



**Port of Seattle Commission
Policy Directive:**

**Salaries and Benefits for
Employees Not Covered by a
Collective Bargaining Agreement**

**As Amended
November 17, 2020**

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SECTION 1. Purpose.

The Port of Seattle Commission has authority pursuant to RCW 53.08.170 to create and fill positions, fix wages, salaries, and establish other benefits of employment including retirement, insurance, and similar benefits. The intent of this policy directive is to administer pay and benefits in accordance with state and federal law. *(Res. 3739, §7, 2017)*

SECTION 2. Definitions.

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

“At-will” means a designation given to some non-represented jobs or positions at the Port where the employment relationship may be terminated by the port or employee at any time and for any or no reason. Employees hired as at-will are not subject to the port’s progressive discipline process. Jobs designated as at-will are noted with an asterisk in Exhibit A of this policy directive. When a job opening is posted for an at-will position, the at-will designation will be identified in the posted notice. An offer of employment made to a current employee or external candidate for an at-will position will state that the position is at-will and exempt from any progressive discipline policy. Employees hired, or appointed, into at-will jobs prior to January 1, 2014, are grandfathered as ‘for cause’ employees. However, any employee hired prior to January 1, 2014, who is transferred or promoted into an at-will position is no longer subject to the termination “for cause” standard and will be exempt from any progressive discipline policy.

“Commissioner” means an individual who is elected to the office of Port of Seattle Commissioner and is eligible for benefits as provided in the relevant provisions of Section [5.4](#). This definition includes a commissioner who may be appointed mid-term due to an unanticipated vacancy.

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

“Emergency hire employee” means an employee hired without a competitive hiring process whose initial employment is limited to three months and whose employment may be extended for no more than two additional months without a competitive hiring process.

“Employee” means an individual who performs personal services for the port and receives a paycheck from the port payroll system with employment taxes withheld. Employees of temporary agencies or independent contractors are not employees.

“Employment Date/Date of Hire” means the first day an employee comes to work and receives pay for time worked.

“Executive Director” means an employee who is appointed by the commission and who is subject to the terms and conditions of this policy directive. In the event of any conflicting or inconsistent

terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail. This includes any terms, conditions, adjustments to pay, pay range, or benefits for the Executive Director adopted in open session by the Port of Seattle Commission.

“For cause” means a designation given to most non-represented Port of Seattle jobs and positions where the employment relationship can be terminated by the port for reasons that conform to previously defined standards of unacceptable conduct or performance.

“Full-time employee” means an employee who is regularly scheduled to work 80 hours per bi-weekly pay period.

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

“Intern” means a temporary employee who is hired in accordance with the Intern Program Guidelines, is considered a student per the program guidelines and is performing duties in accordance with the student’s course of study.

“Limited duration employee” means an employee who is hired for more than 90 days in a job with a planned end date.

“Non-represented employee” means a salaried or hourly employee not represented by a labor union.

“On-call employee” means an employee who does not have a regular work schedule and whose work hours can vary from week to week indefinitely.

“Part-time employee” means an employee who is regularly scheduled to work less than 80 hours per bi-weekly pay period.

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

“Probationary period” means an extension of the hiring process, the period of time from the day a newly hired or rehired employee begins work at the Port of Seattle through the end of the sixth month of employment.

“Project-related temporary assignment” means an assignment for a full-time or part-time employee that is generally expected to last no longer than four years. Extensions to these types of assignments are only allowed in special circumstances with approval from Human Resources management.

“Regular employee” means an employee hired to perform a job without a specified end date.

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

“Seasonal Employee” means an employee hired to perform a job that exists on a seasonal basis where the season begins and ends at approximately the same time each year and lasts less than a full year. Seasonal employees initially hired into a seasonal job through a competitive hire process may return to work subsequent seasons without being hired through a subsequent competitive hire process.

“Temporary assignment” means an assignment for a full-time or part-time employee that is generally expected to last no longer than six months. A temporary assignment may only be extended one time for a maximum of six additional months with the approval of Human Resources management.

“Temporary employee” means an employee hired to perform a job with a specified end date.

“Veteran fellow” means an employee who is hired and receives pay and benefits in accordance with the Veteran Fellowship Program.

(Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §1, 2017)

SECTION 3. Scope and Applicability.

A. This policy directive pertains to port employees not represented by a labor union. The Port of Seattle retains the right to modify or terminate any benefits and/or modify the cost charged to employees or dependents for benefits coverage at any time, for any reason. *(Res. 3765, §1, 2019; Res. 3739, 2017)*

B. The Port of Seattle reserves the right to amend or terminate any employee welfare benefit plan and/or pay practice. *(Res. 3739, §7, 2017)*

SECTION 4. Responsibilities.

A. The Executive Director is authorized to take necessary action to make effective all terms, provisions, and conditions contained within this policy directive. Should any part of this policy directive require a change to pay or benefit administration practices by reason of any existing or subsequently enacted local, state, or federal legislation, such change(s) will be incorporated without the need for commission action. *(Res. 3739, §7, 2017)*

B. All policies related to the Salary and Benefits Policy Directive are subject to approval by the Executive Director. *(Res. 3765, §1, 2019; Res. 3739, §3, 2017)*

SECTION 5.1. Policy Establishing Jobs, Pay Grades, Pay Ranges, and Pay Rates.

A. Reporting requirements for certain positions.

- (1) General Counsel. The General Counsel will have a dual direct reporting relationship with the Executive Director and the commission by way of the Commission President. The Executive Director will have, in consultation with the commission, responsibility for review and approval of performance expectations for the General Counsel and legal department staff. Legal department staff, including workplace responsibility staff, will report to the General Counsel.
- (2) External Relations Senior Director. The External Relations Senior Director will report jointly to the Commission President and the Executive Director. The Commission President and the Executive Director will have responsibility for review and joint approval of performance expectations for the External Relations Senior Director and External Relations Department staff and will each provide direct input for the External Relations Senior Director performance review. Decisions regarding hiring, firing, or re-positioning the External Relations Senior Director will receive concurrence from the Commission President and the Executive Director. External Relations will have direct accountability to both the commission and the Executive Director's office and will independently execute judgment on external affairs strategies based on ethical and professional support of overall port objectives and the Port's role as a public agency. External Relations department staff will report to the External Relations Senior Director.
- (3) Internal Audit Director. The commission, through the Audit Committee, oversees the internal audit function. The Internal Audit Director reports functionally to the Commission, delegated to the Audit Committee, and administratively to the Executive Director. The Audit Committee is charged with making recommendations to the commission on the appointment, replacement, or dismissal of the Internal Audit Director; provides input to the Executive Director on the Internal Audit Director's performance evaluation; oversees the Internal Audit Director's plans and activities; and reviews with the Internal Audit Director the staffing and organizational structure of the internal audit function. The Internal Audit Director will have direct accountability to both the Commission (through the Audit Committee) and the Executive Director and will independently execute judgment on internal audit affairs based on the scope of the audit function. The internal audit department staff will report to the Internal Audit Director.
- (4) Commission Chief of Staff. The Commission Chief of Staff is appointed by the commission pursuant to an employment agreement. The Commission Chief of Staff is subject to the terms and conditions of this policy directive. In the event of

any conflicting or inconsistent terms and conditions between this policy directive and the employment agreement, the employment agreement will prevail.

((Res. 3781; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

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

- (1) Recruit and fill authorized positions (except that of Executive Director) up to the fulltime-equivalent number of positions authorized;
- (2) Set salaries within pay ranges established below;
- (3) Transfer positions and/or employees from one work unit to another and to reorganize functions to promote organizational effectiveness;
- (4) Approve non-competitive placements in select circumstances;
- (5) Establish additional positions, provided that funding is available in the commission approved budget; and
- (6) Establish an additional position on a temporary basis when an employee has given notice of termination or retirement in order to provide overlap and effective business continuity.

(Res. 3739, §2, 2017)

C. Pay Ranges. All non-represented jobs shall be evaluated and assigned to a pay grade according to their relative skill requirements, responsibilities, and other factors as explained in subsection (D). Each job will have a pay range that corresponds to its pay grade.

The following pay grades and pay ranges for non-represented jobs at the Port of Seattle are hereby established:

GRADED SALARY RANGE STRUCTURE
 (2.0 percent increase compared to January 1, 2020)
 (Effective January 1, 2021)

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$121.26	\$151.57	\$181.89	\$252,218	\$315,273	\$378,328
44	\$114.40	\$142.99	\$171.59	\$237,942	\$297,427	\$356,912
43	\$107.92	\$134.90	\$161.88	\$224,474	\$280,593	\$336,712

42	\$101.81	\$127.26	\$152.72	\$211,767	\$264,709	\$317,651
41	\$96.54	\$120.68	\$144.81	\$200,810	\$251,012	\$301,214
40	\$91.48	\$114.35	\$137.22	\$190,274	\$237,843	\$285,412
39	\$86.68	\$108.35	\$130.02	\$180,288	\$225,360	\$270,432
38	\$82.09	\$102.61	\$123.13	\$170,743	\$213,429	\$256,115
Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
37	\$77.70	\$97.13	\$116.55	\$161,620	\$202,025	\$242,430
36	\$73.59	\$91.99	\$110.39	\$153,067	\$191,334	\$229,601
35	\$69.61	\$87.01	\$104.41	\$144,787	\$180,984	\$217,181
34	\$65.83	\$82.29	\$98.75	\$136,932	\$171,165	\$205,398
33	\$62.26	\$77.82	\$93.39	\$129,498	\$161,873	\$194,248
32	\$58.83	\$73.53	\$88.24	\$122,358	\$152,948	\$183,538
31	\$55.60	\$69.49	\$83.39	\$115,639	\$144,549	\$173,459
30	\$52.47	\$65.59	\$78.71	\$109,142	\$136,428	\$163,714
29	\$49.53	\$61.91	\$74.29	\$103,012	\$128,765	\$154,518
28	\$46.72	\$58.40	\$70.08	\$97,174	\$121,468	\$145,762
27	\$44.04	\$55.04	\$66.05	\$91,594	\$114,492	\$137,390
26	\$41.49	\$51.87	\$62.24	\$86,308	\$107,885	\$129,462
25	\$39.07	\$48.84	\$58.60	\$81,262	\$101,577	\$121,892
24	\$36.75	\$45.93	\$55.12	\$76,433	\$95,541	\$114,649
23	\$34.54	\$43.18	\$51.81	\$71,843	\$89,804	\$107,765
22	\$32.45	\$40.56	\$48.67	\$67,493	\$84,366	\$101,239
21	\$30.42	\$38.02	\$45.63	\$63,271	\$79,089	\$94,907
20	\$29.10	\$36.37	\$43.64	\$60,518	\$75,648	\$90,778
19	\$27.84	\$34.80	\$41.76	\$57,912	\$72,390	\$86,868
18	\$26.65	\$33.31	\$39.98	\$55,434	\$69,293	\$83,152
17	\$25.54	\$31.92	\$38.31	\$53,121	\$66,401	\$79,681
16	\$24.45	\$30.57	\$36.68	\$50,865	\$63,581	\$76,297
15	\$23.38	\$29.22	\$35.07	\$48,624	\$60,780	\$72,936
14	\$22.42	\$28.02	\$33.62	\$46,624	\$58,280	\$69,936
13	\$21.51	\$26.89	\$32.27	\$44,751	\$55,939	\$67,127
12	\$20.61	\$25.76	\$30.91	\$42,861	\$53,576	\$64,291
11	\$19.78	\$24.72	\$29.66	\$41,135	\$51,419	\$61,703
10	\$18.96	\$23.69	\$28.43	\$39,428	\$49,285	\$59,142
9	\$18.20	\$22.75	\$27.29	\$37,848	\$47,310	\$56,772
8	\$17.47	\$21.84	\$26.21	\$36,344	\$45,430	\$54,516
7	\$16.79	\$20.98	\$25.18	\$34,913	\$43,641	\$52,369

(Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §2, 2017)

D. Job Evaluation System. It is the policy of the commission to pay port employees based on the port's Total Rewards philosophy. It is also the policy of the commission to establish a job evaluation system that evaluates jobs based on required skill level, responsibility, effort required, and working conditions, among other characteristics, of each job. Jobs shall be evaluated on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job evaluation system shall be considered in determining the appropriate pay grade for each job as well as the appropriate exempt or non-exempt status of each job according to the criteria of the Federal Fair Labor Standards Act (FLSA). The Senior Director of Human Resources, under the supervision of the Executive Director, shall have the final approval authority for all job evaluation outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director. Job evaluation outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director. This authority shall include re-evaluation of existing jobs and establishment and evaluation of new jobs. *(Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

E. Pay Practices.

- (1) Compensation Considerations. An employee's work schedule shall consist of their normal daily and weekly work schedule during a two-week pay period. A full-time employee's work schedule is 80 hours each bi-weekly pay period. Full-time employees work between 8 and 10 hours each day and salaried, exempt, employees are expected to work the hours necessary to complete assigned work.
- (2) Payroll. Employees shall be paid bi-weekly, typically on Friday. The port's payroll week shall begin Sunday at 12:01 a.m. and end Saturday at midnight. Employees are required to complete a direct deposit authorization form upon hire and to keep such information current so that electronic paycheck deposits can be made automatically to the employee's designated financial institution. The port shall have the right and obligation per the Washington State Constitution Article VIII, Section 7, to recover any amounts paid in error.
- (3) Initial Pay Rates. Pay rates shall normally be based on skill, knowledge, and experience and set between the minimum and midpoint of the pay range for employees hired or otherwise moving into a non-represented job. Under special conditions and with appropriate documentation, human resources management may authorize pay above the midpoint of the pay range for employees possessing exceptional qualifications or experience, or for internal/external equity reasons.
- (4) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime compensation in accordance with prevailing state and federal laws.

- (5) Information and Communications Technology (ICT) Stand-by Pay. Hourly, non-exempt, ICT employees who are required to be available during non-work hours to respond to issues or solve problems will be eligible for ICT stand-by pay.
- (6) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases, completion-of-probation increases, six-month increases, and temporary assignment adjustments.
- (7) Special Pay Adjustments. The Executive Director, or Human Resources management under the supervision of the Executive Director, may approve special pay adjustments for reasons deemed appropriate. Special adjustments provide flexibility in ensuring appropriate compensation in unusual situations and circumstances that are not otherwise addressed by Port pay administration policies or procedures.
- (8) Pay for Performance. The Pay for Performance program is comprised of the two components, a base pay increase component and an incentive pay plan component. The incentive pay plan may be addressed in a separate resolution.
 - (a) Base Pay Component. This component permits eligible non-represented employees to earn increases to their base pay that are based on performance ratings earned during the previous performance review period. The amount of the base pay increases shall be approved by the commission as part of the port budget process and administered according to a plan approved by the executive director and implemented by Human Resources management.
 1. Consistent with the general delegation of authority, the commission shall provide input to the executive director regarding performance of those employees that report directly to the executive director for the executive director's benefit in rating the performance of the executive director's direct reports. Such input shall be provided in executive session no later than the last commission meeting in January.
- (9) Pay for the Executive Director. Pay and performance evaluation for the executive director shall be approved by the Commission in public session. The commission shall have discretion in determining pay of the executive director.

(Res. 3765, §1, 2019; Res. 3739, §2, 2017)

F. Pay Rates and Pay Ranges for Non-Evaluated Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-evaluated positions shall be as follows:

- (1) High School, College, and Graduate Intern Positions. Pay rates and employment conditions for students employed under provisions of the Port of Seattle Intern

Program shall be determined by human resources staff based upon state or local minimum wage regulations.

- (2) Chief of Police, Fire Chief, Deputy Chief of Police, Assistant Fire Chief. These jobs are not evaluated, and ranges are established based on local market rates for similar work to facilitate appropriate pay administration for employees in these jobs.
- (3) Veteran Fellows Positions. Veteran fellowship jobs are not evaluated, and ranges are established to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.
- (4) Executive Director. This job is not evaluated and no pay range is established. The executive director's pay is established by the port commission.

(Res. 3739, §2, 2017)

G. Amending Authorized Jobs, Pay Grades, and Pay Ranges. Pay ranges may be amended by ordinary motion approved by the commission at any regular or special meeting when the changes are the result of provisions contained in this policy directive. Exhibit A may be amended by human resources management when the changes are the result of provisions contained in this policy directive (e.g., on-going job evaluations or technical errors). *(Res. 3739, §2, 2017)*

SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.

A. The port commission supports the port's providing a competitive benefit package for employees and their families that assists the port in retaining and attracting employees with the skills and abilities essential to carry out the port's work. As such, the commission authorizes the following benefits programs. *(Res. 3739, §3, 2017)*

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

- (1) Social Security (FICA) insurance
- (2) Industrial insurance/Workers Compensation coverage
- (3) Unemployment compensation
- (4) Military leave (based on both federal and state requirements)
- (5) Faith and Conscience Days

(6) Pregnancy disability leave.

(7) Family and Medical Leave Act (FMLA) of 1993

(8) The Family Care Act (FCA) of 2002

(Res. 3739, §3, 2017)

C. Additional Benefits for Employees. The following benefits shall be administered consistent with port eligibility requirements.

(1) Paid Leave. The following paid leave plans shall be administered.

(a) Paid Time Off (PTO). Employees are encouraged to take at least two weeks of paid time away from work for vacation or personal reasons each year.

(b) Sick Leave. Paid time away from work in the event of illness, injury, or other specified reasons.

(c) Holidays. The port shall observe the following 10 holidays:

1. New Year's Holiday
2. Martin Luther King, Jr., Day
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Native American Heritage Day the day after Thanksgiving
10. Port Designated Floater (in lieu of Veterans Day)
11. Christmas Day.

- (d) Personal Day. One full day each year based on the payroll calendar with no accrual and no carry forward, based on the payroll calendar.
 - (e) Bereavement Leave. Time off to attend or make arrangements for funeral or memorial services of a close family member.
 - (f) Supplemental Military Leave. Additional partially paid military leave in response to an involuntary deployment resulting from Presidential Recall or a declared State of Emergency.
 - (g) Civic Duty Leave. Paid time away from work to serve on jury duty, or in limited circumstances appear in court as a subpoenaed witness.
 - (h) Awarded Time. Paid time granted to salaried employees to recognize extra work hours necessary to meet critical deadlines, assure coverage, or otherwise accomplish port objectives.
 - (i) Shared Leave. Accrued leave donated by one employee to another to prevent the receiving employee from taking leave without pay due to a serious health condition.
 - (j) Paid Parental Leave. Fully paid time away from work following the birth, adoption, or placement for foster care of a new child.
 - (k) Port Paid Medical Leave. Partially paid time away from work for the employee or family member's serious medical condition. As approved by Washington State in lieu of the Washington State Paid Family and Medical Leave.
 - (l) Port Paid Family Leave. Partially paid time away from work following the birth, adoption, or placement for foster care of a new child. As approved by Washington State in lieu of the Washington State Paid Family and Medical Leave.
- (2) Retirement. Pension benefits that provide vested employees with post-retirement income shall be as described in this section. Employees (other than DRS-retired employees receiving a pension from any State of Washington DRS pension plan) will become members of the Washington Public Employees Retirement System (PERS) or Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) based on their job responsibilities. Retirement benefits will be administered consistent with applicable Washington state laws.
- (a) 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 that 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.

1. Employees hired in otherwise eligible positions under RCW 41.40, who are excluded from membership in PERS because of non-citizen, nonresident status, may be provided from date of employment with an individual pension or annuity arrangement that 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.
2. Police Department employees in non-evaluated, non-represented management jobs hired into LEOFF eligible positions who are excluded as stated in RCW 41.04.270 from LEOFF membership as a result of their previous employment will receive port contributions to an alternative plan. These port contributions will be equal to the contributions the port would have made to the LEOFF plan the Police Department employee would have been eligible to enroll in.

Any port retirement contributions made consistent with authority and prior to January 1, 2018, are hereby ratified and confirmed.

3. Police and Fire Department non-evaluated, non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.

(3) Healthcare. Medical, pharmacy, dental, and vision coverage offered to eligible employees consistent with Patient Protection and Affordable Care Act (ACA) requirements shall be as follows:

- (a) The port shall maintain at least two medical plan options.
- (b) Employees will have the ability to enroll their eligible dependents in the same medical, pharmacy, dental, and vision plans the employee elects.
- (c) Employees may be required to pay all or a portion of their healthcare premiums by payroll deduction.
- (d) The port retains the right to modify or terminate healthcare benefits.

- (4) Life and Disability Insurance. Benefits to protect against unexpected loss shall be as follows:
- (a) Life Insurance. Benefits paid to beneficiaries in the event of death. The Port will provide basic life insurance for employees and limited life insurance for employees' dependents. Employees will have the ability to purchase additional life insurance for themselves and/or their dependents.
 - (b) Accidental Death and Dismemberment (AD&D). Benefits paid to employees in the event they lose a limb or to their beneficiaries in the event of accidental death. Employees will have the ability to purchase additional AD&D insurance for themselves and/or their dependents.
 - (c) Long-Term Disability. Partial income continuation benefits paid to employees unable to work for extended periods of time.
- (5) Flex Time and Alternative Work Arrangements. Work schedules that include varied start and stop times, flex time, as well as longer work days combined with a non-work day each week or pay period, compressed work week arrangements. Telecommuting or telework schedules are another form of alternative work arrangement.
- (6) Relocation. Reimbursement to newly hired salaried employees for pre-approved moving expenses related to their relocation to the Seattle area as a result of accepting a job with the Port of Seattle.

((Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §3, 2017))

D. Repealed by Resolution No. 3765.

E. Benefits for the Executive Director. The Executive Director will be offered the same benefits package other eligible employees are offered as provided in subsections (B) and (C). The port commission may also authorize different or additional benefits for the Executive Director. *(Res. 3739, §3, 2017)*

SECTION 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.

A. In addition to pension benefits offered to Port of Seattle retirees, the port commission authorizes the following benefits and conditions for qualified retirees. *(Res. 3739, §4, 2017)*

B. Repealed by Resolution No. 3752.

C. Repealed by Resolution No. 3752.

D. Retiree Life Insurance. Retirees are eligible for enrollment in the retiree life insurance plan if they have at least five consecutive years of credited service in a non-represented position with the Port of Seattle immediately preceding retirement and are eligible to begin receiving a pension, based at least in part upon Port of Seattle employment, within one month following departure from the port. *(Res. 3752, §1, 2018; Res. 3739, §4, 2017)*

E. Retiree Parking. Retirees are eligible for free vacation parking at the north employee parking lot at Sea-Tac airport. A valid retiree identification badge is required to access the north employee parking lot and can be obtained from the front desk at Pier 69. *(Res. 3739, §4, 2017)*

F. Authorization to Amend Benefits Offered to Port of Seattle Retirees. The port is authorized to amend the benefits in this section as necessary to comply with any changes in statutory regulations, to require retirees to contribute all or a portion of the premium, and to amend or terminate governing vendor or insurance contracts at any time for any reason. *(Res. 3765, §1, 2019; Res. 3739, §4, 2017)*

SECTION 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners.

A. Benefits contained in this section are available to port commissioners. *(Res. 3739, §5, 2017)*

B. Healthcare. Port commissioners shall have the same healthcare, medical, pharmacy, dental, and vision benefits choices offered to port employees.

(1) Medical and Pharmacy Benefits for Commissioners.

(a) Coverage for Commissioners. Port commissioners are eligible to elect medical coverage effective on the first of the month following one calendar month as a port commissioner. They shall be eligible for healthcare coverage in such amounts and in such manner as the port has established with organizations selected to provide or administer such benefits. Commissioners who elect port-sponsored medical coverage must elect coverage via approved methods.

(b) Coverage for Commissioners' Dependents. Port commissioners are eligible to elect medical benefits for their dependents on the first of the month following one calendar month as a port commissioner. Coverage for dependents shall be provided by the same medical plan that the commissioner has chosen.

(2) Vision Benefits for Commissioners.

(a) Coverage for Commissioners. Port commissioners are eligible to elect vision coverage effective on the first of the month following one calendar month as a port commissioner. They shall be eligible for vision coverage in such amounts and in such manner as the port has established with organizations selected to

provide or administer such benefits. Commissioners who elect port-sponsored vision coverage must elect coverage via approved methods.

- (b) Coverage for Commissioners' Dependents. Port commissioners are eligible to elect vision coverage for their dependents on the first of the month following one calendar month as a port commissioner. Coverage for dependents shall be provided by the same vision plan that the commissioner has chosen.

(3) Dental Benefits for Commissioners.

- (a) Coverage for Commissioners. Port commissioners who so elect coverage shall receive these benefits effective the first of the month following one calendar month as a port commissioner. Dental coverage will be provided in such amounts and in such manner as the port has established with organizations providing or administering such benefits. The eligibility and other conditions of coverage are established with the organization selected by the port to provide such benefits.

- (b) Coverage for Commissioners' Dependents. Port commissioners are eligible to elect dental benefits for their dependents on the first of the month following one calendar month as a port commissioner. Coverage for dependents shall be provided by the same dental plan that the commissioner has chosen.

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

(Res. 3752, §1, 2018; Res. 3739, §5, 2017)

C. Life Insurance. Commissioners shall be eligible to elect life insurance coverage as specified below.

- (1) For Commissioners. Port commissioners who so elect shall have coverage under a \$50,000 basic life insurance policy and/or \$100,000 business travel accident insurance policy on a self-paid basis on the first of the month following one calendar month as a port commissioner subject to provisions of contracts with organizations selected by the port to provide such benefits. For purposes of optional, self-paid basic life insurance and business travel accident insurance benefits, Port commissioners are included in the definition of eligible employee.

- (a) For Commissioners Eligible for Retiree Life Insurance. A commissioner is eligible for enrollment in the retiree life insurance plan if the service requirements listed in subsection (B)(1)(b) are satisfied and the commissioner elected and was covered by the \$50,000 basic life insurance policy immediately prior to the expiration of their term as a port commissioner.

(Res. 3739, §5, 2017)

D. Right to Modify or Terminate Coverage. The port retains the right to modify or terminate benefits and/or to modify the cost charged to commissioners or dependents for such coverage. *(Res. 3739, §5, 2017)*

SECTION 5.5. Policy Regarding Special Programs and Commission Notification.

The Executive Director is authorized to establish and implement voluntary separation, furlough, or other similar programs deemed necessary to benefit the financial health of the Port and amend benefits provided for in this policy directive as necessary to execute the provisions of these programs. The Commission shall be notified of any amendments to benefits prior to implementation of any special programs not currently provided for in this policy directive. The Commission shall be notified of any material changes in the administrative details of the programs authorized by this policy directive before changes are implemented. *(Res. 3739, §6, 2017)*

Revision History

- November 17, 2020 Resolution 3781 added the definition of “Project-related Temporary Assignment;” amended Section 5.1.A(3) relating to the Internal Audit Director; adjusted the graded salary range structure by 2 percent; and amended Section 5.2.C(c), holidays, to add Juneteenth to the list of Port holidays.
- November 19, 2019 Resolution 3765 added and removed definitions in Section 2, reorganized language on the port’s right to modify or terminate benefits and policy in Sections 3 and 4, and removed several cross-references. In Section 5.1, salary ranges were updated and language about the job evaluation system was clarified. New provisions for paid medical and family leave were created in Section 5.2(C).
- November 27, 2018 Resolution 3752 revised definitions of “at-will” and “probationary period”; updated the title of External Relations Senior Director; clarified administrative and functional reporting of the Internal Audit Director; revised the graded salary range structure; added a floating personal day to the port’s holiday schedule; provided for separate medical, dental, pharmacy, and vision benefits; and repealed medical benefits for retirees and their dependents. A new exhibit listing port job titles by salary range was provided at this time also.
- November 28, 2017 Resolution 3739 restated the salary and benefits program for the Port of Seattle for 2018. It provided no expiration date, thereby effectively establishing the first non-expiring Salary and Benefits Policy Directive of the Port of Seattle.

SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS
 SALARY RANGES EFFECTIVE JANUARY 1, 2021
 Annual Base Salary Range (Hourly equivalent in parentheses)¹

Grade	Minimum	Midpoint	Maximum
42	\$211,767 (\$101.81)	\$264,709 (\$127.26)	\$317,651 (\$152.72)
	*Chief Operating Officer *Managing Director, Aviation		*General Counsel/Chief Compliance Officer
41	\$200,810 (\$96.54)	\$251,012 (\$120.68)	\$301,214 (\$144.81)
	*Managing Director, Economic Development		Chief Financial Officer
40	\$190,274 (\$91.48)	\$237,843 (\$114.35)	\$285,412 (\$137.22)
	*Managing Director, Maritime *Senior Director, Engineering, Environment & Sustainability		*Senior Director, External Relations *Senior Director, Human Resources
39	\$180,288 (\$86.68)	\$225,360 (\$108.35)	\$270,432 (\$130.02)
	Aviation Chief Operating Officer		
38	\$170,743 (\$82.09)	\$213,429 (\$102.61)	\$256,115 (\$123.13)
	Chief Information Officer		*Senior Director, Equity Diversity & Inclusion
37	\$161,620 (\$77.70)	\$202,025 (\$97.13)	\$242,430 (\$116.55)
	*Senior Director, Labor Relations Director, Accounting & Financial Reporting		Exec Chief of Staff & Director of Strategic Initiative
36	\$153,067 (\$73.59)	\$191,334 (\$91.99)	\$229,601 (\$110.39)
	Chief Engineer/Director Engineering Services Director, Airport Operations Director, Aviation Business & Properties Director, Aviation Facilities & Capital Programs		Director, Aviation Maintenance Director, Aviation Project Management Group Director, Central Procurement Office Director, ICT Infrastructure Services
35	\$144,787 (\$69.61)	\$180,984 (\$87.01)	\$217,181 (\$104.41)
	*Chief of Staff, Commission Services Deputy General Counsel Director, Aviation Commercial Management Director, Aviation Environmental Services Director, Aviation Finance & Budget Director, Aviation Security Director, Cruise Business & Maritime Marketing Director, Customer Experience & Brand Strategy		Director, Human Resources - Total Rewards Director, ICT Product Engineering Director, ICT Technology Delivery Director, Maritime Environmental & Planning Director, Maritime Operations & Security Director, Real Estate Development Director, Seaport Project Management Group Senior Capital Program Leader
34	\$136,932 (\$65.83)	\$171,165 (\$82.29)	\$205,398 (\$98.75)
	AFR Asst. Director, Financial Reporting Revenue Services AFR Asst. Director, General Accounting/Business Technology Assistant Director Aviation Project Management Group Assistant Engineering Director-Construction Assistant Engineering Director-Design Director, Aviation Innovation Director, Corporate Finance Director, Economic Development & Diversity - Business Development Director, HR Talent Management Director, Human Resources - Health & Safety		Director, Information Security / Chief Information Security Officer *Director, Internal Audit Director, Port Construction Services Director, Real Estate Asset Management Director, Social Responsibility Senior Manager, Aviation Capital Programs Senior Manager, Aviation Facilities & Infrastructure Senior Port Counsel Sr. Policy Director
33	\$129,498 (\$62.26)	\$161,873 (\$77.82)	\$194,248 (\$93.39)
	Capital Program Leader Director, Business Intelligence Director, Community Engagement Director, Government Relations Director, Marine Maintenance Director, Public Affairs Communications Director, Risk Management		Director, Seaport Finance & Budget Director, Tourism Development Senior Manager, AFR General Accounting Senior Manager, Airport Dining & Retail Senior Manager, Airport Operations Senior Manager, Aviation Properties Senior Manager, Disbursements

¹ Hourly rates are rounded. To calculate the actual hourly rate divide the annualized rate by 2080.

Grade	Minimum	Midpoint	Maximum
32	\$122,358 (\$58.83)	\$152,948 (\$73.53)	\$183,538 (\$88.24)
Aviation Capital Project Liaison			Senior Manager, Construction Contracting
Aviation Facilities & Infrastructure Manager			Senior Manager, Credentialing and Access
Director, Capital Project Delivery			Senior Manager, Emergency Preparedness
Director, Corporate Budget			Senior Manager, Employee Relations
GIS Architect			Senior Manager, Environmental Programs
Manager, Enterprise GIS			Senior Manager, Mechanical/Electrical Design Services
Manager, ICT Project Management			Senior Manager, Purchasing
Senior Construction Manager			Senior Manager, Security Operations
Senior Manager, AFR Revenue Services			Senior Manager, Security Strategy & Intelligence
Senior Manager, Airport Building Department			Senior Manager, Service Agreements
Senior Manager, Aviation Planning			Treasury Manager
Senior Manager, Civil Structural Design Services			
31	\$115,639 (\$55.60)	\$144,549 (\$69.49)	\$173,459 (\$83.39)
AFR Manager Financial Systems & Lean Initiatives			Manager, Systems Engineering
Aviation Facilities & Infrastructure Principal Engineer			Manager, Windows Server Engineering
Capital Project Manager V			Senior Controls Manager-Aviation Project Management Group
Construction Manager			Senior Labor Relations Manager
Design Program Manager			Senior Manager, AV Finance & Budget
Director, Small Business Development			Senior Manager, Aviation Business Development
ICT Contract Vendor & IP Manager			Senior Manager, Aviation Maintenance
Manager, Database Engineering			Senior Manager, Aviation Maintenance Assets & Logistics
Manager, ERP			Senior Manager, Aviation Maintenance Custodial Services
Manager, HR Information System			Senior Manager, Aviation Noise Programs
Manager, Internal Audit			Senior Manager, Federal & International Government Relations
Manager, Internal Audit - Capital			Senior Manager, Fishing Vessel Services
Manager, Internal Audit - IT			Senior Manager, Marine Maintenance Project & Compliance Management
Manager, Network Engineering			Senior Manager, Maritime Operations
Manager, Organizational Development & Business Partners			Senior Manager, Recreational Boating
Manager, Security & Public Safety Technology			Senior Manager, Workplace Responsibility
Manager, Server Engineering			Talent Acquisition Manager
Manager, Software Development			Talent Development and Diversity Manager
Manager, Survey & Mapping Services			Total Rewards Manager
30	\$109,142 (\$52.47)	\$136,428 (\$65.59)	\$163,714 (\$78.71)
AV Maintenance Manager, Capital Project Liaison			Manager, Air Services Development
Aviation Facilities & Infrastructure Asset Manager			Manager, Aviation Planning Program
Capital Project Manager IV			Manager, Regional Transportation
Commission Policy Manager			Manager, Seaport Project Management Group Program Controls
Community Engagement Program Manager-Capital Programs			Principal Design Engineer
Construction Labor Manager			Real Estate Development Manager
Contract Administration Manager			Regional Government Affairs Manager
CPO Planning & Analysis Manager			Resident Engineer V
Cruise, Operations & Business Development Manager			Seaport Environmental Finance Manager
Data Scientist			Senior Environmental Program Manager
Design Project Manager			Senior Manager, Airport Employee Brand Experience & Learning
Engineering Quality Manager			Senior Manager, Marine Maintenance
Federal Government Relations Manager			Senior Manager, Marine Maintenance Business Operations, Systems & Logistics
Financial Controls & Reporting Manager			Senior Manager, Marine Maintenance Fleet & Facilities
ICT Business Case Manager			Senior Manager, Operations Readiness & Activation
ICT Senior Project Manager			Senior Systems Architect
International Tourism Development Manager			Senior Technical Project Manager
Labor Relations Manager			State Government Relations Manager
Local Government Relations Manager			Technology Economist
Manager, Air Cargo Operations and Development			Utility Business Manager

Grade	Minimum	Midpoint	Maximum
29	\$103,012 (\$49.53)	\$128,765 (\$61.91)	\$154,518 (\$74.29)
Accounting Manager			Manager, ICT Business Services
Aviation Capital Programs Senior Development Manager			Manager, ICT Financial Services
Aviation Facilities & Infrastructure Senior Engineer			Manager, ICT Quality Assurance
Aviation Program Controls Manager			Manager, PCS Construction
Business Intelligence Program Manager - Analytics			Manager, Seaport Finance & Budget
Business Intelligence Program Manager - Research			Manager, Terminal Operations
Business Technology Consultant			Payroll Manager
Buyer V			Port Counsel
Contract Administrator V - Construction			Principal Engineer
Contract Administrator V - Service Agreements			Process Improvement Program Manager
Cost Estimating Manager			Purchasing Manager
East King County Community & Gov't Relations Manager			Resident Engineer IV
ERP Administrator			Senior Cost Engineer/Scheduler Supervisor
ERP Developer/Programmer			Senior Database Engineer
GIS Software Engineer			Senior Design Engineer - Structural
Lead Software Developer			Senior Fire Protection Engineer
Manager 911 Communications			Senior Infrastructure Systems Engineer - Conservation
Manager Creative Services			Senior Learning & Leadership Consultant
Manager, Airfield Operations			Senior Manager Maritime Security
Manager, Airline Scheduling Systems			Senior Manager, Maritime Marketing
Manager, Airport Communications Center			Senior Manager, Customer Experience & Communication
Manager, Airport Landside Operations			Senior Manager, PCS Construction Operations
Manager, Airport Operations			Senior Media & Public Relations Officer
Manager, Airport Parking Revenue			Senior Organizational Business Partner
Manager, Airport Wildlife			Senior Organizational Development Consultant
Manager, Aviation Maintenance			Senior Real Estate Manager
Manager, Aviation Maintenance Business Systems			Server Engineering - Lead
Manager, Aviation Maintenance Logistics			Small Business Program & Policy Manager
Manager, Aviation Maintenance Work Planning & Small Works			Sr. Manager, Airport Customer Care
Manager, Aviation Safety Management Systems			Strategic Planning Program Manager
Manager, Construction Safety Management			Women/Minority Business Enterprise Manager
Manager, Editorial & Marketing Communication			
28	\$97,174 (\$46.72)	\$121,468 (\$58.40)	\$145,762 (\$70.08)
Accounts Payable Manager			Manager, Construction Planning & Coordination
AFR Business Tech Consultant			Manager, Corporate Facilities
Airport Innovation and Systems Manager			Manager, Corporate Financial Analysis
Airport Operations Development Manager			Manager, Harbor Business and Operations - Fishing
Asset Management Program Manager			Manager, Harbor Business and Operations - Recreational Boating
Aviation Communications Manager			Manager, PCS Controls & Support Services
Aviation Community Relations Manager			Marine Maintenance Project Manager IV
Aviation PMG Cost Estimator			Principal Business Intelligence Analyst
Aviation Property Manager 3			Principal Business Intelligence Data Engineer
Aviation Security Compliance Manager			Project Management Group System Administrator/Cost Engineer
Aviation Senior Cost Engineer / Scheduler			Resident Engineer III
Capital Project Estimator			Risk Claims Manager
Capital Project Manager III			Seaport Senior Cost Engineer / Analyst
Construction Management Cost Estimator			Senior Art Program Manager
Contract Administrator IV - Construction			Senior Business Manager, Airport Dining & Retail
Contract Administrator IV - Service Agreements			Senior Design Engineer
Corporate Budget and Systems Manager			Senior Information Security Engineer/Analyst
Disadvantage Business Enterprise Manager			Senior IT Auditor
Engineering Facility & Financial Manager			Senior Linux Server Engineer
Environmental Program Manager			Senior Media Officer
Equity, Diversity & Inclusion System Change Program Manager			Senior Network Engineer
ICT Project Manager			Senior Systems Engineer
Information Security Manager			Senior Windows Server Engineer
Innovation Program Manager			Sustainable Development Program Manager
Manager Aviation Security - Physical Security			Terminal Operations Project Development Manager
Manager, Airport Facility Services			Workers Compensation Manager
Manager, Aviation Security - Employee Screening			

Grade	Minimum	Midpoint	Maximum
27	\$91,594 (\$44.04)	\$114,492 (\$55.04)	\$137,390 (\$66.05)
Accounting Supervisor			ICT Client Services Supervisor
Accounts Receivable Manager			Manager, AV Customer Communication
AFR Business Technology Analyst III			Manager, Aviation Training
Air Cargo Facilities Manager			Manager, Customer Engagement
Air Cargo Operations Manager			Manager, Lease Administration & Utility Management
Air Services Development Program Manager			Manager, Signing and Graphics
Airport Duty Manager			Mapping Manager
Aviation Airfield/Airspace Planner			Marine Maintenance Fleet Program Manager
Aviation Facilities & Infrastructure Architect			Marine Maintenance Project Manager III
Aviation Facilities & Infrastructure Engineer			Marine Maintenance Regulatory Compliance Program Manager
Aviation Facilities & Infrastructure Utility Program Manager			Maritime Operations Manager
Aviation Landside Planner			Operational Readiness Activation Transition Manager
Aviation Property Manager 2			PC Systems Analyst
Aviation Security, Capital Project Liaison			PCS Construction Manager III
Aviation Terminal Planner			PCS RMM Construction Manager III
AVM CIP & Expense Project Liaison			Real Estate Manager
Billing Manager			Senior Business Analyst - ICT
Business Intelligence Analyst III			Senior Employee Relations Consultant
Business Manager, Airport Dining & Retail			Senior Financial Analyst Aviation
Buyer IV			Senior Financial Analyst Seaport
CAD Design Manager			Senior HR Business Technology Analyst
Contract Administrator III - Construction			Senior Internal Auditor
Contract Administrator III - Service Agreements			Senior Planner - Maritime
Database Engineer			Senior Plans Exam/Building Inspector
Diversity in Contracting Program Manager			Senior Program Manager Community Engagement
Emergency Preparedness Planning & Program Manager			Senior Project Management System Analyst
Employee Commuter Benefits Program Manager			Senior Talent Acquisition Representative - Lead
Equity, Diversity & Inclusion Engagement & Communication Program Manager			Software Developer
Erosion Control / Storm Water Engineer			Survey Crew Manager
Facilities Maintenance Manager II			Telecommunications Infrastructure Engineer
Facilities Maintenance Manager, Central Waterfront			Total Rewards Consultant
Financial & Cost Recovery Manager			Transportation Management Program Manager
Fire Protection Engineer			Utility Program Manager
Human Resources, Outreach Program Manager			
26	\$86,308 (\$41.49)	\$107,885 (\$51.87)	\$129,462 (\$62.24)
AFR Business Tech Analyst II			Health & Safety Program Manager
AFR Records & Administration Manager			HR Data Analyst
Airport Parking Digital Marketing Manager			Indoor Navigation Program Manager
Aviation Capital Programs Development Manager			Information Security Engineer/Analyst
Aviation Maintenance Asset Manager			Infrastructure Operations Technology Supervisor
Aviation Maintenance Assistant Fleet Manager			Intl Business Protocol Liaison
Aviation Security Systems Manager			Learning/Development Consultant
AVM Small Works Project Manager/Controls Coordinator			Manager, Public Affairs Events & Engagement
Building Inspector / Plan Examiner			Marine Maintenance Asset Manager
Buyer III			Network Engineer
Capital Project Manager II			PCS Construction Manager II
Central Procurement Office Data Analyst			PCS RMM Construction Manager II
Certified Service Provider Program Manager			Public Affairs Environmental Engagement Program Manager
Commission Specialist			Public Affairs Program Manager
Communications Project Manager-Public Affairs			Public Safety Technology Consultant
Communications Specialist HR			Resident Engineer II
Construction Coordination Supervisor			Senior Business Development Analyst - Aviation
Construction Labor Priority Hire Program Manager			Senior Environmental Management Specialist
Construction Management Systems Analyst			Senior Financial Analyst Corporate
Construction Safety Manager 2			Senior Port Budget Analyst
Custodial Operations Manager Night Shift			Senior Talent Acquisition Representative
Design Engineer III			Senior Treasury Analyst
Driver Safety Program Manager			Social Media Program Manager
Emergency Preparedness Training & Exercise Coordinator			Software Test Engineer
Equity, Diversity & Inclusion Aviation Program Manager			Supervisor, Aviation Security
Equity, Diversity & Inclusion Policy Data Analyst			Systems Engineer
Financial Analyst III Corporate			Tax Analyst
Financial Reporting & Controls Analyst II			Visual Communications Program Manager
Harbor Operations Supervisor - Fishing			Windows Server Engineer
Harbor Operations Supervisor - Recreational Boating			
25	\$81,262 (\$39.07)	\$101,577 (\$48.84)	\$121,892 (\$58.60)
AFR Business Tech Analyst I			ICT Service Desk Supervisor
Airline Scheduling Systems Specialist			Internal Auditor

Grade	Minimum	Midpoint	Maximum
	Airport Dining & Retail Program Manager		Investigation Specialist
	Airport Dining & Retail Project Manager		Labor Relations Analyst
	Airport Volunteer & Accessibility Program Manager		Landside Supervisor
	Assistant Manager, AVM Distribution Center		Landside Supervisor, Air Transit Operations
	Assistant to Executive Director		Lead Desktop Support Engineer
	Aviation Conference Center Business & Marketing Manager		Marine Maintenance Logistics Manager
	Aviation Conference Center Sales & Operations Manager		Marine Maintenance Project Controls Coordinator
	Aviation Customer Communications Coordinator		Marine Maintenance Project Manager II
	Aviation Facilities & Infrastructure Intermediate Engineer		Marine Maintenance Regulatory Compliance Coordinator
	Aviation Learning Tech Consultant		Marketing & Comm Project Manager
	Aviation Lease Administration Manager		MM Business Analyst Supervisor
	Aviation Maintenance Senior Business Systems Analyst		OSR Small and Disadvantaged Business Coordinator
	Baggage Systems Specialist		Payroll Operations & Systems Analyst
	Business Intelligence Analyst II		PCS Resident Construction Manager
	Capital Projects Marketing Specialist		Program Manager Airport Landside Operations
	Central Procurement Office Planning Analyst		Public Disclosure Manager
	Commission Clerk		Real Estate Property Manager II
	Construction Inspector III		Resident Engineer I
	Contract Administrator II - Construction		Safety Management System Specialist
	Contract Administrator II - Service Agreements		Seaport Property Manager II
	CPO Systems Administrator		Senior Accountant
	Credentialing Center Supervisor		Senior Survey Project Manager
	Custodial Operations Quality Assurance Specialist		Talent Development Technical Analyst
	Deputy Executive Chief of Staff		Total Rewards Analyst
	Design Engineer II		Utility Locate Manager
	Economic Development Analyst		Video Content Specialist
	Financial Analyst II SP		Web Coordinator
	GIS Analyst		Wildlife Biologist
	ICT Desktop SCCM Administrator		WMBE Compliance Analyst
	ICT Mobility Supervisor		Workforce Development Program Manager
	ICT Service & Reporting Analyst		
24	\$76,433 (\$36.75)	\$95,541 (\$45.93)	\$114,649 (\$55.12)
	Airline & Passenger Systems Specialist		Environmental Data Specialist
	Assistant to Managing Director, Aviation		Executive Assistant/Executive Office
	Aviation Drawing & Data System Specialist		Field Survey Project Manager
	Aviation Facilities & Infrastructure Junior Engineer		Financial & Budget Analyst - Corporate
	Aviation Maintenance Asset Management Analyst		Financial Analyst Corporate
	Aviation Maintenance Lead Planner/Coordinator		Financial Analyst I - Seaport
	Aviation Security Compliance Coordinator		Financial Reporting & Controls Analyst I
	Construction Safety Manager 1		ICT Senior Mobile Device Specialist
	Cost Recovery Specialist II		Legal Administrator
	Design Engineer I		Marine Maintenance Project Manager I
	Desktop Support Specialist		Maritime Environmental Finance Specialist
	Diversity in Contracting Coordinator		Senior Commission Executive Assistant
	Economic Development Coordinator		

Grade	Minimum	Midpoint	Maximum
23	\$71,843 (\$34.54)	\$89,804 (\$43.18)	\$107,765 (\$51.81)
Accountant III			Construction Inspector II
Accounts Payable Lead/P-Card Analyst			Credit Analyst
Administrative Supervisor			Cruise Operations Specialist
Airport Noise Programs Coordinator			Emergency Preparedness Coordinator
Assistant Port Budget Analyst			Environmental Engagement Program Coordinator
Assistant Resident Engineer			Environmental Management Specialist
Assistant to Managing Director, EDD			Facility Maintenance Manager I
Assistant to Managing Director, Maritime			Human Resources Outreach Specialist
Assistant to Senior Director, Environment & Sustainability			ICT Asset Management Analyst
Assistant to Senior Director, Equity Diversity & Inclusion			Lead Payroll Analyst
Assistant to Senior Director, Human Resources			Project Labor Agreement Specialist
Assistant to Senior Director, External Relations			Project Management Systems Administrator
Assistant to Senior Director, Labor Relations			Real Estate Property Manager I
AV Customer Communications Specialist			Records Program Manager
Aviation Cost Engineer/Scheduler			Risk Analyst
Aviation Maintenance Business Systems Analyst			Risk Claims Specialist
Aviation Property Manager 1			Senior Civil Engineering Technician
Aviation Training Specialist			Senior Engineering Design Technician
Aviation Training Systems Analyst			Senior Signing and Graphics Designer Specialist
Business Intelligence Analyst I			Software Test Analyst
Buyer II			Survey Data Specialist
Capital Project Manager I			Survey Project Manager
Commission Executive Assistant			Travel Card & Concur Analyst
Construction Contract Specialist			Utility Analyst
22	\$67,493 (\$32.45)	\$84,366 (\$40.56)	\$101,239 (\$48.67)
AOB Facilities Supervisor			Marine Maintenance Business Operations Supervisor
Assistant Project Manager			Marine Maintenance Parks & Project Specialist
Aviation Capital Program Management Coordinator			Marine Maintenance Site Representative
Aviation Maintenance CMMS Administrator			Maritime Marketing Project Manager
Aviation Maintenance Procurement & Inventory Supervisor			Noise Program Specialist
Aviation Maintenance Systems Analyst			Operational Readiness & Airport Transition Specialist
CAD Standard Review Technician			PCS Construction Manager I
Engineering Design Technician			PCS RMM Construction Manager I
ICT Infrastructure Operations Technician			Senior Building Permit Coordinator
ICT Mobile Device Specialist			Survey CAD Technician
ICT Software Asset Analyst			Talent Acquisition Representative
Maintenance Planner / Coordinator - Aviation			Unified Pest Management Coordinator
21	\$63,271 (\$30.42)	\$79,089 (\$38.02)	\$94,907 (\$45.63)
Accountant II			Marine Maintenance Contract Compliance Specialist
Airline Statistical Specialist			Maritime Operations Billing Analyst
Airport Dining & Retail Specialist			Paralegal/Intake Specialist
Aviation Operations Internal Communications Specialist			Passenger Experience Analyst
Aviation Project Controls Analyst			Payroll Analyst
Aviation Revenue Controls Analyst			Public Affairs Planner/Project Assistant
Background Compliance Specialist			Seaport Project Specialist
Business Intelligence Assistant			Senior Administrative Assistant
Construction Management Assistant			Senior Ground Transportation Controller
Cost Recovery Specialist I			Senior Harbor Facilities Coordinator
Deputy Commission Clerk			Signing & Graphics Designer Specialist
Environmental Finance Invoice Systems Specialist			Total Rewards Specialist
Fire Department System Administrator			Workers Compensation Specialist
Marine Maintenance CMMS Administrator			
20	\$60,518 (\$29.10)	\$75,648 (\$36.37)	\$90,778 (\$43.64)
Aviation Maintenance Time Administrator			External Affairs Event Specialist
Building Permit Coordinator			Harbor Moorage Coordinator
Buyer I			ICT Asset Management Contract Specialist
Civil Engineering Technician			Lead Senior Lease Administration Specialist
Construction Inspector I			Marine Maintenance CAD Asset Records Specialist
Construction Safety Specialist			Project Assistant - Engineering
Contract Administrator I - Construction			Public Disclosure Specialist
Contract Administrator I - Service Agreements			Records Management Specialist
Department Contract Specialist			Tourism Project Specialist

Grade	Minimum	Midpoint	Maximum
19	\$57,912 (\$27.84)	\$72,390 (\$34.80)	\$86,868 (\$41.76)
	Accountant I Accounts Payable Specialist Administrative Assistant Air Service Administrative & Program Specialist Aviation Document Control Specialist Bus Driver Trainer Engineering Facility Specialist Engineering Invoice & Asset Specialist External Relations Graphic Specialist Ground Transportation Controller Harbor Facilities Coordinator		ICT Service Desk Technician Lead Airport Customer Service Representative Lead FIS Airport Customer Service Representative Marine Maintenance Fleet Coordinator Marine Maintenance Logistics Specialist Marine Maintenance Time Administrator/Admin Payroll Specialist Project Controls Support Specialist Seaport Project Management Support Specialist Talent Acquisition Assistant Utility Locate Technician
18	\$55,434 (\$26.65)	\$69,293 (\$33.31)	\$83,152 (\$39.98)
	AV Conference Center Sales & Operations Specialist Aviation Lease Administration Specialist Landside Billing Specialist		Marine Maintenance Project Assistant Senior Lease Administration Specialist Senior Utilities & Lease Specialist
17	\$53,121 (\$25.54)	\$66,401 (\$31.92)	\$79,681 (\$38.31)
	Airport Customer Service Representative Airport Dining & Retail Marketing Coordinator Assistant Civil Engineering Technician Contract Document Specialist Facilities Coordinator		Harbor Customer Service Specialist Harbor Operations Specialist Maritime Invoice Billing Specialist PCS Purchasing Specialist Time Reporting Administrator - Fire Dept
16	\$50,865 (\$24.45)	\$63,581 (\$30.57)	\$76,297 (\$36.68)
	Aviation Receiving Dock Operations Coordinator Commission Staff Assistant Ground Transportation Customer Support Specialist Lease Administration Support Specialist Marine Maintenance Business Systems Support Specialist		Marine Maintenance Dispatcher Marine Maintenance Material & Inventory Specialist Marine Maintenance Work Order Intake Specialist Revenue Service Support Specialist Senior Administrative Staff Assistant
15	\$48,624 (\$23.38)	\$60,780 (\$29.22)	\$72,936 (\$35.07)
	Conference Center Assistant/On Call Landside/Customer/Administrative Support		Lead Customer Research Field Worker Marine Maintenance Accounts Clerk
14	\$46,624 (\$22.42)	\$58,280 (\$28.02)	\$69,936 (\$33.62)
	Administrative Staff Assistant AOB Facilities & Mail Specialist		On-Call Administrative Staff Assistant
13	\$44,751 (\$21.51)	\$55,939 (\$26.89)	\$67,127 (\$32.27)
	Facilities Specialist		
12	\$42,861 (\$20.61)	\$53,576 (\$25.76)	\$64,291 (\$30.91)
	Aviation Operations Cruise Transportation Coordinator		Security Specialist
11	\$41,135 (\$19.78)	\$51,419 (\$24.72)	\$61,703 (\$29.66)
	Customer Research Field Worker		
9	\$37,848 (\$18.20)	\$47,310 (\$22.75)	\$56,772 (\$27.29)
	AOB Mail & Facilities Specialist – On-Call		
8	\$36,344 (\$17.47)	\$45,430 (\$21.84)	\$54,516 (\$26.21)
	AOB Assistant Mail & Facilities Specialist		
7	(\$16.79) \$34,913	(\$20.98) \$43,641	(\$25.18) \$52,369
	Interoffice Mail Specialist		Office Assistant

Grade	Minimum	Midpoint	Maximum
Non-Evaluated Jobs			
Grade	Minimum	Midpoint	Maximum
94	\$159,810 (\$76.83)	\$199,763 (\$96.04)	\$239,716 (\$115.25)
Chief of Police		Fire Chief	
93	\$145,282 (\$69.85)	\$181,602 (\$87.31)	\$217,922 (\$104.77)
Assistant Fire Chief		Deputy Chief of Police	
92	\$47,965 (\$23.06)	\$54,205 (\$26.06)	\$60,445 (\$29.06)
Graduate Intern			
91	\$39,645 (\$19.06)	\$47,965 (\$23.06)	\$56,285 (\$27.06)
College Intern			
90	\$36,525 (\$17.56)	\$36,525 (\$17.56)	\$36,525 (\$17.56)
High School Intern			