



Port of Seattle Commission Policy Directive

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

**As Amended
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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.

“Cost of Living Adjustments ‘COLA’” means an increase to an employees pay rate 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 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 comparable work, and that pay differences between employees performing comparable work can be explained by related work experience and recent job performance.

“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 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. 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 Structure. 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
(4 percent increase Effective January 1, 2023)

Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
45	\$130.51	\$163.14	\$195.77	\$271,461	\$339,331	\$407,202
44	\$123.13	\$153.91	\$184.69	\$256,110	\$320,133	\$384,155
43	\$116.16	\$145.20	\$174.24	\$241,613	\$302,016	\$362,419
42	\$109.58	\$136.98	\$164.38	\$227,926	\$284,918	\$341,910
41	\$103.92	\$129.90	\$155.88	\$216,154	\$270,192	\$324,230
40	\$98.46	\$123.08	\$147.70	\$204,797	\$256,006	\$307,216
39	\$93.30	\$116.63	\$139.96	\$194,064	\$242,590	\$291,117
38	\$88.36	\$110.45	\$132.54	\$183,789	\$229,736	\$275,683
37	\$83.64	\$104.55	\$125.46	\$173,971	\$217,464	\$260,957
36	\$79.22	\$99.02	\$118.82	\$164,778	\$205,962	\$247,146
35	\$74.93	\$93.66	\$112.39	\$155,854	\$194,813	\$233,771
34	\$70.86	\$88.58	\$106.30	\$147,389	\$184,246	\$221,104
33	\$67.01	\$83.76	\$100.51	\$139,381	\$174,221	\$209,061
32	\$63.31	\$79.14	\$94.97	\$131,685	\$164,611	\$197,538
31	\$59.84	\$74.80	\$89.76	\$124,467	\$155,584	\$186,701
30	\$56.49	\$70.61	\$84.73	\$117,499	\$146,869	\$176,238
29	\$53.31	\$66.64	\$79.97	\$110,885	\$138,611	\$166,338
28	\$50.29	\$62.86	\$75.43	\$104,603	\$130,749	\$156,894
27	\$47.40	\$59.25	\$71.10	\$98,592	\$123,240	\$147,888
26	\$44.67	\$55.84	\$67.01	\$92,914	\$116,147	\$139,381
25	\$42.06	\$52.57	\$63.08	\$87,485	\$109,346	\$131,206
24	\$39.55	\$49.44	\$59.33	\$82,264	\$102,835	\$123,406
23	\$37.18	\$46.48	\$55.78	\$77,334	\$96,678	\$116,022
22	\$34.93	\$43.66	\$52.39	\$72,654	\$90,813	\$108,971

21	\$32.74	\$40.92	\$49.10	\$68,099	\$85,114	\$102,128
20	\$31.32	\$39.15	\$46.98	\$65,146	\$81,432	\$97,718
19	\$29.97	\$37.46	\$44.95	\$62,338	\$77,917	\$93,496
18	\$28.69	\$35.86	\$43.03	\$59,675	\$74,589	\$89,502
17	\$27.49	\$34.36	\$41.23	\$57,179	\$71,469	\$85,758
16	\$26.33	\$32.91	\$39.49	\$54,766	\$68,453	\$82,139
15	\$25.16	\$31.45	\$37.74	\$52,333	\$65,416	\$78,499
14	\$24.13	\$30.16	\$36.19	\$50,190	\$62,733	\$75,275
13	\$23.15	\$28.94	\$34.73	\$48,152	\$60,195	\$72,238
12	\$22.18	\$27.73	\$33.28	\$46,134	\$57,678	\$69,222
11	\$21.29	\$26.61	\$31.93	\$44,283	\$55,349	\$66,414
10	\$20.40	\$25.50	\$30.60	\$42,432	\$53,040	\$63,648
9	\$19.59	\$24.49	\$29.39	\$40,747	\$50,939	\$61,131

(Res. 3807, §5, 2022, Res. 3795, §5, 2021; 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) 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 employees will be based on related experience they bring to the Port and how it compares to current Port employees performing similar work.

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 pay increase for regular, non-temporary, non-represented employees based on changes to the Consumer Price.
- (4) Cost of Living Adjustment Plus (COLA Plus). The Port may provide a pay 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) 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.

(10) 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. 3807, §5, 2022, Res. 3765, §1, 2019; Res. 3739, §2, 2017)

G. Pay Rates and Pay Ranges for Non-Evaluated Jobs. Pay rates, pay ranges, and a provision for a special allowance for non-evaluated 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) 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)

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 evaluations 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 or family member'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 following 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. 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) 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.

- (b) 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.

- (c) 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.

(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) 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 alternative 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. 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)*

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 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.

**EXHIBIT A TO PORT OF SEATTLE COMMISSION POLICY DIRECTIVE ON SALARIES AND BENEFITS
SCHEDULE OF AUTHORIZED NON-REPRESENTED JOBS
SALARY RANGES EFFECTIVE JANUARY 1, 2024
Annual Base Salary Range (Hourly equivalent in parentheses)¹**

Grade	Minimum	Midpoint	Maximum
45	\$271,461 (\$130.51)	\$339,331 (\$163.14)	\$407,202 (\$195.77)
	*Deputy Executive Director		
42	\$227,926 (\$109.58)	\$284,918 (\$136.98)	\$341,910 (\$164.38)
	*Managing Director, Aviation		General Counsel/Chief Compliance Officer
41	\$216,154 (\$103.92)	\$270,192 (\$129.90)	\$324,230 (\$155.88)
	*Managing Director, Economic Development		Chief Financial Officer
40	\$204,797 (\$98.46)	\$256,006 (\$123.08)	\$307,216 (\$147.70)
	*Managing Director, Maritime *Senior Director, Environment, Sustainability & Engineering		*Senior Director, External Relations *Senior Director, Human Resources
39	\$194,064 (\$93.30)	\$242,590 (\$116.63)	\$291,117 (\$139.96)
	Aviation Chief Development Officer		Aviation Chief Operating Officer
38	\$183,789 (\$88.36)	\$229,736 (\$110.45)	\$275,683 (\$132.54)
	Chief Information Officer Director, Human Resources - Total Rewards		* Senior Director, Equity Diversity & Inclusion
37	\$173,971 (\$83.64)	\$217,464 (\$104.55)	\$260,957 (\$125.46)
	*Senior Director, Labor Relations Director, Accounting & Financial Reporting Director, Airport Operations Director, Aviation Maintenance		Director, Aviation Project Management Group Director, Human Resources - Organizational Effectiveness Maritime Chief Capital Development Officer
36	\$164,778 (\$79.22)	\$205,962 (\$99.02)	\$247,146 (\$118.82)
	*Executive Chief of Staff Chief Engineer/Director Engineering Services Deputy General Counsel Director, Aviation Business & Properties Director, Aviation Commercial Management		Director, Aviation Facilities & Capital Programs Director, Aviation Security Director, Central Procurement Office Director, Customer Experience & Brand Strategy Director, ICT Infrastructure Services
35	\$155,854 (\$74.93)	\$194,813 (\$93.66)	\$233,771 (\$112.39)
	*Chief of Staff, Commission Services Director HR - Employee Relations Director, Aviation Environmental Services Director, Aviation Finance & Budget Director, Cruise Business & Maritime Marketing Director, Government Relations Director, ICT Product Engineering		Director, ICT Technology Delivery Director, Marine Maintenance Director, Maritime Environmental & Planning Director, Maritime Operations & Security Director, Real Estate Development Director, Waterfront Project Management Senior Capital Program Leader
34	\$147,389 (\$70.86)	\$184,246 (\$88.58)	\$221,104 (\$106.30)
	AFR Assistant Director and Port Auditor Assistant Director Aviation Project Management Group Assistant Engineering Director-Construction Assistant Engineering Director-Design Director, Aviation Innovation Director, Corporate Finance Director, External Relations Communications & Marketing Director, External Relations Community Engagement 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 Senior Manager, Aviation Capital Programs Senior Manager, Aviation Facilities & Infrastructure Senior Policy Director Senior Port Counsel
33	\$139,381 (\$67.01)	\$174,221 (\$83.76)	\$209,061 (\$100.51)
	Capital Program Leader Director, Business Intelligence Director, Risk Management Director, Seaport Finance & Budget Director, Tourism Development Senior Manager, AFR General Accounting		Senior Manager, Airline Affairs & Aviation Properties Senior Manager, Airport Dining & Retail Senior Manager, Airport Operations Senior Manager, Aviation Operational Risk and Safety Senior Manager, Disbursements

¹ Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.

* indicates an at-will employee is in this position.

Grade	Minimum	Midpoint	Maximum
32	\$131,685 (\$63.31)	\$164,611 (\$79.14)	\$197,538 (\$94.97)
Aviation Capital Project Liaison			Senior Manager, Aviation Maintenance Custodial Services
Aviation Facilities & Infrastructure Manager			Senior Manager, Aviation Planning
Director, Corporate Budget			Senior Manager, Civil Structural Design Services
Director, External Relations Capital Project Delivery			Senior Manager, Construction Contracting
Director, Small Business Development			Senior Manager, CPO Strategic Partnerships & Analytics
Director, Workforce Development			Senior Manager, Credentialing and Access
GIS Architect			Senior Manager, Emergency Preparedness
Information Security Resiliency Manager			Senior Manager, Environmental Programs
Manager, Enterprise GIS			Senior Manager, Federal & International Government Relations
Manager, ICT Project Management			Senior Manager, Labor Relations
Senior Construction Manager			Senior Manager, Mechanical/Electrical Design Services
Senior Manager Maritime Planning			Senior Manager, Purchasing
Senior Manager Waterfront Project Management			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 Maintenance			Sr. Manager Regional Transportation
Senior Manager, Aviation Maintenance Assets & Logistics			Treasury Manager
31	\$124,467 (\$59.84)	\$155,584 (\$74.80)	\$186,701 (\$89.76)
AFR Manager Financial Systems & Lean Initiatives			Manager, Survey & Mapping Services
Aviation Facilities & Infrastructure Principal Engineer			Manager, Systems Engineering
Capital Project Manager V			Senior Controls Manager-Aviation Project Management Group
Commission Deputy Chief of Staff			Senior Government Relations Manager
Construction Manager			Senior Manager, AV Finance & Budget
Cruise, Operations & Business Development Manager			Senior Manager, Aviation Business Development
Design Program Manager			Senior Manager, Aviation Noise Programs
Design Technology Manager			Senior Manager, Commercial Revenue Development
ICT Contract Vendor & IP Manager			Senior Manager, Fishing Vessel Services
Manager Airport Duty Manager Operations			Senior Manager, Marine Maintenance
Manager, Database Engineering			Senior Manager, Marine Maintenance Business Ops, Systems & Logistics
Manager, ERP			Senior Manager, Marine Maintenance Fleet & Facilities
Manager, HR Information System			Senior Manager, Maritime Operations
Manager, Internal Audit			Senior Manager, Recreational Boating
Manager, Internal Audit - Capital			Senior Manager, Strategic Initiatives/Chief Strategy Officer
Manager, Internal Audit - IT			Senior Manager, Workplace Responsibility
Manager, Network Engineering			Talent Acquisition Manager
Manager, Organizational Development & Business Partners			Talent Development and Diversity Manager
Manager, Server Engineering			Total Rewards Manager
Manager, Software Development			
30	\$117,499 (\$56.49)	\$146,869 (\$70.61)	\$176,238 (\$84.73)
AV Maintenance Manager, Capital Project Liaison			Manager, Corporate Finance
Aviation Facilities & Infrastructure Senior Engineer			Manager, CPO Planning & Analysis
Capital Project Manager IV			Manager, Program Controls
Construction Labor Manager			Manager, Seaport Finance & Budget
Cyber Risk & Compliance Program Manager			Manager, Seaport Project Management Group Program Controls
Data Scientist			Principal Design Engineer
Design Project Manager			Real Estate Development Manager
Environmental Justice Program Manager			Regional Government Relations Manager
ERP Developer/Programmer III			Resident Engineer V
ICT Business Case Manager			Senior Environmental Program Manager
ICT Senior Project Manager			Senior Manager PCS Business Operations
Labor Relations Manager			Senior Manager PCS Construction Operations
Local Government Relations Manager			Senior Manager Seaport Finance
Manager Financial Reporting & Controls			Senior Manager, Airport Employee Brand Experience & Learning
Manager, Air Cargo Operations and Development			Senior Manager, Content, Marketing and Digital Communication
Manager, Air Services Development			Senior Manager, Operations Readiness & Activation
Manager, Aviation Maintenance			Senior Systems Architect
Manager, Aviation Maintenance Business Systems			Senior Technical Project Manager
Manager, Aviation Maintenance Logistics			Talent Connections Manager
Manager, Aviation Maintenance Work Planning & Small Works			Technology Economist
Manager, Aviation Planning Program			Tourism Development Manager
Manager, Construction Contracting			

1 Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.

* indicates an at-will employee is in this position.

Grade	Minimum	Midpoint	Maximum
29	\$110,885 (\$53.31)	\$138,611 (\$66.64)	\$166,338 (\$79.97)
Accounting Manager			Manager, Airport Wildlife
Aviation Capital Programs Senior Development Manager			Manager, Construction Safety Management
Aviation Innovation Program Manager			Manager, ICT Business Services
Aviation Program Controls Manager			Manager, ICT Financial Services
Business Intelligence Program Manager - Analytics			Manager, ICT Quality Assurance
Business Intelligence Program Manager - Research			Manager, PCS Construction
Business Technology Consultant			Manager, Terminal Operations
Buyer V			Payroll Manager
Contract Administrator V - Construction			Port Counsel
Contract Administrator V - Service Agreements			Principal Engineer
Cost Estimating Manager			Process Improvement Program Manager
Disadvantage Business Enterprise Manager			Program Manager Operations Project Development
East King County Community & Gov't Relations Mgr			Purchasing Manager
ERP Administrator			Resident Engineer IV
ERP Developer/Programmer II			Senior Database Engineer
GIS Software Engineer			Senior Design Engineer - Structural
Lead Senior Employee Relations Consultant			Senior Fire Protection Engineer
Lead Software Developer			Senior Manager Maritime Security
Learning & Leadership Program Manager			Senior Manager, Maritime Marketing
Manager 911 Communications			Senior Manager, Customer Experience & Communication
Manager Creative Services			Senior Media Officer
Manager External Workforce Development Strategies			Senior Organizational Business Partner
Manager, Airfield Operations			Senior Real Estate Manager
Manager, Airline Scheduling Systems			Server Engineering - Lead
Manager, Airport Communications Center			Strategic Planning Program Manager
Manager, Airport Landside Operations			Tribal Relations Senior Program Manager
Manager, Airport Operations			Women/Minority Business Enterprise Manager
28	\$104,603 (\$50.29)	\$130,749 (\$62.86)	\$156,894 (\$75.43)
Accounts Payable Manager			Manager, Corporate Facilities
AFR Business Tech Consultant			Manager, Customer Engagement
Airport Innovation and Systems Manager			Manager, Harbor Business and Operations - Fishing
Airport Operations Development Manager			Manager, International Terminal Operations
Assistant Manager, Airport Communications Center			Manager, Lease Administration & Utility Management
AV Communications and Marketing Program Manager			Marine Maintenance Manager Fleet & Transportation
Aviation Grants Program Manager			Marine Maintenance Manager Regulatory Compliance Program
Aviation PMG Cost Estimator			Non-Aeronautical Finance Manager
Aviation Property Manager 3			PCS Cost Estimator
Aviation Security Compliance Manager			Police Records Manager
Aviation Senior Cost Engineer / Scheduler			Principal Business Intelligence Analyst
Business Manager II, Airport Dining & Retail			Principal Business Intelligence Data Engineer
Capital Project Estimator			Project Management Group System Administrator/Cost Engineer
Capital Project Manager III			Public Safety Senior Systems Engineer
Climate Change and Clean Energy Program Manager			Rates & Charges Finance Manager, AV Finance & Budget
Construction Management Cost Estimator			Real Estate Manager
Contract Administrator IV - Construction			Resident Engineer III
Contract Administrator IV - Service Agreements			Risk Claims Manager
Corporate Budget and Systems Manager			Seaport Senior Cost Engineer / Analyst
Custodial Operations Manager			Senior Art Program Manager
Design Quality Manager - Engineering			Senior Design Engineer
Engineering Facility & Financial Manager			Senior Information Security Engineer/Analyst
Environmental Program Manager			Senior IT Auditor
Equity, Diversity & Inclusion Policy and Communications Manager			Senior Linux Server Engineer
Equity, Diversity & Inclusion System Change Program Manager			Senior Network Engineer
ICT Project Manager			Senior Program Manager - Maritime Industrial Engagement
Information Security Manager			Senior Program Manager Community Engagement
Manager Aviation Conference Center Services			Senior Program Manager Maritime Engagement
Manager Aviation Program Controls Business Systems			Senior Systems Engineer
Manager Aviation Security - Physical Security			Senior Windows Server Engineer
Manager Public Records			Software Developer
Manager Signage and Wayfinding			Sound Insulation Manager
Manager, Airport Facility Services			Sustainable Development Program Manager
Manager, Aviation Security - Employee Screening			Waterfront Project Management Facilities Project Manager IV
Manager, Construction Planning & Coordination			Workers Compensation Manager

1 Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.

* indicates an at-will employee is in this position.

Grade	Minimum	Midpoint	Maximum
27	\$98,592 (\$47.40)	\$123,240 (\$59.25)	\$147,888 (\$71.10)
	Accounting Supervisor		Financial & Cost Recovery Manager
	Affirmative Action Program Manager		Fire Protection Engineer
	AFR Business Technology Analyst III		ICT Client Services Supervisor
	Air Cargo Facilities Manager		Manager Harbor Customer Service
	Air Cargo Operations Manager		Manager ICT Service Desk
	Air Services Development Program Manager		Manager, AV Customer Communication
	Assistant Manager Aviation Maintenance		Manager, Aviation Security Systems and Access
	Aviation Airfield/Airspace Planner		Manager, Aviation Training
	Aviation Facilities & Infrastructure Architect		Mapping Manager
	Aviation Facilities & Infrastructure Engineer		Marine Maintenance Facilities Manager II
	Aviation Facilities & Infrastructure Utility Program Manager		Maritime Operations Manager
	Aviation Landside Planner		Operational Readiness Activation Transition Manager
	Aviation Maintenance Asset Manager		PC Systems Analyst
	Aviation Maintenance Assistant Manager Fleet		PCS Construction Manager III
	Aviation Property Manager 2		PCS RMM Construction Manager III
	Aviation Security, Capital Project Liaison		Real Estate Development Planning Specialist
	Aviation Terminal Planner		Senior BIM Technology Specialist
	AVM CIP & Expense Project Liaison		Senior Business Analyst - ICT
	Biometrics Program Manager		Senior Commission Specialist
	Business Intelligence Analyst III		Senior CPO Systems Administrator and Data Analyst
	Business Manager I, Airport Dining & Retail		Senior Design Architect
	Buyer IV		Senior Employee Relations Consultant
	CAD Design Manager		Senior Financial Analyst Aviation
	Community Investments Program Manager		Senior Financial Analyst Seaport
	Content Services 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 Examiner/Building Inspector
	Diversity in Contracting Program Manager		Senior Talent Acquisition Representative - Lead
	Economic Development Innovation Program Manager		Survey Crew Manager
	Emergency Preparedness Planning & Program Manager		Sustainability Reporting and Communications Program Manager
	Employee Commuter Benefits Program Manager		Telecommunications Infrastructure Engineer
	Equity, Diversity & Inclusion Engagement & Communication Program Man		Total Rewards Consultant
	Erosion Control / Storm Water Engineer		Transportation Access Program Manager
	External Relations Manager Events and Engagement		Utility Program Manager
	Facilities Accessibility Program Manager		Waterfront Project Management Facilities Project Manager III
26	\$92,914 (\$44.67)	\$116,147 (\$55.84)	\$139,381 (\$67.01)
	AFR Business Tech Analyst II		HR Data Analyst
	AFR Records & Administration Manager		ICT Senior Client Engineer
	Airport Parking Digital Marketing Manager		Indoor Navigation Program Manager
	Assistant Manager PCS Construction Operations		Information Security Engineer/Analyst
	Assistant Manager, AVM Distribution Center		Infrastructure Operations Technology Supervisor
	Aviation Capital Programs Development Manager		Intl Business Protocol Liaison
	Aviation Facilities and Infrastructure BIM Program Manager		Learning/Development Consultant
	AVM Small Works Project Manager/Controls Coordinator		Legal Department Administrator
	Building Inspector / Plan Examiner		Marine Maintenance Asset Program Manager
	Business Intelligence Market Research Analyst III		Mental Health Professional
	Buyer III		Network Engineer
	Capital Project Manager II		Noise Programs Manager
	Central Procurement Office Data Analyst		Parking Revenue Program Manager
	Certified Occupational Health Nurse		PCS Construction Manager II
	Certified Service Provider Program Manager		PCS RMM Construction Manager II
	Chief of Maritime Staff		Real Estate Property Manager II
	Commission Office Strategic Advisor		Resident Engineer II
	Construction Coordination Supervisor		Senior Baggage Operations Systems Specialist
	Construction Labor Priority Hire Program Manager		Senior Business Development Analyst - Aviation
	Construction Management Systems Analyst		Senior Environmental Management Specialist
	Construction Safety Manager 2		Senior Financial Analyst Corporate
	Credentialing Center Supervisor/Systems Administrator		Senior Port Budget Analyst
	Deputy Executive Chief of Staff		Senior Talent Acquisition Representative
	Design Engineer III		Senior Treasury Analyst
	Driver Safety Program Manager		Software Test Engineer
	Emergency Preparedness Training & Exercise Program Manager		Supervisor, Aviation Security
	Employee Communications Program Manager		Systems Engineer
	Equity, Diversity & Inclusion Aviation Program Manager		Tax Analyst
	External Relations Social Media Program Manager		Wildlife Biologist
	Financial Reporting & Controls Analyst II		Windows Server Engineer
	Harbor Operations Supervisor - Fishing		Workforce Development Program Manager & Data Analyst
	Harbor Operations Supervisor - Recreational Boating		WPM Systems/Data Analyst
	Health & Safety Program Manager		

1 Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.

* indicates an at-will employee is in this position.

Grade	Minimum	Midpoint	Maximum
25	\$87,485 (\$42.06)	\$109,346 (\$52.57)	\$131,206 (\$63.08)
AFR Business Tech Analyst I			External Relations Marketing and Communications Project Manager
Air Service Development Analyst			Financial Analyst Aviation
Airline Scheduling Systems Specialist			Financial Analyst II SP
Airport Dining & Retail Program Manager			GIS Analyst
Airport Dining & Retail Project Manager			Government Relations Policy Analyst
Airport Volunteer & Accessibility Program Manager			Harbor Business Analyst
Art Program Manager, Aviation			ICT Mobility Supervisor
Assistant to Executive Director			ICT Service & Reporting Analyst
Aviation Conference Center Business & Marketing Manager			Internal Auditor
Aviation Facilities & Infrastructure Intermediate Engineer			Investigation Specialist
Aviation Learning Tech Consultant			Labor Compensation Analyst
Aviation Lease Administration Manager			Labor Relations Analyst
Aviation Maintenance Senior Business Analyst			Landside Supervisor
Aviation Security Compliance Analyst			Landside Supervisor, Air Transit Operations
Baggage Operations Systems Specialist			Marine Maintenance Logistics Manager
Business Intelligence Analyst II			Marine Maintenance Regulatory Compliance Coordinator
Central Procurement Office Planning Analyst			Maritime Environmental Finance Specialist
Client Engineering MECM Administrator			Maritime Marketing Program Manager
Commission Clerk			OSR Small and Disadvantaged Business Coordinator
Construction Inspector III			Payroll Operations & Systems Analyst
Construction Labor Specialist II			Program Manager Airport Landside Operations
Contract Administrator II - Construction			Resident Engineer I
Contract Administrator II - Service Agreements			Safety Management System Specialist
CPO Systems Administrator			Senior Accountant
Custodial Operations Quality Assurance Specialist			Senior Survey Project Manager
Design Engineer II			Talent Development Technical Analyst
Digital Operations Manager			Total Rewards Analyst
Diversity in Contracting Compliance Specialist			Utility Locate Manager
Economic Development Analyst			Video Producer
Emergency Preparedness Program Manager			Waterfront Project Management Facilities Project Manager II
Equity Diversity and Inclusion Training and Engagement Program Manager			Waterfront Project Management Project Controls Coordinator
ERP Developer/Programmer I			Web Coordinator
External Relations Capital Projects Marketing Specialist			Workers Compensation Administrator
24	\$82,264 (\$39.55)	\$102,835 (\$49.44)	\$123,406 (\$59.33)
Airline & Passenger Systems Specialist			Economic Development Coordinator
Apprenticeship/Priority Hire 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 Document Administrator			Financial & Budget Analyst - Corporate
Aviation Facilities & Infrastructure Junior Engineer			Financial Analyst Corporate
Aviation Maintenance Asset Management Analyst			Financial Analyst I - Seaport
Aviation Maintenance Lead Planner/Coordinator			Financial Reporting & Controls Analyst I
Aviation Maintenance Senior Systems Analyst			Grant Administrator Waterfront Project Management
Aviation Program Controls Business Systems Analyst			ICT Senior Mobile Device Specialist
Business Intelligence Market Research Analyst II			Marine Maintenance Facilities Manager I
Construction Safety Manager 1			PCS Construction Coordinator/Scheduler
Cost Recovery Specialist II			Real Estate Property Manager I
Design Engineer I			Senior Commission Executive Assistant
Desktop Support Specialist			Telecommunications Specialist
Diversity in Contracting Coordinator			Waterfront Project Management Facilities Project Manager I

1 Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.

* indicates an at-will employee is in this position.

Grade	Minimum	Midpoint	Maximum
23	\$77,334 (\$37.18)	\$96,678 (\$46.48)	\$116,022 (\$55.78)
Accountant III			Contract Management Assistant
Accounts Payable Lead/P-Card Analyst			Credit Analyst
Administrative Supervisor			Cruise Operations Specialist
Airport Noise Programs Coordinator			Digital Signage Specialist
Assistant Resident Engineer			Environmental Finance Business Analyst
Assistant to Managing Director, EDD			Environmental Management Specialist
Assistant to Senior Director, Environment & Sustainability			External Relations Environmental Program Coordinator
Assistant to Senior Director, Equity Diversity & Inclusion			Human Resources Outreach Specialist
Assistant to Senior Director, External Relations			ICT Asset Management Analyst
Assistant to Senior Director, Human Resources			ICT Business Analyst
Assistant to Senior Director, Labor Relations			ICT Software Package Engineer
AV Customer Communications Specialist			Lead Total Rewards Specialist
Aviation Lease Administration Supervisor			Marine Maintenance Asset Analyst/CAD Specialist
Aviation Maintenance Business Analyst			Marine Maintenance Business Analyst
Aviation Maintenance Planner/Coordinator			Marine Maintenance Facilities Compliance Program Manager
Aviation Maintenance Systems Analyst			Maritime Environmental Contract Specialist
Aviation Property Manager 1			Project Management Systems Administrator
Aviation Revenue Controls Analyst			Records Program Manager
Aviation Security Business Systems Analyst			Risk Analyst
Aviation Training Specialist			Risk Claims Specialist
Aviation Training Systems Analyst			Senior Civil Engineering Technician
Aviation Utility Analyst			Senior Engineering Design Technician
BIM Technology Specialist			Senior Payroll Analyst
Business Intelligence Analyst I			Signage & Wayfinding Specialist
Buyer II			Software Test Analyst
Capital Project Manager I			Survey Data Specialist
Commission Executive Assistant			Survey Project Manager
Construction Contract Specialist			Talent Acquisition Representative
Construction Inspector II			Travel Card & Concur Analyst
Construction Labor Specialist			Waterfront Project Management Contract Specialist
22	\$72,654 (\$34.93)	\$90,813 (\$43.66)	\$108,971 (\$52.39)
Aviation Lease Administration Coordinator			Fleet Asset Project Manager
Airport Volunteer Specialist			Graphic Designer
AOB Facilities Supervisor			ICT Infrastructure Operations Technician
Art Program Coordinator			ICT Mobile Device Specialist
Assistant Project Manager			Marine Maintenance CMMS Administrator
Aviation Capital Program Management Coordinator			Maritime Marketing Project Manager
Aviation Maintenance Procurement & Inventory Supervisor			Noise Program Specialist
Business Intelligence Market Research Analyst I			Operational Readiness & Airport Transition Specialist
CAD Standard Review Technician			Paralegal
Communications Specialist - Human Resources			PCS Construction Manager I
Cost Recovery Specialist I			PCS RMM Construction Manager I
Customer Engagement Specialist			Public Disclosure Specialist
Customer Experience Specialist			Senior Building Permit Coordinator
EDD Senior Lease Specialist			Survey CAD Technician
EDD Utility Analyst			Unified Pest Management Coordinator
Engineering Design Technician			Visual Storyteller
21	\$68,099 (\$32.74)	\$85,114 (\$40.92)	\$102,128 (\$49.10)
Accountant II			Fire Department System Administrator
Air Service Development Specialist			Maritime Operations Billing Analyst
Airline Statistical Specialist			Payroll Analyst
Background Compliance Specialist			Seaport Project Specialist
Business Intelligence Assistant			Senior Administrative Assistant
Concession Auditor			Senior Ground Transportation Controller
Deputy Commission Clerk			Senior Harbor Facilities Coordinator
Duwamish River Community Hub Coordinator			Signing & Graphics Designer Specialist
Environmental Finance Invoice Systems Specialist			Total Rewards Specialist
Equity Diversity & Inclusion Metrics & Evaluation Program Assistant			Workforce Development Contract & Budget Specialist
20	\$65,146 (\$31.32)	\$81,432 (\$39.15)	\$97,718 (\$46.98)
Aviation Customer Service Brand & Recognition Specialist			EDD Lease Specialist III
Aviation Maintenance Time Administrator			External Affairs Event Specialist
Aviation Program Controls Administrator			Harbor Moorage Coordinator
Building Permit Coordinator			ICT Asset Management Contract Specialist
Buyer I			Marine Maintenance Fleet Program Coordinator
Civil Engineering Technician			Marine Maintenance Logistics Specialist
Construction Inspector I			Project Assistant - Engineering
Construction Safety Specialist			Public Art Technician
Contract Administrator I - Construction			Records Management Specialist
Contract Administrator I - Service Agreements			Tourism Project Specialist
Department Contract Specialist			

1 Annual rates are illustrative and may vary slightly from amounts calculated with Excel or a calculator.

* indicates an at-will employee is in this position.

Grade	Minimum	Midpoint	Maximum
19	\$62,338 (\$29.97)	\$77,917 (\$37.46)	\$93,496 (\$44.95)
	Accountant I Accounts Payable Specialist Administrative Assistant Aviation Landside Time Administrator Bus Driver Trainer Engineering Facility Specialist Engineering Invoice & Asset Specialist Ground Transportation Controller ICT Service Desk Technician		Lead Airport Customer Service Representative Lead FIS Airport Customer Service Representative Marine Maintenance Time Administrator/Admin Payroll Specialist Project Controls Support Specialist Safety Assurance Specialist Seaport Project Management Support Specialist Talent Acquisition Coordinator Utility Locate Technician
18	\$59,675 (\$28.69)	\$74,589 (\$35.86)	\$89,502 (\$43.03)
	AV Conference Center Sales & Operations Specialist Aviation Lease Administration Specialist EDD Lease Specialist II Landside Billing Specialist		Marine Maintenance Intake Admin Specialist On-Call SEA Customer Support Representative SEA Customer Support Representative
17	\$57,179 (\$27.49)	\$71,469 (\$34.36)	\$85,758 (\$41.23)
	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 Marine Maintenance Business Operations Specialist Marine Maintenance Material & Inventory Specialist PCS Purchasing Specialist Time Reporting Administrator - Fire Dept Workers Compensation Administrative Assistant
16	\$54,766 (\$26.33)	\$68,453 (\$32.91)	\$82,139 (\$39.49)
	Aviation Conference Center Specialist Aviation Receiving Dock Operations Coordinator Commission Staff Assistant EDD Lease Specialist I		Ground Transportation Customer Support Specialist Marine Maintenance Dispatcher/Administrative Support Senior Administrative Staff Assistant
15	\$52,333 (\$25.16)	\$65,416 (\$31.45)	\$78,499 (\$37.74)
	Landside/Customer/Administrative Support Marine Maintenance Accounts Clerk		Total Rewards Assistant
14	\$50,190 (\$24.13)	\$62,733 (\$30.16)	\$75,275 (\$36.19)
	Administrative Staff Assistant AOB Facilities & Mail Specialist Customer Research Field Worker		Facilities Specialist On-Call Administrative Staff Assistant
12	\$46,134 (\$22.18)	\$57,678 (\$27.18)	\$69,222 (\$33.28)
	Aviation Operations Cruise Transportation Coordinator		Security Specialist
9	\$40,747 (\$19.59)	\$50,939 (\$24.49)	\$61,131 (\$29.39)
	AOB Mail & Facilities Specialist – On-Call Mail & Shipping Specialist		Office Assistant
Grade	Minimum	Non-Evaluated Jobs Midpoint	Maximum
94	\$172,016 (\$82.70)	\$215,030 (\$103.38)	\$258,024 (\$124.05)
	*Chief of Police		Fire Chief
93	\$156,374 (\$75.18)	\$195,478 (\$93.98)	\$234,582 (\$112.78)
	Assistant Fire Chief		Deputy Chief of Police
92	\$60,258 (\$28.97)	\$62,338 (\$29.97)	\$64,418 (\$30.97)
	Graduate Intern		
91	\$43,618 (\$20.97)	\$51,418 (\$24.72)	\$59,218 (\$28.47)
	College Intern		
90	\$41,538 (\$19.97)	\$41,538 (\$19.97)	\$41,538 (\$19.97)
	High School Intern		

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