



# **Port of Seattle Commission Policy Directive**

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

**As Amended  
November 18, 2025**

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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 progressive discipline.

“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.

“Cost of Living Adjustments ‘COLA’” means an increase to an employee’s compensation based on changes to the Consumer Price Index as defined in the Total Rewards Program Guide.

“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 term is limited to three months and whose emergency hire status may be extended for no more than two additional months.

“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.

“Pay equity” means compensating employees similarly when they perform similar work, and that pay differences between employees performing similar work can be explained by bona fide job-related factors that are consistent with business necessity.

“Pay rate” means an employee’s hourly pay rate as specified in the compensation rate field contained in HCM, the port’s HRIS system.

“Probationary Employee” means a newly hired or rehired employee who has not yet successfully completed their probationary period and is expected to establish a consistent, acceptable level of performance and behavior that is sufficient to retain their employment. If hired into a regular position, temporary employees (Veteran Fellows, Interns, Emergency Hires) are subject to a probationary period starting at the time of hire into the regular position.

“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 unless the employee is selected for a new position before completing their probationary period. In this case, the employee’s probationary period will restart beginning with the date of transfer through the end of the sixth month of employment in the new position.

“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 9 months or less. 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.

“Similar Work Experience Employee” means the performance of the job requires similar skill, effort, and level of responsibility, and the jobs are performed under similar working conditions.

“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 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. 3841, 2026, Res. 3831, 2024, Res. 3823(AM), 2024, Res. 3807, §2, 2022, Res. 3795, §2, 2021, Res. 3790, §2, 2021; 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, Graded Salary Range Structure, and Pay Practices and Pay Types.**

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 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. 3807, §5, 2022, Res. 3795, §5, 2021; 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. Graded Salary Range Structures. All non-represented jobs shall be assessed and assigned a pay grade according to their essential responsibilities, minimum qualifications, 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:

NON-REPRESENTED EMPLOYEE GRADED SALARY RANGE STRUCTURE  
(Effective January 1, 2026)

Proposed 2026 Non-Represented Graded Salary Range Structure

Grade	Hourly			Annual		
	Minimum	Market Reference Point	Maximum	Minimum	Market Reference Point	Maximum
50	\$21.95	\$23.89	\$29.70	\$45,672	\$49,702	\$61,792
51	\$24.15	\$26.28	\$32.67	\$50,240	\$54,673	\$67,971
52	\$26.56	\$28.91	\$35.94	\$55,263	\$60,141	\$74,768
53	\$29.22	\$31.80	\$39.54	\$60,790	\$66,154	\$82,246
54	\$32.14	\$34.98	\$43.49	\$66,869	\$72,769	\$90,469
55	\$35.36	\$38.48	\$47.84	\$73,556	\$80,046	\$99,516
56	\$38.89	\$42.33	\$52.62	\$80,911	\$88,050	\$109,468
57	\$42.78	\$46.56	\$57.89	\$89,002	\$96,855	\$120,415
58	\$47.06	\$51.22	\$63.68	\$97,902	\$106,541	\$132,455
59	\$51.77	\$56.34	\$70.04	\$107,693	\$117,195	\$145,702
60	\$56.95	\$61.97	\$77.05	\$118,462	\$128,914	\$160,272
61	\$62.64	\$68.17	\$84.75	\$130,307	\$141,806	\$176,299
62	\$68.91	\$74.99	\$93.23	\$143,338	\$155,986	\$193,930
63	\$75.80	\$82.49	\$102.55	\$157,674	\$171,585	\$213,322
64	\$83.38	\$90.74	\$112.81	\$173,441	\$188,743	\$234,654
65	\$91.72	\$99.81	\$124.09	\$190,784	\$207,618	\$258,119
66	\$100.89	\$109.79	\$136.50	\$209,863	\$228,380	\$283,932
67	\$110.98	\$120.77	\$150.15	\$230,848	\$251,217	\$312,324
68	\$122.08	\$132.85	\$165.17	\$253,933	\$276,339	\$343,557
69	\$134.29	\$146.14	\$181.68	\$279,327	\$303,974	\$377,913
70	\$147.72	\$160.75	\$199.85	\$307,260	\$334,371	\$415,704

\*The hourly rates presented here represent only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

EXECUTIVE LEADERSHIP GRADED SALARY RANGE STRUCTURE  
Effective January 1, 2026)

Proposed 2026 Executive Leadership Graded Salary Range Structure

Grade	Hourly			Annual		
	Minimum	Market Reference Point	Maximum	Minimum	Market Reference Point	Maximum
101	\$96.73	\$105.19	\$130.59	\$201,210	\$218,815	\$271,632
102	\$106.40	\$115.71	\$143.65	\$221,329	\$240,697	\$298,796
103	\$117.04	\$127.29	\$158.01	\$243,463	\$264,767	\$328,675
104	\$128.75	\$140.02	\$173.81	\$267,810	\$291,242	\$361,543
105	\$141.62	\$154.02	\$191.20	\$294,590	\$320,367	\$397,697
106	\$155.79	\$169.42	\$210.32	\$324,049	\$352,403	\$437,467
107	\$171.37	\$186.36	\$231.35	\$356,454	\$387,644	\$481,213

\*The hourly rates presented here represent only two-digits following the decimal point. In the Port's human resources information system, the hourly rates are up to six-digits following the decimal point.

*(Res. 3841, 2026, Res. 3831, 2024, Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; Res. 3781; Res. 3765, §1, 2019; Res. 3752, §1, 2018; Res. 3739, §2, 2017)*

D. Job Assessment Process. 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 assessment process that assesses jobs based on essential responsibilities and minimum qualifications, such as knowledge and skills, among other characteristics, of each job. Jobs shall be assessed on an on-going basis and administered by Human Resources management under the direction of the Executive Director. The results of the job assessment process 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 assessment outcomes and title changes except for jobs in the Human Resources department and that of the Executive Director. Job assessment outcomes and title changes for jobs in the Human Resources department will be approved by the Executive Director. This authority shall include re-assessment of existing jobs and establishment and assessment of new jobs. *(Res. 3823(AM), Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

E. Pay Practices.

- (1) Pay 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 for newly hired employee will be within the pay ranges set forth in the above graded Salary Range Structure. A newly hired employee's placement within the pay grade will be based on similar experience they bring the port. (Res. 3823(AM))

F. Pay Types.

- (1) Overtime. Full-time and part-time hourly employees, those whose jobs are classified as non-exempt, shall receive overtime pay in accordance with prevailing state and federal laws.
- (2) Stand-by Pay. Hourly, non-exempt, employees who are required to be available during non-work hours to resolve problems or otherwise perform work during non-work hours may be eligible for stand-by pay.
- (3) Cost of Living Adjustment (COLA). The port may provide a compensation increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price Index.
- (4) Cost of Living Adjustment Plus (COLA Plus). The port may provide a compensation increase to certain employees with lower pay rates in addition to the COLA increases they may receive as defined in the Total Rewards Program Guide.
- (5) Multilingual Premium. The port may provide a multilingual pay premium to employees with proven proficiency in another language for language services to the port at the port's request.
- (6) Emergency Pay. In the event of an emergency (e.g. a major snow event, an earthquake, a significant power outage, etc.) that has an adverse impact on port operations, employees working in exempt jobs who are not eligible for overtime and are required to work more than their normal work schedule may be eligible for Emergency Pay.

- (7) Other Pay Adjustments. Other pay adjustments including, but not limited to, promotional increases and temporary assignment adjustments may be awarded to employees consistent with the Port Policy HR-21.
- (8) 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.
- (9) Provisional Pay. When unique circumstances (as determined by the Executive Director) result in a subset of port employees incurring an additional cost or liability that is associated with their assigned in-person work location, the port (at the Executive Director's discretion) may provide to that affected subset of port employees additional compensation in the form of a one-time lump sum payment or multiple periodic payments to minimize (but not necessarily completely offset) such additional cost or liability for the then-current calendar year, provided that such amounts are within the approved budget.
- (10) 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 compensation 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.
- (11) 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. 3820, §9, 2024, Res. 3807, §5, 2022, Res. 3765, §1, 2019; Res. 3739, §2, 2017)*

G. Pay Rates and Pay Ranges for Non-Assessed Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-assessed jobs 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) Veteran Fellows Positions. Veteran fellowship jobs are not assessed, and ranges shall be determined by human resources staff to facilitate appropriate pay administration based on the work performed and in accordance with the Veteran Fellowship Program guidelines.
- (3) Public Safety Management Positions. Human resources staff will establish pay grades and rates for non-represented Police and Fire positions, ensuring alignment with job scope and mitigating wage compression among supervisory relationships.
- (4) Executive Director. This job is not assessed, and no pay range is established. The executive director's pay is established by the Port Commission.

*(Res. 3841, 2026, Res. 3823(AM), Res. 3739, §2, 2017)*

H. 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 assessments or technical errors). *(Res. 3739, §2, 2017)*

## **SECTION 5.2. Policy Regarding Benefit Programs Offered to Employees.**

A. The Port Commission supports 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
- (9) State mandated, Long Term Care insurance program, the Long-Term Service and Supports Trust Act (LTSS)
- (10) Washington State Paid Sick Leave

*(Res. 3807, §5, 2022, Res. 3795, §5, 2021; 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 11 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.
- (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's serious medical condition. As approved by Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.
- (l) Port Paid Family Leave. Partially paid time away from work for the employee to care for a family member with a serious medical condition, inclusive of the birth, adoption, or placement for foster care of a new child. As approved by



Washington State in lieu of the mandated Washington State Paid Family and Medical Leave.

*(Res. 3823(AM), Res. 3795, §5, 2021)*

- (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) (Repealed by Res. 3831, Adopted 2024)*

- (b) Police Department employees in 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.

- (c) Police and Fire Department non-represented management employees are covered under the Police and Fire Department FICA alternative plans in lieu of Social Security.

*(Res. 3831, 2024, Res. 3823(AM), Res. 3795, §5, 2021)*

- (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) Benefit Savings Accounts. Healthcare spending account, Flexible Spending Account, Healthcare savings account and Lifestyle spending account tax advantaged financial plans that help employees save for and cover eligible expenses.
- (5) 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) Flexible 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. Teleworking is another form of flexible work arrangement. Flexible work arrangements and teleworking include a limited Teleworking Equipment Reimbursement Program in years that the reimbursement program is funded.
- (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. 3841, 2026, Res. 3823(AM), Res. 3807, §5, 2022, Res. 3795, §5, 2021; 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 (the airport in SeaTac, WA owned and operated by the Port of Seattle). 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. 3795, §5, 2021; 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*)

G. Authorization to establish Voluntary Employee Beneficiary Association (VEBA) trust to administer a health reimbursement arrangement (HRA) plan, and provide tax-free, defined contribution account for participants to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the participants and their qualified dependents in accordance with Port policies and applicable law. (*Res. 3841, 2026*)

### **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 18, 2025	Resolution No. 3841 changed definition for temporary assignments; modified the graded salary range structure and the executive leadership graded salary range structure. Introduced two new pay grades for non-assessed public safety leadership roles, Chief of Police, Fire Chief, Deputy Chief of Policy and Assistant Fire Chief. Included Benefit Savings Account as benefit program offered to employees and authorization to establish a Voluntary Employee Beneficiary Association Trust to be included in benefits programs offered to Retirees.
November 19, 2024	Resolution No. 3831 adjusted definitions of “Seasonal Employee” and “Pay Equity,” and added the definition of “Similar Work Experience.” It also modified the non-represented employee graded salary range structure and the executive leadership graded salary range structure. Section 5.2.C(2)(a) was repealed in its entirety, and technical edits were made throughout the document as necessary for general clean up.
June 11, 2024	Resolution No. 3823(AM) changed definitions for ‘at-will’ and ‘seasonal employee;’ replaced grade salary range structure with non-represented employee graded salary range structure and added executive leadership graded salary range structure; changed ‘job evaluation system’ to ‘job assessment process;’ changed initial pay rates provision; removed chief of police, fire chief, deputy chief of police, and assistant fire chief from pay rates and pay ranges for non-assessed jobs; modified veteran fellows positions provision; removed reference to ‘or family member’s’ from port paid medical leave and clarified port paid family leave. Adoption of Resolution No. 3823(AM) included a directive from the Commission through Order No. 2024-09 requiring the Executive Director to return to the Commission for approval of the second phase of the implementation of the Compensation Program.
March 12, 2024	Resolution No. 3820 added a new Section 5.1.F, Provisional Pay, and renumber the remaining section in numeric order.

November 29, 2022	Resolution No. 3807 adding new definition for 'Cost of Living Adjustments 'COLA'' and 'Pay Equity'; updating section title, striking language referring to Workplace Responsibility staff; adjusting the Graded Salary Range Structure by 4 percent and removing Grade 7 and 8; updating and/or modifying sections related to pay practices, initial pay rates, Information and Communication Technology Stand-by Pay; adding COLA and COLA Plus; adding Multilingual Pay and Emergency Pay; updating Other Pay Adjustments provision; adding 'Washington State Paid Sick Leave' reference, and removing reference to COVID-19 Vaccination Verification Incentive Day.
November 16, 2021	Resolution No. 3795 adding new definition for 'pay rate' and modify 'probationary employee;' adjusting graded salary range structure; amending mandated benefits, paid leave, and retirement; updating flex time and alternative work arrangement provisions; and making other general technical edits to the policy directive.
June 8, 2021	Resolution No. 3790 amended the definitions of "Probationary Employee" and "Probationary Period."
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, 2026**  
**Annual Base Salary Range (Hourly equivalent in parentheses)**

<b>Grade</b>	<b>Minimum</b>	<b>Market Reference Point</b>	<b>Maximum</b>
<b>50</b>	<b>\$45,672 (\$21.95)</b>	<b>\$49,702 (\$23.89)</b>	<b>\$61,792 (\$29.70)</b>
<b>51</b>	<b>\$50,240 (\$24.15)</b>	<b>\$54,673 (\$26.28)</b>	<b>\$67,971 (\$32.67)</b>
Office Assistant			Pier 69 Mail & Shipping Specialist
<b>52</b>	<b>\$55,263 (\$26.56)</b>	<b>\$60,141 (\$28.91)</b>	<b>\$74,768 (\$35.94)</b>
AOB Mail & Facilities Specialist On-Call Landside Cruise Transportation Coordinator			Pier 69 Security Specialist
<b>53</b>	<b>\$60,790 (\$29.22)</b>	<b>\$66,154 (\$31.80)</b>	<b>\$82,246 (\$39.54)</b>
AOB Facilities & Mail Specialist Marine Maintenance Accounts Clerk			Pier 69 Facilities Specialist
<b>54</b>	<b>\$66,869 (\$32.14)</b>	<b>\$72,769 (\$34.98)</b>	<b>\$90,469 (\$43.49)</b>
Accountant I - Credit Administrative Staff Assistant Airport Customer Service Representative I Assistant Civil Engineering Technician Aviation Conference Center Specialist Aviation Lease Specialist I Aviation Receiving Dock Operations Specialist Harbor Operations Specialist			Landside Parking Services Administrator Marine Maintenance Business Operations Specialist Marine Maintenance Material & Inventory Specialist Marine Maintenance Operations Specialist Maritime Lease Specialist I Total Rewards Assistant Workers' Compensation Administrative Assistant
<b>55</b>	<b>\$73,556 (\$35.36)</b>	<b>\$80,046 (\$38.48)</b>	<b>\$99,516 (\$47.84)</b>
Accountant I - Accounts Receivable Accountant I - Billing Accountant I - Capital Services Accounts Payable Specialist Administrative Assistant Airport Customer Service Representative II AV F&I Utility Analyst Aviation Conference Center Sales & Operations Specialist Aviation Lease Specialist II Aviation Maintenance Time Administrator Aviation Program Controls Administrator Business Intelligence Assistant Business Intelligence Field Interviewer Civil Engineering CAD Specialist Commission Staff Assistant Construction Safety Administrator CPO Systems and Data Analyst I CPO Tech Business Analyst I Customer Communications Representative			Engineering Facility Specialist Engineering Invoice & Asset Specialist Harbor Customer Service Specialist Harbor Customer Service Specialist - Fishing ICT Project Coordinator ICT Service Desk Technician Landside Transportation Specialist Marine Maintenance Intake Admin Specialist Marine Maintenance Time Administrator/Admin Maritime Lease Specialist II On-Call SEA Customer Support Representative PCS Time Administrator Pier 69 Facilities Lead Public Art Technician Safety Management System Assurance Specialist Subsurface Utility Engineering Technician I Talent Acquisition Coordinator Technical Support Engineer I Waterfront Project Management Project Assistant
<b>56</b>	<b>\$80,911 (\$38.89)</b>	<b>\$88,050 (\$42.33)</b>	<b>\$109,468 (\$52.62)</b>
Accountant II - Accounts Receivable Accountant II - Billing Accountant II - Capital Services Accountant II - Credit Air Service Administrative & Program Specialist Art Program Coordinator Assistant Construction Manager - Major Construction Assistant Project Manager Associate Financial Analyst Associate Financial Analyst - Mitigation & Recovery Aviation Lease Specialist III Aviation Program Controls Business Systems Administrator Business Intelligence Analyst I Business Intelligence Market Research Analyst I Capital Projects Estimator Concession Internal Auditor Construction Safety Specialist Customer Experience Information Specialist- LTD 4/27 Duwamish River Community Hub Coordinator Engineering Design Technician Equity, Diversity & Inclusion Metrics & Evaluation Program Assistant External Relations Event Specialist External Relations Graphic Designer			Fishermen's Terminal Billing Analyst Harbor Moorage Coordinator Harbor Moorage Coordinator - Fishing HR Business Technology Specialist ICT Associate Client Engineer ICT Contract/Software Administrator ICT Software Support Specialist Marine Maintenance Logistics Specialist Maritime Lease Specialist III MM Business Systems and Operations Specialist Payroll Specialist PCS Purchasing Specialist Procurement Officer I Project Assistant – Major Construction Project Controls Engineer I Records Management Specialist Records Program Specialist Risk Claims & Driver Safety Coordinator Senior Harbor Facilities Coordinator Senior Landside Transportation Specialist Subsurface Utility Engineering Technician II WPM Associate Project Controls Engineer
<b>57</b>	<b>\$89,002 (\$42.78)</b>	<b>\$96,855 (\$46.56)</b>	<b>\$120,415 (\$57.89)</b>
Accountant III - Accounts Receivable			Design Engineer/Architect I

Accountant III - Billing  
 Accountant III - Capital Services  
 Accountant III - General Ledger  
 Accountant III - Credit  
 Accounts Payable Analyst  
 Airport Recognition & Event Specialist  
 Airport Training Specialist  
 Airport Training Systems Analyst  
 Airport Volunteer Specialist  
 Associate Content Solution and Communication Engineer  
 Associate Database Engineer  
 Associate Software Development Engineer  
 Associate Software Test Engineer  
 Associate Systems Engineer  
 Aviation Activity Specialist  
 Aviation Associate Planner  
 Aviation Facilities & Infrastructure Architect/Engineer I  
 Aviation Lease Management Coordinator  
 Aviation Maintenance Planner/Coordinator  
 Aviation Project Management Group Project Administrator  
 Aviation Senior Utility Analyst  
 BIM Technology Specialist  
 Building Permit Coordinator  
 Bus Driver Trainer  
 CAD Standard Review Technician  
 Civil Engineering Technician  
 Commission Executive Assistant  
 Construction Inspector I - Major Construction  
 CPO Database Integration Analyst II  
 CPO Tech Business Analyst II  
 Department Contract Specialist  
 Department Contract Specialist - Maritime  
 Deputy Commission Clerk

Economic Development Division Senior Lease Specialist  
 Economic Development Division Utility Analyst  
 Engineering Standards & Specifications Administrator  
 Executive Assistant - Executive Department  
 External Relations Community Programs Support Specialist  
 External Relations Digital Production Specialist  
 External Relations Visual Storyteller  
 Financial Reporting & Controls Analyst I  
 Ground Transportation Customer Support Specialist  
 Human Resources Communications & Media Producer  
 ICT Infrastructure Operations Technician  
 ICT Mobility Specialist  
 ICT Service & Reporting Analyst  
 Internal Auditor  
 Investigation Specialist  
 Marine Maintenance Asset Analyst/CAD Specialist  
 Maritime Marketing Project Manager  
 Maritime Operations Billing Analyst  
 Maritime Senior Lease Specialist  
 Maritime Utility Analyst  
 Payroll Analyst  
 SEA Visual Communicator  
 Senior Administrative Assistant  
 Supervisor, Customer Care  
 Talent Acquisition Recruiter  
 Talent Connections Program Manager  
 Technical Support Engineer II  
 Total Rewards Specialist  
 Tourism Development Specialist  
 Travel & Expense Analyst  
 Waterfront Project Management Project Specialist  
 Workforce Development Contract & Budget Specialist

58	\$97,902 (\$47.06)	\$106,541 (\$51.22)	\$132,455 (\$63.68)
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AFR Business Technology Analyst  
 Apprenticeship/Priority Hire Specialist  
 Assistant to Managing Director, Aviation  
 Assistant to Maritime Managing Director's Office  
 Assistant to Senior Director, Equity Diversity & Inclusion  
 Assistant to Senior Director, External Relations  
 Assistant to Senior Director, Labor Relations  
 AV Facilities & Infrastructure Asset Document Specialist  
 AV Facilities & Infrastructure Direct Digital Control Specialist  
 AV Lease Management Business Systems Analyst  
 Aviation Capital Development Manager I  
 Aviation Customer Communication Specialist  
 Aviation Maintenance Asset Management Analyst  
 Aviation Maintenance Business Analyst  
 Aviation Maintenance Lead Planner/Coordinator  
 Aviation Maintenance Systems Analyst  
 Aviation Program Controls Business Systems Analyst  
 Aviation Real Estate & Portfolio Manager I  
 Aviation Security Business Systems Analyst  
 Background Compliance Specialist  
 Business Intelligence Analyst II  
 Business Intelligence Market Research Analyst II  
 Capital Project Manager I  
 Construction Inspector II - Major Construction  
 Construction Labor Specialist I  
 Construction Management Contract Administrator  
 Construction Manager I - Major Construction  
 CPO Systems and Data Analyst II  
 Cruise Operations Specialist  
 Customer Care & Construction Coordinator  
 Div in Contracting Community Engagement & Training Prog Spec  
 Diversity in Contracting Coordinator  
 Environmental Finance Business Analyst  
 Environmental Finance Invoice Systems Specialist  
 Environmental Management Specialist  
 Executive Assistant to Deputy Executive Director  
 External Relations Capital Projects Marketing Specialist  
 External Relations Marketing and Communications Project Manager  
 External Relations Video Producer  
 Financial Analyst  
 Financial Analyst - Mitigation & Recovery  
 Human Resources Data Analyst

ICT Asset Management Analyst  
 ICT Business Analyst  
 ICT Client Engineer  
 ICT Senior Service Desk Technician  
 Innovation Business Analyst  
 International Protocol Specialist  
 Landside Business Analyst  
 Lead Total Rewards Specialist  
 Marine Maintenance Facilities Compliance Program Manager  
 Marine Maintenance Facilities Manager I  
 Marine Maintenance Fleet Asset Project Manager  
 Marine Maintenance Systems Analyst  
 Maritime Environmental Contract Specialist  
 Operational Readiness, Activation & Transition Specialist  
 Operations Project Development Specialist  
 Paralegal  
 PCS Construction Project Manager I  
 PCS Construction Project Manager I - RMM  
 PCS Contract Specialist  
 Procurement Officer II  
 Project Controls Engineer II  
 Public Disclosure Analyst  
 Real Estate Development Associate  
 Real Estate Development Planning Specialist  
 Real Estate Property Manager I  
 Risk Claims Specialist  
 Senior Building Permit Coordinator  
 Senior Civil Engineering CAD Specialist  
 Senior Engineering Design Technician  
 Signage & Wayfinding - Technical Designer  
 Signage & Wayfinding Specialist  
 Signage Specialist - Digital Systems  
 Strategic Aide  
 Supervisor, Administrative Professional  
 Supervisor, AOB Facilities  
 Supervisor, Aviation Maintenance Procurement & Inventory  
 Supervisor, Landside Billing  
 Telecommunications Specialist  
 Unified Pest Management Program Manager  
 Waterfront Project Management Contract Specialist  
 Waterfront Project Management Facilities Project Manager I

59	\$107,693 (\$51.77)	\$117,195 (\$56.34)	\$145,702 (\$70.04)
Accounts Payable Operations and Systems Analyst		Information Security Engineer/Analyst I	
Air Service Development Analyst		Labor Relations Analyst	
Airline Scheduling Systems Specialist		Learning/Development Consultant	
Assistant to Managing Director, Economic Development		Legal Department Administrator	
Assistant to Senior Director, Environment & Sustainability		Linux Server Engineer	
Assistant to Senior Director, Human Resources		Manager, Fire Department Support Services	
Associate Process Improvement Program Manager		Marine Maintenance Asset Management Coordinator	
Aviation Capital Development Manager II		Marine Maintenance Business Analyst	
Aviation Drawing & Data System Specialist		Marine Maintenance Regulatory Compliance Coordinator	
Aviation Facilities & Infrastructure Architect/Engineer II		Maritime Marketing Program Manager	
Aviation Facilities & Infrastructure Fire Alarm Specialist		Mental Health Professional	
Aviation Maintenance Duty Baggage Manager		Network Engineer	
Aviation Maintenance Facilities Services Assistant Manager		Payroll Operations & Systems Analyst	
Aviation Planner		Records Program Manager	
Aviation Security Compliance Analyst		Safety Management System Program Manager	
Building Inspector/Plan Examiner		Senior Accountant - Accounts Receivable	
Commission Office Strategic Advisor		Senior Accountant - Billing	
Construction Labor Specialist II		Senior Accountant - Capital Services	
Construction Safety Manager I		Senior Accountant - Disbursements	
CPO Database Integration Analyst III		Senior Accountant- General Ledger	
CPO Systems and Data Analyst III		Senior Civil Engineering Technician	
CPO Tech Business Analyst III		Senior Commission Specialist	
Crime Analyst		Senior Environmental Management Specialist	
Cyber Security and Safety Tech Consultant		Senior Grant Accountant - Capital Services	
Database Engineer		Senior Payroll Analyst	
Design Engineer/Architect II		Software Test Engineer	
Driver Safety Program Manager		Subsurface Utility Engineering Project Manager	
Economic Development Program Manager		Supervisor, Aviation Lease Administration	
Engineering Geographic Information System Data Specialist		Supervisor, Aviation Security	
Enterprise Resource Planning Developer/Programmer I		Supervisor, Aviation Security Administration	
Executive Assistant to Executive Director		Supervisor, Credentialing Center	
External Relations Digital Producer		Supervisor, Credit	
External Relations Social Media Program Manager		Supervisor, Harbor Operations - Fishing	
Financial Reporting & Controls Analyst II		Supervisor, Harbor Operations - Recreational Boating	
Geographic Information System Analyst		Systems Engineer	
Grant Administrator Waterfront Project Management		Talent Acquisition Senior Recruiter	
Harbor Business Analyst		Tax Analyst	
Human Resources Business Technology Analyst		Technical Support Engineer III	
ICT Senior Infrastructure Operations Technician		Waterfront Project Management Facilities Project Manager II	
ICT Senior Mobility Specialist		Windows Server Engineer	
ICT Service Technician Lead		Workers' Compensation Adjuster	
60	\$118,462 (\$56.95)	\$128,914 (\$61.97)	\$160,272 (\$77.05)
Affirmative Action Program Manager		Field Survey Project Manager	
AFR Business Technology Consultant		Financial Reporting & Controls Analyst III	
Air Cargo Facilities Manager		Fire Protection Engineer	
Air Cargo Operations Manager		Geographic Information System Software Engineer	
Airline & Passenger Systems Specialist		Health & Safety Program Manager	
Airport Dining & Retail Business Operations Manager		ICT Lead Mobility Specialist	
Airport Dining & Retail Program Manager		ICT Senior Business Analyst	
Airport Operations Development Manager - Landside Ops		ICT Senior Client Engineer	
Assistant Manager Airport Landside Operations		Information Security Engineer/Analyst II	
Assistant Manager, Airport Communications Center		Labor Compensation Analyst	
Assistant Manager, Airport Operations Certification		Learning & Leadership Program Manager	
Assistant Manager, Aviation Maintenance - Fleet		Manager, AFR Records & Administration	
Assistant Manager, Aviation Maintenance Distribution Center		Manager, Airport Accessibility & Volunteer Program	
AV Commercial Management Project Development Manager		Manager, Airport Building Department	
AV Communications and Marketing Program Manager		Manager, Aviation & Compliance Training	
Aviation Facilities & Infrastructure Accessibility Program Manager		Manager, Aviation Customer Communication	
Aviation Facilities & Infrastructure Architect/Engineer III		Manager, Corporate Facilities	
Aviation Facilities & Infrastructure Utility Program Manager		Manager, Customer Service Learning & Recognition	
Aviation Maintenance Capital Project Liaison		Manager, Harbor Customer Service	
Aviation Maintenance Facilities Services Program Manager		Manager, Police Records	
Aviation Maintenance Senior Business Analyst		Manager, Public Disclosure	
Aviation Maintenance Senior Duty Baggage Manager		Manager, Records Program	
Aviation Maintenance Senior Systems Analyst		Manager, Safety Management System Assurance	
Aviation Maintenance Small Works Proj Manager/Controls Coord		Manager, SEA Customer Experience Programs	
Aviation Parking & Ecommerce Customer Relationship Manager		Marine Maintenance Facilities Manager II	
Aviation Parking & Ecommerce Marketing Manager		Maritime Senior Planner	
Aviation Program Controls Senior Systems Analyst		Maritime Sustainability Government Relations Program Manager	
Aviation Real Estate & Portfolio Manager II		P-card Administrator	
Aviation Security and Safety Program Manager		PCS Construction Cost Engineer/Scheduler	
Aviation Security Capital Project Liaison		PCS Construction Project Manager II	
Aviation Senior Planner		PCS Construction Project Manager II - RMM	
Biometrics Program Manager		Procurement Officer III	
Business Intelligence Analyst III		Project Controls Engineer III	
Business Intelligence Market Research Analyst III		Real Estate Manager	

Business Systems Analyst  
Business Systems Analyst - General Accounting  
Capital Project Manager II  
Capital Projects Estimator II  
Certified Occupational Health Nurse  
Civil Rights Program Manager LTD 12/26  
Commission Clerk  
Community Investments Program Manager  
Construction and Operational Readiness Manager  
Construction Inspector III - Major Construction  
Construction Labor Priority Hire Program Manager  
Construction Management Systems Analyst  
Construction Manager II - Major Construction  
Construction Safety Manager II  
Content Solution and Communication Engineer  
CPO Systems and Data Analyst IV  
Deputy Executive Chief of Staff  
Design Engineer/Architect III  
Diversity in Contracting Compliance Specialist  
Diversity in Contracting Women-owned and Minority Business Enterprise Advisor  
Economic Development Innovation Program Manager  
EDI Training and Engagement Program Manager  
Emergency Preparedness Program Mgr - Logistics & Systems  
Emergency Preparedness Program Mgr - Policy & Planning  
Emergency Preparedness Program Mgr - Training & Exercise  
Engineering Systems & Data Analyst  
External Relations Aviation Environmental Program Manager  
External Relations Maritime Environmental Engagement Program Manager

Risk Analyst  
Safety Management System Risk Manager  
Senior BIM Technology Specialist  
Senior Business Development Analyst - Aviation  
Senior Employee Relations Consultant  
Senior Financial Analyst  
Senior Financial Analyst - Mitigation & Recovery  
Senior HR Business Technology Consultant  
Senior Internal Auditor  
Senior Investigation Specialist  
Senior Labor Relations Analyst  
Senior Telecommunication Specialist  
Senior Treasury Analyst  
Software Development Engineer  
Supervisor, Accounting - Capital Services  
Supervisor, Landside  
Survey Project Manager  
Talent Acquisition Lead  
Technical Support Engineer IV  
Telecommunications Infrastructure Engineer  
Total Rewards Analyst  
Total Rewards Program Manager  
Transportation Access Program Manager  
Waterfront Project Management Project Controls Coordinator  
Waterfront Project Management Systems/Data Analyst  
Wildlife Biologist  
Workforce Development Program Manager & Data Analyst

61	\$130,307 (\$62.64)	\$141,806 (\$68.17)	\$176,299 (\$84.75)
Airfield Operations Manager Assistant Manager, Aviation Maintenance Mechanical Systems Assistant Manager, Aviation Security Aviation Capital Development Manager III Aviation Operations Technology Manager Aviation Planning Program Leader Aviation Principal Planner Aviation Real Estate & Portfolio Manager III Capital Project Estimator Capital Project Manager III Capital Projects Estimator III Construction Management Cost Estimator Construction Manager III - Major Construction Corporate Budget Manager CPO Database Integration Analyst IV CPO Tech Business Analyst IV Cruise Technical and Systems Operations Manager Design Production Manager Enterprise Resource Planning Administrator Environmental Program Manager External Relations East King Cty Community & Gov't Rel Mgr External Relations Senior Pgrm Mgr-Aviation Engagement External Relations Senior Pgrm Mgr-Aviation Env Engagement External Relations Senior Pgrm Mgr-Maritime Engagement External Relations Senior Pgrm Mgr-Maritime Env Engagement External Relations Senior Pgrm Mgr-Maritime Industrial Engage Human Resources Project Manager ICT Lead Client Engineer ICT Mobility Manager ICT Project Manager Innovation Program Manager Internal Audit Program Manager International Terminal Operations Manager Manager, 911 Communications Manager, Accounts Payable Manager, Air Services Development Manager, Airport Dining & Retail-Business Dev and Operations Manager, Art Program Manager, Aviation Business and Property Assets Manager, Aviation Conference Center Services Manager, Aviation Maintenance Facilities Services Manager, Aviation Parking and Ecommerce Revenue Mgmt Manager, Creative Services			Manager, Design Quality - Engineering Manager, Diversity in Contracting Community Engagement & Training Program Manager, Employee Communications Manager, Engineering Support Services Manager, External Relations Events and Engagement Manager, Harbor Business and Operations - Fishing Manager, ICT Client Services Manager, ICT Service Desk Manager, Infrastructure Operations Manager, Lease Management and Airlines Statistics Manager, Marine Maintenance Asset Program Manager, Marine Maintenance Logistics Manager, Marine Maintenance Regulatory Compliance Program Manager, PCS Construction Operations Manager, Subsurface Utility Engineering Manager, Workers' Compensation Maritime Operations Manager PCS Construction Project Manager III PCS Construction Project Manager III - RMM Principal Financial Analyst Principal Financial Analyst - Mitigation & Recovery Process Improvement Program Manager Procurement Officer IV Real Estate Manager Senior Content Solution and Communication Engineer Senior Information Technology Auditor Senior Linux Server Engineer Senior Manager, Airport Facility Services Senior Manager, Maritime Marketing Senior Manager, Maritime Security Senior Media Officer Senior Network Engineer Senior Public Safety Technology Consultant Senior Software Development Engineer Senior Software Test Engineer Senior Survey Project Manager Senior Systems Engineer Senior Windows Server Engineer Strategic Planning Program Manager Sustainability Reporting and Communications Program Manager Terminal Operations Manager Waterfront Project Management Facilities Project Manager III
62	\$143,338 (\$68.91)	\$155,986 (\$74.99)	\$193,930 (\$93.23)
Assistant Director, Customer Communications			Manager, Business Intelligence Program - Research

Assistant Director, Customer Engagement  
 Aviation Capital Development Manager IV  
 Aviation Facilities & Infrastructure Communication Prog Mgr  
 Aviation Facilities & Infrastructure Senior Architect/Engineer  
 Business Technology Consultant  
 Capital Project Manager IV  
 Commission Deputy Chief of Staff  
 Construction Labor Manager  
 CPO Systems and Data Analyst V  
 CPO Tech Business Analyst V  
 Div in Contracting Disadvantaged Business Enterprise Prog Mgr  
 Enterprise Resource Planning Developer/Programmer II  
 Environmental Justice Program Manager  
 ICT Contracts and Compliance Advisor  
 ICT Project Intake Program Manager  
 ICT Senior Project Manager  
 ICT Solutions Architect  
 Indoor Navigation Program Manager  
 Information Security Engineer/Analyst III  
 Information Security Resiliency Analyst  
 Labor Relations Manager  
 Lead Senior Employee Relations Consultant  
 Local Government Relations Manager  
 Manager, Accounting - Accounts Receivable  
 Manager, Accounting - Billing  
 Manager, Accounting - Capital Services  
 Manager, Accounting - General Ledger  
 Manager, Accounting - Grants  
 Manager, Air Cargo  
 Manager, Airline Scheduling Systems  
 Manager, Airport Communications Center  
 Manager, Airport Duty Manager Operations  
 Manager, Airport Landside Operations  
 Manager, Airport Operations - Certification  
 Manager, Aviation Maintenance Capital Project Liaison  
 Manager, Aviation Maintenance - Field Crew/Civil Infrastructure  
 Manager, Aviation Maintenance - Fleet  
 Manager, Aviation Maintenance Asset  
 Manager, Aviation Maintenance Business Systems  
 Manager, Aviation Maintenance Carpenter, Paint, & Lock Shop  
 Manager, Aviation Maintenance Logistics  
 Manager, Aviation Maintenance Mechanical Systems  
 Manager, Aviation Maintenance Planning & Small Works  
 Manager, Aviation Operations Project Development  
 Manager, Aviation Planning  
 Manager, Aviation Program Controls Business Systems  
 Manager, Aviation Program Controls Cost Estimating  
 Manager, Aviation Security - Compliance  
 Manager, Aviation Security - Employee Screening/Physical Security  
 Manager, Aviation Security Systems and Access  
 Manager, Business Intelligence Program - Analytics

Manager, Construction Safety Services  
 Manager, Content Services  
 Manager, Corporate Budget & Systems  
 Manager, Corporate Finance  
 Manager, Cruise Operations & Business Development  
 Manager, Diversity in Contracting Women/Minority Business Enterprise  
 Manager, Engineering Mapping Services  
 Manager, Equity, Diversity & Inclusion Policy and Communications  
 Manager, Equity, Diversity & Inclusion System Change Program  
 Manager, Finance and Budget  
 Manager, Financial & Cost Recovery  
 Manager, Human Resources Data Analyst  
 Manager, ICT Financial Services  
 Manager, International Relations and Protocol  
 Manager, Lease Administration & Utility Management  
 Manager, Marine Maintenance Fleet & Transportation  
 Manager, Payroll  
 Manager, PCS Construction  
 Manager, PCS Construction RMM  
 Manager, PCS Cost Estimating  
 Manager, Process Improvement Program  
 Manager, Risk Claims  
 Manager, Seaport Environmental Finance  
 Manager, Signage and Wayfinding  
 Manager, Survey Crew  
 Manager, Talent Acquisition  
 Manager, Talent Connections  
 Manager, Talent Development and Diversity  
 Manager, Terminal Operations Project Development  
 Manager, Waterfront Cost Estimating  
 Principal Business Intelligence Analyst  
 Procurement Officer V  
 Project Controls Engineer IV  
 Real Estate Development Manager  
 Regional Government Relations Manager  
 Senior AFR Business Technology Consultant  
 Senior Construction Manager – Major Construction  
 Senior Database Engineer  
 Senior Design Engineer/Architect  
 Senior Fire Protection Engineer  
 Senior Manager, Content, Marketing and Digital Communication  
 Senior Organizational Business Partner  
 Senior Program Manager, Duwamish Valley Engagement  
 Senior Real Estate Manager  
 Server Engineering Lead  
 State Government Relations Manager  
 Supervisor, Telecommunication Infrastructure Engineer  
 Tourism Development Manager  
 Tribal Relations Senior Program Manager  
 Waterfront Project Management Facilities Project Manager IV  
 Waterfront Project Management Project Controls Engineer

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\$157,674 (\$75.80)

\$171,585 (\$82.49)

\$213,322 (\$102.55)

Assistant Director, Aviation Business Development  
 Assistant Director, Aviation Employee Experience & Learning  
 Assistant Director, Aviation Parking & Ecommerce Revenue Management  
 Assistant Director, Aviation Planning  
 Assistant Director, Labor Relations  
 Aviation Capital Portfolio Risk Manager  
 Aviation Facilities & Infrastructure Principal Architect/Engineer  
 Capital Project Manager V  
 Chief of Maritime Staff  
 Cyber Risk & Compliance Program Manager  
 Data Scientist  
 Enterprise Resource Planning Developer/Programmer III  
 ICT Principal Engineer  
 ICT Program Manager  
 Lead Network Engineer  
 Lead Software Development Engineer  
 Lead Systems Engineer  
 Manager, Aviation Capital Programs  
 Manager, Aviation Maintenance - Electrical and Electronic  
 Manager, Aviation Maintenance and Operations  
 Manager, Business Technology  
 Manager, CPO Planning & Analysis  
 Manager, Financial Reporting & Controls  
 Manager, Fire Protection Engineering  
 Manager, Human Resources Technology

Manager, ICT Business Services  
 Manager, ICT Project Initiation  
 Manager, ICT Quality Assurance  
 Manager, Internal Audit  
 Manager, Procurement  
 Manager, Server Engineering  
 Manager, Strategic Business Planning Initiatives  
 Manager, Total Rewards  
 Manager, Treasury  
 Principal Business Intelligence Data Engineer  
 Principal Construction Manager - Major Construction  
 Principal Design Engineer/Architect  
 Principal Geographic Information System Architect  
 Project Controls Engineer V  
 Regional Transportation Senior Manager  
 Senior Designer (Multi-credential)  
 Senior Environmental Program Manager  
 Senior Manager, Airport Building Department  
 Senior Manager, Art Program  
 Senior Manager, Federal & International Government Relations  
 Senior Manager, Maritime Planning  
 Senior Manager, Operations Readiness & Activation  
 Senior Manager, Survey, Mapping and Utility Locating Services  
 Senior Manager, Workplace Responsibility

<b>64</b>	<b>\$173,441 (\$83.38)</b>	<b>\$188,743 (\$90.74)</b>	<b>\$234,654 (\$112.81)</b>
Assistant Director, Air Services Development		Design Program Manager - Engineering	
Assistant Director, Airline Affairs & Aviation Properties		Director, External Relations Capital Project Delivery	
Assistant Director, Airport Dining & Retail		Director, Workforce Development	
Assistant Director, Airport Operations - Business Unit		Manager, Aviation Facilities & Infrastructure Discipline	
Assistant Director, Airport Operations Risk & Safety		Manager, Aviation Program Controls	
Assistant Director, Aviation Finance and Budget		Manager, Database Engineering	
Assistant Director, Aviation Maintenance		Manager, Enterprise Geographic Information System	
Assistant Director, Aviation Maintenance Assets & Logistics		Manager, Enterprise Resource Planning	
Assistant Director, Aviation Maintenance Facilities Services		Manager, ICT Project Management	
Assistant Director, Capital Services and Financial Systems		Manager, Information Security Resiliency	
Assistant Director, Central Procurement Office		Manager, Network Engineering	
Assistant Director, CPO Strategic Partnerships & Analytics		Manager, Software Development	
Assistant Director, Credentialing and Access		Manager, Systems Engineering	
Assistant Director, Disbursements Administration		Manager, Waterfront Project Management Program Controls	
Assistant Director, Emergency Preparedness		Program Leader, Waterfront Project Management	
Assistant Director, General Accounting		Senior Manager, Fishing Vessel Services	
Assistant Director, Information Security		Senior Manager, Marine Maintenance	
Assistant Director, PCS Business Operations		Senior Manager, Marine Maintenance Business Operations, Systems & Logistics	
Assistant Director, PCS Construction Operations		Senior Manager, Marine Maintenance Fleet & Facilities	
Assistant Director, Revenues Administration		Senior Manager, Maritime Operations	
Assistant Director, Security Operations		Senior Manager, Recreational Boating	
Assistant Director, Security Strategy & Intelligence		Senior Manager, Seaport Environmental Finance	
Capital Program Leader		Senior Manager, Seaport Finance & Budget	
Construction Program Leader - Major Construction (CPL)			
<b>65</b>	<b>\$190,784 (\$91.72)</b>	<b>\$207,618 (\$99.81)</b>	<b>\$258,119 (\$124.09)</b>
Assistant Director, Aviation Capital Programs		Director, Corporate Finance	
Assistant Director, Aviation Facilities & Infrastructure		Director, Real Estate Development	
Assistant Director, Aviation Program Controls		Director, Risk Management	
Assistant Director, Aviation Project Management Group		Director, Small Business Development	
Assistant Director, Engineering Construction Management		Director, Tourism Development	
Assistant Director, Waterfront Program Controls		Senior Manager, Design Services	
Assistant Director, Waterfront Project Management Group		Senior Manager, Design Technology	
Director, Aviation Innovation		Senior Manager, Environmental Programs	
Director, Corporate Budget		Senior Port Counsel	
<b>66</b>	<b>\$209,863 (\$100.89)</b>	<b>\$228,380 (\$109.79)</b>	<b>\$283,932 (\$136.50)</b>
*Chief of Staff, Commission Services		Director, External Relations Communications & Marketing	
Director Customer Experience Initiatives		Director, External Relations Community Engagement	
Director, Accounting & Financial Reporting		Director, Human Resources - Health & Safety	
Director, Aviation Business & Properties		Director, Human Resources - Organizational Effectiveness	
Director, Aviation Commercial Management		Director, Human Resources - Talent Management	
Director, Aviation Facilities & Capital Programs		Director, Human Resources, EEO & Professional Standards	
Director, Aviation Finance & Budget		Director, ICT Infrastructure Services	
Director, Business Intelligence		Director, ICT Technology Delivery	
Director, Central Procurement Office		Director, Information Security/Chief Information Security Officer	
Director, Customer Experience & Brand Strategy		Director, Marine Maintenance	
Director, Engineering - Construction Management		Director, Port Construction Services	
Director, Engineering - Design, Quality and BIM		Director, Seaport Finance & Budget	
Director, Engineering Department Operations			
<b>67</b>	<b>\$230,848 (\$110.98)</b>	<b>\$251,217 (\$120.77)</b>	<b>\$312,324 (\$150.15)</b>
Chief Engineer		Director, Cruise Business and Elliott Bay Operations	
Director, Airport Operations		Director, Government Relations	
Director, Aviation Capital Portfolio		Director, Human Resources - Total Rewards	
Director, Aviation Environment & Sustainability		Director, ICT Product Engineering	
Director, Aviation Maintenance		Director, Maritime Environment & Sustainability	
Director, Aviation Project Management Group		Director, Real Estate Asset Management	
Director, Aviation Security, Fire, and Emergency Preparedness		Director, Waterfront Project Management Group	
<b>68</b>	<b>\$253,933 (\$122.08)</b>	<b>\$276,339 (\$132.85)</b>	<b>\$343,557 (\$165.17)</b>
Aviation Chief Development Officer		Chief Information Officer	
Aviation Chief Operating Officer		Chief Operating Officer, Maritime	
Chief Development Officer, Maritime		Deputy General Counsel	
<b>69</b>	<b>\$279,327 (\$134.29)</b>	<b>\$303,974 (\$146.14)</b>	<b>\$377,913 (\$181.68)</b>
<b>70</b>	<b>\$307,260 (\$147.72)</b>	<b>\$334,371 (\$160.75)</b>	<b>\$415,704 (\$199.85)</b>

SCHEDULE OF EXECUTIVE LEADERSHIP JOBS			
Grade	Minimum	Market Reference Point	Maximum
101	\$201,210 (\$96.73)	\$218,815 (\$105.19)	\$271,632 (\$130.59)
102	\$221,329 (\$106.40)	\$240,697 (\$115.71)	\$298,796 (\$143.65)
	*Director, Internal Audit		*Executive Chief of Staff
103	\$243,463 (\$117.04)	\$264,767 (\$127.29)	\$328,675 (\$158.01)
	*Managing Director, Economic Development		*Senior Director, Labor Relations
	*Senior Director, Equity Diversity & Inclusion		
104	\$267,810 (\$128.75)	\$291,242 (\$140.02)	\$361,543 (\$173.81)
	*Chief Financial Officer		*Senior Director, Environmental & Sustainability
	*General Counsel/Chief Compliance Officer		*Senior Director, External Relations
	*Managing Director, Maritime		*Senior Director, Human Resources
105	\$294,590 (\$141.62)	\$320,367 (\$154.02)	\$397,697 (\$191.20)
	*Managing Director, Aviation		
106	\$324,049 (\$155.79)	\$352,403 (\$169.42)	\$437,467 (\$210.32)
	*Deputy Executive Director		
107	\$356,454 (\$171.37)	\$387,644 (\$186.36)	\$481,213 (\$231.35)

NON-EVALUATED JOBS			
Grade	Minimum	Midpoint	Maximum
201	\$44,304 (\$21.30)	\$44,304 (\$21.30)	\$44,304 (\$21.30)
	High School Intern		
202	\$46,384 (\$22.30)	\$54,184 (\$26.05)	\$61,984 (\$29.80)
	College Intern		
203	\$63,024 (\$30.30)	\$65,104 (\$31.30)	\$67,184 (\$32.30)
	Graduate Intern		
401	\$224,543 (\$107.95)	\$251,390 (\$120.86)	\$278,237 (\$133.76)
	Assistant Fire Chief - Administration		Deputy Police Chief
	Assistant Fire Chief - Operations		
402	\$246,997 (\$118.74)	\$276,529 (\$132.94)	\$306,061 (\$147.14)
	Fire Chief		*Police Chief

\* At will positions

\*\*The hourly rates presented here represents only two-digits following the decimal point. In the Port’s human resources information system, the hourly rates are up to six-digits following the decimal point.