supervisor	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Property Manager	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Public Affairs Specialist	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Senior Accountant	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Senior Contracts Administrator	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Senior Maintenance Contracts Administrator	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Senior Network and Systems Analyst	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Systems Analyst	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Warehouse Supervisor	23 E	3,306 39,672	4,132 49,584	4,958 59,496
Assistant Engineer	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Benefits Analyst	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Business Analyst, Airfield	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Chill Operations Supervisor	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Compensation Analyst	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Contract Compliance Manager	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Industrial Hygienist	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Maintenance Duty Work Group Supervisor	22 E	3,106 37,272	3,882 46,584	4,658 55,896

RESOLUTION NO. 3261, AS AMENDED  
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 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Maintenance Management Systems Analyst	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Marine Administrative Services Group Leader	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Market Analyst	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Microcomputer Specialist	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Network and Systems Analyst	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Operations Supervisor	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Risk Manager	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Senior Human Resources Representative	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Senior Programmer Analyst	22 E	3,106 37,272	3,882 46,584	4,658 55,896
Assistant Project Manager	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Assistant to the Executive Director	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Aviation Services Supervisor	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Claims Representative	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Engineering Services Supervisor	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Internal Communications Specialist	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Maintenance Contracts Administrator	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Marketing Support Specialist	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Material Requirements Supervisor	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Programmer Analyst III	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Senior Buyer	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Senior Office Systems Analyst	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Tax Accountant	21 E	2,913 34,956	3,641 43,692	4,369 52,428

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Voice Communications Technician	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Warehouse Services Supervisor	21 E	2,913 34,956	3,641 43,692	4,369 52,428
Acquisition Specialist	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Administrative Supervisor	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Associate Financial Analyst	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Associate Planner	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Associate Property Manager	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Cargo Information Supervisor	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Commission Office Administrator	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Commission Records Supervisor	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Contracts Administrator	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Economic and Trade Development Project Specialist	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Inventory Control Supervisor	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Junior Engineer	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Marina Maintenance Supervisor	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Marine Industrial Center Supervisor	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Senior Construction Inspector	20 NE	2,785 33,420	3,481 41,772	4,177 50,124
Staff Accountant	20 E	2,785 33,420	3,481 41,772	4,177 50,124
Survey Party Chief	20 NE	2,785 33,420	3,481 41,772	4,177 50,124
Technical Support Specialist III	20 NE	2,785 33,420	3,481 41,772	4,177 50,124
Homeowner Relations Administrator	19 E	2,665 31,980	3,331 39,972	3,997 47,964
Homeowner Relations Sales Administrator	19 E	2,665 31,980	3,331 39,972	3,997 47,964

RESOLUTION NO. 3261, AS AMENDED  
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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Legal Administrator	19 E	2,665 31,980	3,331 39,972	3,997 47,964
Operations Coordinator	19 E	2,665 31,980	3,331 39,972	3,997 47,964
Organizational Effectiveness Program Administrator	19 E	2,665 31,980	3,331 39,972	3,997 47,964
Senior Contract Compliance Specialist	19 E	2,665 31,980	3,331 39,972	3,997 47,964
Senior Survey Technician	19 NE	2,665 31,980	3,331 39,972	3,997 47,964
Administrative Assistant	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Buyer	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Concessions Performance Auditor	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Contract Compliance Specialist	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Credit Specialist	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Insulation Contract Expediter	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Marine Services Administrator	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Payroll Accountant	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Port Construction Services Administrator	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Program Development Administrator	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Public Records Specialist	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Senior Drafter	18 NE	2,550 30,600	3,187 38,244	3,824 45,888
Utility Specialist	18 NE	2,550 30,600	3,187 38,244	3,824 45,888
Voice Communications Analyst	18 E	2,550 30,600	3,187 38,244	3,824 45,888
World Trade Center Administrator	18 E	2,550 30,600	3,187 38,244	3,824 45,888
Accounting Technician	17 NE	2,442 29,304	3,052 38,624	3,662 43,944
Assistant Microcomputer Specialist	17 NE	2,442 29,304	3,052 38,624	3,662 43,944

RESOLUTION NO. 3281, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Construction Inspector	17 NE	2,442 29,304	3,052 36,624	3,662 43,944
Sound Mitigation Representative	17 NE	2,442 29,304	3,052 36,624	3,662 43,944
Technical Support Specialist II	17 NE	2,442 29,304	3,052 36,624	3,662 43,944
Business Specialist, Airfield	16 NE	2,338 28,056	2,923 35,076	3,508 42,096
Commission Records Specialist	16 NE	2,338 28,056	2,923 35,076	3,508 42,096
Foreign Trade Zone Coordinator	16 NE	2,338 28,056	2,923 35,076	3,508 42,096
Survey Instrument Technician	16 NE	2,338 28,056	2,923 35,076	3,508 42,096
Title Records Specialist	16 NE	2,338 28,056	2,923 35,076	3,508 42,096
Harbor Specialist III	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Legal Assistant	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Marine Administrative Specialist	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Marine Operations Specialist	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Noise Abatement Assistant	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Public Affairs Administrative Specialist	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Staff Assistant V	15 NE	2,239 26,868	2,799 33,588	3,359 40,308
Assistant Construction Inspector	14 NE	2,145 25,740	2,681 32,172	3,217 38,604
Contract Document Specialist	14 NE	2,145 25,740	2,681 32,172	3,217 38,604
Lease Accounts Specialist	14 NE	2,145 25,740	2,681 32,172	3,217 38,604
Maintenance Contracts Specialist	14 NE	2,145 25,740	2,681 32,172	3,217 38,604
Payroll Specialist	14 NE	2,145 25,740	2,681 32,172	3,217 38,604
Senior Material Requirements Clerk	14 NE	2,145 25,740	2,681 32,172	3,217 38,604
Work-In-Progress Specialist	14 NE	2,145 25,740	2,681 32,172	3,217 38,604

RESOLUTION NO. 3261, AS AMENDED  
 SCHEDULE OF AUTHORIZED SALARIED POSITIONS  
 AND SALARY RANGES EFFECTIVE JANUARY 1, 1998

<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Accounts Receivable Specialist	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Conference Services Coordinator	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Graduate Intern	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Harbor Specialist II	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Noise Remedy Assistant	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Offset Duplicator Operator	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Revenue Specialist	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Staff Assistant IV	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Technical Support Specialist I	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Worker's Compensation Specialist	13 NE	2,057 24,684	2,571 30,852	3,085 37,020
Aviation Maintenance Payroll Specialist	12 NE	1,971 23,652	2,464 29,568	2,957 35,484
Contract Compliance Technician	12 NE	1,971 23,652	2,464 29,568	2,957 35,484
Drafter II	12 NE	1,971 23,652	2,464 29,568	2,957 35,484
Head Chainer	12 NE	1,971 23,652	2,464 29,568	2,957 35,484
Maintenance Clerk	12 NE	1,971 23,652	2,464 29,568	2,957 35,484
Material Requirements Clerk	12 NE	1,971 23,652	2,464 29,568	2,957 35,484
Computer Operator	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Corporate Receptionist	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Engineering Reproduction Technician	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Harbor Specialist I	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Maintenance Information Specialist	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
People Programs Assistant	11 NE	1,889 22,668	2,361 28,332	2,833 33,996

RESOLUTION NO. 3261, AS AMENDED  
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<u>Position Title</u>	<u>Grade/ FLSA</u>	<u>Base Salary Range</u>		
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Print Shop Expediter	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Senior Data Processing Operator	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Staff Assistant III	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Training Specialist	11 NE	1,889 22,668	2,361 28,332	2,833 33,996
Senior Buyer Assistant	10 NE	1,812 21,744	2,265 27,180	2,718 32,616
Senior Custodian	10 NE	1,812 21,744	2,265 27,180	2,718 32,616
Senior Voice Communications Operator	10 NE	1,812 21,744	2,265 27,180	2,718 32,616
Print Shop Processor	09 NE	1,738 20,856	2,172 26,064	2,606 31,272
Staff Assistant II	09 NE	1,738 20,856	2,172 26,064	2,606 31,272
Stockroom Clerk	09 NE	1,738 20,856	2,172 26,064	2,606 31,272
Special Services Assistant	08 NE	1,668 20,016	2,085 25,020	2,502 30,024
Special Transportation Services Assistant	08 NE	1,668 20,016	2,085 25,020	2,502 30,024
Ground Access Starter	06 NE	1,538 18,456	1,922 23,064	2,306 27,672
Messenger	06 NE	1,538 18,456	1,922 23,064	2,306 27,672
Shipping and Receiving Clerk	06 NE	1,538 18,456	1,922 23,064	2,306 27,672
Staff Assistant I	06 NE	1,538 18,456	1,922 23,064	2,306 27,672
Tour Group Coordinator	06 NE	1,538 18,456	1,922 23,064	2,306 27,672
Student Intern	03 NE	1,366 16,392	1,707 20,484	2,048 24,576
Student Helper	Nongraded, nonexempt position			

JAPAN OFFICE NONGRADED POSITIONS

Director, Asia  
 Administrative Assistant, Asia

Salaries not to exceed  
 40,000,000 yen per annum