



Port of Seattle Commission Policy Directive

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

**As Amended
June 11, 2024**

Document last updated June 11, 2024

Section 1. Purpose	5
Section 2. Definitions	5
Section 3. Scope and Applicability	7
Section 4. Responsibilities.....	8
Section 5.1. Policy Establishing Jobs, Pay Grades, Graded Salary Range Structure, Pay Practices and Pay Types	8
A. Reporting requirements for certain positions.	8
(1) General Counsel.....	8
(2) External Relations Senior Director	8
(3) Internal Audit Director	9
(4) Commission Chief of Staff.....	9
B. Filling Vacant Positions and Transferring Positions and/or Employees.....	9
C. Graded Salary Range Structure	10
D. Job Assessment Process.....	11
E. Pay Practices.	11
(1) Pay Considerations	11
(2) Payroll	12
(3) Initial Pay Rates.....	12
F. Pay Types.....	12
(1) Overtime.....	12
(2) Stand-by Pay	12
(3) Cost of Living Adjustment (COLA).....	12
(4) Cost of Living Adjustment Plus (COLA Plus).....	12
(5) Multilingual Premium	12
(6) Emergency Pay.....	12
(7) Other Pay Adjustments.....	13
(8) Special Pay Adjustments.....	13
(9) Provisional Pay.....	13
(10) Pay for Performance	13
(a) Base Pay Component	13
(11) Pay for Executive Director	13
G. Pay Rates and Pay Ranges for Non-Assessed Jobs.	14
(1) High School, College, and Graduate Intern Positions	14

(2) Veteran Fellows Positions.....	14
(3) Executive Director.....	14
H. Amending Authorized Jobs, Pay Grades, and Pay Ranges	14
Section 5.2. Policy Regarding Benefit Programs Offered to Employees.....	14
A. Competitive Benefit Package	14
B. Mandated Benefits.....	14
(1) Social Security (FICA) Insurance	14
(2) Industrial Insurance/Workers Compensation Coverage	14
(3) Unemployment Compensation	14
(4) Military Leave	14
(5) Faith and Conscience Days	15
(6) Pregnancy Disability Leave	15
(7) Family and Medical Leave Act (FMLA) of 1993.....	15
(8) The Family Care Act (FCA) of 2002	15
(9) State Mandated, Long-Term Care Insurance Program, the Long-Term Service and Supports Trust Act (LTSS)	15
(10) Washington State Paid Sick Leave	15
C. Additional Benefits for Employees.....	15
(1) Paid Leave	15
(2) Retirement.....	17
(3) Healthcare	17
(4) Life and Disability Insurance	18
(5) Flexible Work Arrangements	18
(6) Relocation.....	18
D. <i>Repealed</i>	18
E. Benefits for the Executive Director	18
Section 5.3. Policy Regarding Benefits Offered to Port of Seattle Retirees.....	18
A. Benefits for Qualified Retirees	18
B. Repealed (Res. 3752)	19
C. Repealed (Res. 3752).....	19
D. Retiree Life Insurance	19
E. Retiree Parking	19
F. Authorization to Amend Benefits Offered to Port of Seattle Retirees	19

Section 5.4. Policy Regarding Benefits Offered to Port of Seattle Commissioners	<u>19</u>
A. Benefits for Port Commissioners	<u>19</u>
B. Healthcare	<u>19</u>
(1) Medical and Pharmacy Benefits for Commissioners	<u>19</u>
(2) Vision Benefits for Commissioners	<u>19</u>
(3) Dental Benefits for Commissioners	<u>20</u>
(4) Healthcare Premiums	<u>20</u>
C. Life Insurance	<u>20</u>
D. Right to Modify or Terminate Coverage	<u>21</u>
Section 5.5. Policy Regarding Special Programs and Commission Notification	<u>21</u>

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 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 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 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 6 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.

"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. 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 June 16, 2024)

2024 Non-Represented Graded Salary Range Structure								
Grade	Hourly				Annual			
	Minimum	Market Reference Point	Midpoint	Maximum	Minimum	Market Reference Point	Midpoint	Maximum
50	\$20.43	\$22.23	\$24.03	\$27.64	\$42,500	\$46,250	\$50,000	\$57,500
51	\$22.47	\$24.45	\$26.44	\$30.40	\$46,750	\$50,875	\$55,000	\$63,250
52	\$24.72	\$26.90	\$29.08	\$33.44	\$51,425	\$55,963	\$60,500	\$69,575
53	\$27.19	\$29.59	\$31.99	\$36.79	\$56,568	\$61,559	\$66,550	\$76,533
54	\$29.91	\$32.55	\$35.19	\$40.47	\$62,224	\$67,715	\$73,205	\$84,186
55	\$32.90	\$35.81	\$38.71	\$44.52	\$68,447	\$74,486	\$80,526	\$92,604
56	\$36.19	\$39.39	\$42.58	\$48.97	\$75,291	\$81,935	\$88,578	\$101,865
57	\$39.81	\$43.33	\$46.84	\$53.87	\$82,820	\$90,128	\$97,436	\$112,051
58	\$43.79	\$47.66	\$51.52	\$59.25	\$91,103	\$99,141	\$107,179	\$123,256
59	\$48.17	\$52.43	\$56.68	\$65.18	\$100,213	\$109,055	\$117,897	\$135,582
60	\$52.99	\$57.67	\$62.34	\$71.70	\$110,234	\$119,961	\$129,687	\$149,140
61	\$58.29	\$63.44	\$68.58	\$78.87	\$121,257	\$131,957	\$142,656	\$164,054
62	\$64.12	\$69.78	\$75.44	\$86.75	\$133,383	\$145,152	\$156,921	\$180,460
63	\$70.53	\$76.76	\$82.98	\$95.43	\$146,722	\$159,668	\$172,614	\$198,506
64	\$77.59	\$84.43	\$91.28	\$104.97	\$161,394	\$175,634	\$189,875	\$218,356
65	\$85.35	\$92.88	\$100.41	\$115.47	\$177,533	\$193,198	\$208,862	\$240,192
66	\$93.88	\$102.17	\$110.45	\$127.02	\$195,286	\$212,518	\$229,749	\$264,211
67	\$103.27	\$112.38	\$121.50	\$139.72	\$214,815	\$233,769	\$252,724	\$290,632
68	\$113.60	\$123.62	\$133.65	\$153.69	\$236,296	\$257,146	\$277,996	\$319,695
69	\$124.96	\$135.99	\$147.01	\$169.06	\$259,926	\$282,861	\$305,795	\$351,665
70	\$137.46	\$149.58	\$161.71	\$185.97	\$285,919	\$311,147	\$336,375	\$386,831
*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.								

EXECUTIVE LEADERSHIP GRADED SALARY RANGE STRUCTURE
Effective June 16, 2024)

2024 Executive Leadership Graded Salary Range Structure								
Grade	Hourly				Annual			
	Minimum	Market Reference Point	Midpoint	Maximum	Minimum	Market Reference Point	Midpoint	Maximum
101	\$90.01	\$97.89	\$105.76	\$121.52	\$187,234	\$203,617	\$220,000	\$252,766
102	\$99.01	\$107.68	\$116.34	\$133.67	\$205,957	\$223,979	\$242,000	\$278,043
103	\$108.91	\$118.45	\$127.98	\$147.04	\$226,553	\$246,377	\$266,200	\$305,847
104	\$119.81	\$130.29	\$140.77	\$161.74	\$249,209	\$271,014	\$292,820	\$336,431
105	\$131.79	\$143.32	\$154.85	\$177.92	\$274,129	\$298,116	\$322,102	\$370,075
106	\$144.97	\$157.65	\$170.34	\$195.71	\$301,542	\$327,927	\$354,312	\$407,082
107	\$159.46	\$173.42	\$187.37	\$215.28	\$331,697	\$360,720	\$389,743	\$447,790
*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.								

(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 related 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 pay 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 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) 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 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.
- (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) 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. 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) 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-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. 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) 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. 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)*

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

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 JUNE 16, 2024
Annual Base Salary Range (Hourly equivalent in parentheses)

Grade	Minimum	Market Reference Point	Midpoint	Maximum
50	\$42,500 (\$20.43)	\$46,250 (\$22.23)	\$50,000 (\$24.03)	\$57,500 (\$27.64)
51	\$46,750 (\$22.47)	\$50,875 (\$24.45)	\$55,000 (\$26.44)	\$63,250 (\$30.40)
	Office Assistant		Pier 69 Mail & Shipping Specialist	
52	\$51,425 (\$24.72)	\$55,963 (\$26.90)	\$60,500 (\$29.08)	\$69,575 (\$33.44)
	AOB Mail & Facilities Specialist -On-Call Landside Cruise Transportation Coordinator		Pier 69 Security Specialist	
53	\$56,568 (\$27.19)	\$61,559 (\$29.59)	\$66,550 (\$31.99)	\$76,533 (\$36.79)
	AOB Facilities & Mail Specialist Business Intelligence Field Interviewer Harbor Customer Service Specialist - Fishing		Marine Maintenance Accounts Clerk Pier 69 Facilities Specialist	
54	\$62,224 (\$29.91)	\$67,715 (\$32.55)	\$73,205 (\$35.19)	\$84,186 (\$40.47)
	Administrative Staff Assistant Airport Customer Service Representative I Assistant Civil Engineering Technician Aviation Conference Center Specialist Aviation Lease Administration Specialist I Aviation Receiving Dock Operations Coordinator Credit Analyst I Economic Development Division Lease Specialist I		Harbor Moorage Coordinator - Fishing Harbor Operations Specialist Landside Parking Services Administrator Marine Maintenance Business Operations Specialist Marine Maintenance Material & Inventory Specialist Marine Maintenance Operations Specialist Total Rewards Assistant Workers' Compensation Administrative Assistant	
55	\$68,447 (\$32.90)	\$74,486 (\$35.81)	\$80,526 (\$38.71)	\$92,604 (\$44.52)
	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 Civil Engineering CAD Specialist Commission Staff Assistant Construction Safety Administrator CPO Systems and Data Analyst I CPO Tech Business Analyst I Economic Development Division Lease Specialist II		Engineering Facility Specialist Engineering Invoice & Asset Specialist Ground Transportation Controller Harbor Customer Service Specialist ICT Project Coordinator ICT Service Desk Technician Marine Maintenance Intake Admin Specialist Marine Maintenance Time Administrator/Admin On-Call SEA Customer Support Representative Public Art Technician Safety Management System Assurance Specialist SEA Customer Support Representative Subsurface Utility Engineering Technician I Talent Acquisition Coordinator Technical Support Engineer I Waterfront Project Management Project Assistant	
56	\$75,291 (\$36.19)	\$81,935 (\$39.39)	\$88,578 (\$42.58)	\$101,865 (\$48.97)
	Accountant II - Accounts Receivable Accountant II - Billing Accountant II - Capital Services 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 Administration Specialist III Aviation Program Controls Business Systems Administrator Business Intelligence Analyst I Business Intelligence Market Research Analyst I Capital Projects Estimator I Concession Internal Auditor Construction Safety Specialist Credit Analyst II Duwamish River Community Hub Coordinator Economic Development Division Lease Specialist III 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 ICT Associate Client Engineer ICT Software Support Specialist Marine Maintenance Fleet Program Coordinator Marine Maintenance Logistics Specialist Payroll Specialist PCS Purchasing Specialist Procurement Officer I Project Assistant – Major Construction Project Controls Engineer I Records Management Specialist Senior Ground Transportation Controller Senior Harbor Facilities Coordinator Subsurface Utility Engineering Technician II Tourism Project Specialist	

57	\$82,820 (\$39.81)	\$90,128 (\$43.33)	\$97,436 (\$46.84)	\$112,051 (\$53.87)
	Accountant III - Accounts Receivable		Digital Production Specialist	
	Accountant III - Billing		Economic Development Division Senior Lease Specialist	
	Accountant III - Capital Services		Economic Development Division Utility Analyst	
	Accountant III - General Ledger		Executive Assistant - Executive Department	
	Accounts Payable Analyst		External Relations Community Programs Support Specialist	
	Accounts Payable Lead		External Relations Visual Storyteller	
	Airport Recognition & Event Specialist		Financial Analyst	
	Airport Training Specialist		Financial Analyst - Mitigation & Recovery	
	Airport Training Systems Analyst		Financial Reporting & Controls Analyst I	
	Airport Volunteer Specialist		Fire Department System Administrator	
	Associate Content Solution and Communication Engineer		Ground Transportation Customer Support Specialist	
	Associate Database Engineer		Human Resources Communications & Media Producer	
	Associate Software Development Engineer		ICT Asset Management Analyst	
	Associate Software Test Engineer		ICT Contract/Software Administrator	
	Associate Systems Engineer		ICT Infrastructure Operations Technician	
	Aviation Activity Specialist		ICT Mobility Specialist	
	Aviation Associate Planner		ICT Service & Reporting Analyst	
	Aviation Facilities & Infrastructure Architect/Engineer I		Internal Auditor	
	Aviation Lease Management Coordinator		Investigation Specialist	
	Aviation Maintenance Planner/Coordinator		Marine Maintenance Asset Analyst/CAD Specialist	
	Aviation Senior Utility Analyst		Maritime Marketing Project Manager	
	BIM Technology Specialist		Maritime Operations Billing Analyst	
	Building Permit Coordinator		Operational Readiness & Airport Transition Specialist	
	Bus Driver Trainer		Payroll Analyst	
	Business Intelligence Assistant		Project Administrator	
	CAD Standard Review Technician		Senior Administrative Assistant	
	Civil Engineering Technician		Supervisor, Credit	
	Commission Executive Assistant		Supervisor, Customer Care	
	Construction Inspector I - Major Construction		Talent Acquisition Recruiter	
	CPO Database Integration Analyst II		Talent Connections Program Manager	
	CPO Tech Business Analyst II		Technical Support Engineer II	
	Department Contract Specialist		Total Rewards Specialist	
	Department Contract Specialist - Maritime		Travel & Expense Analyst	
	Deputy Commission Clerk		Waterfont Project Management Project Specialist	
	Design Engineer/Architect I		Workforce Development Contract & Budget Specialist	
58	\$91,103 (\$43.79)	\$99,141 (\$47.66)	\$107,179 (\$51.52)	\$123,256 (\$59.25)
	AFR Business Technology Analyst		External Relations Marketing and Communications Project Manager	
	Apprenticeship/Priority Hire Specialist		External Relations Video Producer	
	Assistant to Managing Director, Aviation		Fire Department Support Services Administrator	
	Assistant to Managing Director, Economic Development		ICT Business Analyst	
	Assistant to Senior Director, Environment & Sustainability		ICT Client Engineer	
	Assistant to Senior Director, Equity Diversity & Inclusion		ICT Senior Service Desk Technician	
	Assistant to Senior Director, External Relations		Lead Total Rewards Specialist	
	Assistant to Senior Director, Human Resources		Marine Maintenance Facilities Compliance Program Manager	
	Assistant to Senior Director, Labor Relations		Marine Maintenance Facilities Manager I	
	AV Facilities & Infrastructure Asset Document Specialist		Marine Maintenance Fleet Asset Project Manager	
	AV Facilities & Infrastructure Direct Digital Control Specialist		Marine Maintenance Systems Analyst	
	Aviation Capital Development Manager I		Maritime Environmental Contract Specialist	
	Aviation Customer Communication Specialist		Operations Project Development Specialist	
	Aviation Drawing & Data System Specialist		Paralegal	
	Aviation Maintenance Asset Management Analyst		PCS Construction Project Manager I	
	Aviation Maintenance Business Analyst		PCS Construction Project Manager I - RMM	
	Aviation Maintenance Lead Planner/Coordinator		PCS Contract Management Assistant	
	Aviation Maintenance Systems Analyst		Procurement Officer II	
	Aviation Program Controls Business Systems Analyst		Project Controls Engineer II	
	Aviation Real Estate & Portfolio Manager I		Public Disclosure Specialist	
	Aviation Security Business Systems Analyst		Real Estate Development Planning Specialist	
	Background Compliance Specialist		Real Estate Property Manager I	
	Business Intelligence Analyst II		Risk Claims Specialist	
	Business Intelligence Market Research Analyst II		Senior Building Permit Coordinator	
	Business Systems Analyst		Senior Civil Engineering CAD Specialist	
	Capital Project Manager I		Senior Commission Executive Assistant	
	Construction Inspector II - Major Construction		Senior Engineering Design Technician	
	Construction Labor Specialist I		Signage & Wayfinding - Technical Designer	
	Construction Management Contract Administrator		Signage & Wayfinding Specialist	
	Construction Manager I - Major Construction		Signage Specialist - Digital Systems	
	CPO Systems and Data Analyst II		Strategic Aide	
	Cruise Operations Specialist		Supervisor, Administrative Professional	
	Customer Care & Construction Coordinator		Supervisor, AOB Facilities	
	Div in Contracting Community Engagement & Training Prog Spec		Supervisor, Aviation Maintenance Procurement & Inventory	
	Diversity in Contracting Coordinator		Supervisor, Landside Billing	
	Engineering Geographic Information System Data Specialist		Supervisor, Pier 69 Facilities	
	Environmental Finance Business Analyst		Telecommunications Specialist	
	Environmental Finance Invoice Systems Specialist		Unified Pest Management Program Manager	
	Environmental Management Specialist		Waterfront Project Management Contract Specialist	
	Executive Assistant to Deputy Executive Director		Waterfront Project Management Facilities Project Manager I	
	External Relations Capital Projects Marketing Specialist			

59	\$100,213 (\$48.17)	\$109,055 (\$52.43)	\$117,897 (\$56.68)	\$135,582 (\$65.18)
	Air Service Development Analyst		Linux Server Engineer	
	Airline Scheduling Systems Specialist		Manager, Airport Landside Operations Program	
	Associate Process Improvement Program Manager		Manager, Marine Maintenance Asset Program	
	Aviation Capital Development Manager II		Manager, SEA Call Center	
	Aviation Facilities & Infrastructure Architect/Engineer II		Marine Maintenance Asset Management Coordinator	
	Aviation Facilities & Infrastructure BIM Program Manager		Marine Maintenance Business Analyst	
	Aviation Maintenance Duty Baggage Manager		Marine Maintenance Regulatory Compliance Coordinator	
	Aviation Planner		Maritime Marketing Program Manager	
	Aviation Security Compliance Analyst		Mental Health Professional	
	Building Inspector / Plan Examiner		Network Engineer	
	Commission Clerk		Payroll Operations & Systems Analyst	
	Commission Office Strategic Advisor		Records Program Manager	
	Construction Labor Specialist II		Safety Management System Program Manager	
	Construction Safety Manager I		Senior Accountant - Accounts Receivable	
	CPO Database Integration Analyst III		Senior Accountant - Billing	
	CPO Systems and Data Analyst III		Senior Accountant - Capital Services	
	CPO Tech Business Analyst III		Senior Accountant - Disbursements	
	Custodial Operations Quality Assurance Specialist		Senior Accountant- General Ledger	
	Database Engineer		Senior Civil Engineering Technician	
	Design Engineer/Architect II		Senior Commission Specialist	
	Driver Safety Program Manager		Senior Environmental Management Specialist	
	Economic Development Program Manager		Senior Financial Analyst	
	Emergency Preparedness Program Mgr - Logistics & Systems		Senior Financial Analyst - Mitigation & Recovery	
	Enterprise Resource Planning Developer/Programmer I		Senior Grant Accountant - Capital Services	
	Equity, Diversity & Inclusion Training & Engagement Manager		Senior Payroll Analyst	
	Executive Assistant to Executive Director		Senior Port Budget Analyst	
	External Relations Digital Producer		Senior Treasury Analyst	
	External Relations Social Media Program Manager		Software Test Engineer	
	Field Survey Project Manager		Subsurface Utility Engineering Project Manager	
	Financial Reporting & Controls Analyst II		Supervisor, Aviation Lease Administration	
	Geographic Information System Analyst		Supervisor, Aviation Security	
	Government Relations Policy Analyst		Supervisor, Credentialing Center	
	Grant Administrator Waterfront Project Management		Supervisor, Harbor Operations - Fishing	
	Harbor Business Analyst		Supervisor, Harbor Operations - Recreational Boating	
	Human Resources Business Technology Analyst		Supervisor, Landside	
	ICT Senior Infrastructure Operations Technician		Systems Engineer	
	ICT Senior Mobility Specialist		Talent Acquisition Senior Recruiter	
	ICT Service Technician Lead		Tax Analyst	
	Information Security Engineer/Analyst I		Technical Support Engineer III	
	Labor Relations Analyst		Waterfront Project Management Facilities Project Manager II	
	Learning/Development Consultant		Windows Server Engineer	
	Legal Department Administrator		Workers' Compensation Administrator	
60	\$110,234 (\$52.99)	\$119,961 (\$57.67)	\$129,687 (\$62.34)	\$149,140 (\$71.70)
	Affirmative Action Program Manager		Geographic Information System Software Engineer	
	AFR Business Technology Consultant		Health & Safety Program Manager	
	Air Cargo Facilities Manager		Human Resources Data Analyst	
	Air Cargo Operations Manager		ICT Lead Mobility Specialist	
	Airline & Passenger Systems Specialist		ICT Senior Business Analyst	
	Airport Dining & Retail Business Operations Manager		ICT Senior Client Engineer	
	Airport Dining & Retail Program Manager		Information Security Engineer/Analyst II	
	Airport Operations Development Manager - Landside Ops		Labor Compensation Analyst	
	Assistant Manager, Airport Communications Center		Learning & Leadership Program Manager	
	Assistant Manager, Airport Operations Certification		Manager, AFR Records & Administration	
	Assistant Manager, Aviation Maintenance - Fleet		Manager, Airport Accessibility & Volunteer Program	
	Assistant Manager, Aviation Maintenance Distribution Center		Manager, Airport Building Department	
	AV Communications and Marketing Program Manager		Manager, Aviation & Compliance Training	
	Aviation Facilities & Infrastructure Architect/Engineer III		Manager, Aviation Customer Communication	
	Aviation Facilities & Infrastructure Utility Program Manager		Manager, Corporate Facilities	
	Aviation Maintenance Capital Project Liaison		Manager, Customer Service Learning & Recognition	
	Aviation Maintenance Senior Business Analyst		Manager, Harbor Customer Service	
	Aviation Maintenance Senior Duty Baggage Manager		Manager, Police Records	
	Aviation Maintenance Senior Systems Analyst		Manager, Public Disclosure	
	Aviation Maintenance Small Works Proj Manager/Controls Coord		Manager, Safety Management System Assurance	
	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		P-card Administrator	
	Aviation Real Estate & Portfolio Manager II		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 Property Manager II	
	Capital Project Manager II		Risk Analyst	
	Capital Projects Estimator II		Safety Management System Risk Manager	
	Certified Occupational Health Nurse		Senior BIM Technology Specialist	
	Chief of Maritime Staff		Senior Business Development Analyst - Aviation	
	Community Investments Program Manager		Senior Employee Relations Consultant	
	Construction and Operational Readiness Manager		Senior HR Business Technology Consultant	
	Construction Inspector III - Major Construction		Senior Internal Auditor	
	Construction Labor Priority Hire Program Manager		Senior Investigation Specialist	
	Construction Management Systems Analyst		Senior Telecommunication Specialist	
	Construction Manager II - Major Construction		Software Development Engineer	

Construction Safety Manager II
Content Solution and Communication Engineer
CPO Systems and Data Analyst IV
Deputy Executive Chief of Staff
Design Engineer/Architect III
Div in Contracting Community Engagement/Training Prog Mgr
Diversity in Contracting Compliance Specialist
Economic Development Innovation Program Manager
Emergency Preparedness Program Mgr - Policy & Planning
Emergency Preparedness Program Mgr - Training & Exercise
External Relations Aviation Environmental Program Manager
Facilities & Infrastructure Accessibility Program Manager
Financial Reporting & Controls Analyst III
Fire Protection Engineer

Supervisor, Accounting - Capital Services
Supervisor, Landside - Air Transit Operations
Supervisor, Procurement
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	\$121,257 (\$58.29)	\$131,957 (\$63.44)	\$142,656 (\$68.58)	\$164,054 (\$78.87)
	Airfield Operations Manager		Manager, Engineering Operations & Finance	
	Assistant Manager, Aviation Maintenance Mechanical Systems		Manager, Equity, Diversity & Inclusion Policy and Communications	
	Aviation Business & Properties Asset Manager		Manager, External Relations Events and Engagement	
	Aviation Capital Development Manager III		Manager, Harbor Business and Operations - Fishing	
	Aviation Planning Program Leader		Manager, ICT Client Services	
	Aviation Principal Planner		Manager, ICT Service Desk	
	Capital Project Estimator		Manager, Infrastructure Operations	
	Capital Project Manager III		Manager, Lease Management and Airlines Statistics	
	Capital Projects Estimator III		Manager, Marine Maintenance Logistics	
	Climate Change and Clean Energy Program Manager		Manager, Marine Maintenance Regulatory Compliance Program	
	Construction Management Cost Estimator		Manager, Maritime Operations	
	Construction Manager III - Major Construction		Manager, PCS Construction Operations	
	CPO Database Integration Analyst IV		Manager, Subsurface Utility Engineering	
	CPO Tech Business Analyst IV		Manager, Survey Crew	
	Design Production Manager		Manager, Workers' Compensation	
	Enterprise Resource Planning Administrator		PCS Construction Project Manager III	
	Environmental Program Manager		PCS Construction Project Manager III - RMM	
	External Relations East King Cty Community & Gov't Rel Mgr		Principal Financial Analyst	
	External Relations Senior Pgrm Mgr-Aviation Engagement		Principal Financial Analyst - Mitigation & Recovery	
	External Relations Senior Pgrm Mgr-Aviation Env Engagement		Process Improvement Program Manager	
	External Relations Senior Pgrm Mgr-Maritime Engagement		Procurement Officer IV	
	External Relations Senior Pgrm Mgr-Maritime Env Engagement		Real Estate Manager	
	External Relations Senior Pgrm Mgr-Maritime Industrial Engage		Senior Aviation Real Estate & Portfolio Manager	
	ICT Lead Client Engineer		Senior Content Solution and Communication Engineer	
	ICT Mobility Manager		Senior Information Technology Auditor	
	ICT Project Manager		Senior Linux Server Engineer	
	Innovation Program Manager		Senior Manager, Maritime Marketing	
	Internal Audit Program Manager		Senior Manager, Maritime Security	
	International Terminal Operations Manager		Senior Media Officer	
	Manager, 911 Communications		Senior Network Engineer	
	Manager, Accounts Payable		Senior Public Safety Technology Consultant	
	Manager, Air Services Development		Senior Software Development Engineer	
	Manager, Airport Dining & Retail-Business Dev and Operations		Senior Software Test Engineer	
	Manager, Airport Facility Services		Senior Survey Project Manager	
	Manager, Aviation Conference Center Services		Senior Systems Engineer	
	Manager, Aviation Maintenance Custodial Operations		Senior Windows Server Engineer	
	Manager, Aviation Parking and Ecommerce Revenue Mgmt		Strategic Planning Program Manager	
	Manager, Creative Services		Sustainability Reporting and Communications Program Manager	
	Manager, Design Quality - Engineering		Terminal Operations Manager	
	Manager, Employee Communications		Waterfront Project Management Facilities Project Manager III	
	Manager, Engineering Mapping Services			

62	\$133,383 (\$64.12)	\$145,152 (\$69.78)	\$156,921 (\$75.44)	\$180,460 (\$86.75)
	Assistant Director, Customer Engagement		Manager, Aviation Security - Compliance	
	Assistant Director, Customer Experience		Manager, Aviation Security - Employee Screening / Physical Security	
	Aviation Capital Development Manager IV		Manager, Aviation Security Systems and Access	
	Aviation Facilities & Infrastructure Communication Prog Mgr		Manager, Business Intelligence Program - Analytics	
	Aviation Facilities & Infrastructure Senior Architect/Engineer		Manager, Business Intelligence Program - Research	
	Business Technology Consultant		Manager, Construction Safety Services	
	Capital Project Manager IV		Manager, Content Services	
	Commission Deputy Chief of Staff		Manager, Corporate Budget & Systems	
	Construction Labor Manager		Manager, Corporate Finance	
	CPO Systems and Data Analyst V		Manager, CPO Planning & Analysis	
	CPO Tech Business Analyst V		Manager, Cruise Operations & Business Development	
	Div in Contracting Disadvantaged Business Enterprise Prog Mgr		Manager, Diversity in Contracting Women/Minority Business Enterprise	
	Enterprise Resource Planning Developer/Programmer II		Manager, Financial & Cost Recovery	
	Environmental Justice Program Manager		Manager, ICT Financial Services	
	Equity, Diversity & Inclusion System Change Program Manager		Manager, Lease Administration & Utility Management	
	ICT Contracts and Compliance Advisor		Manager, Marine Maintenance Fleet & Transportation	
	ICT Project Intake Manager		Manager, Payroll	
	ICT Senior Project Manager		Manager, PCS Construction	
	ICT Solutions Architect		Manager, Risk Claims	
	Indoor Navigation Program Manager		Manager, Seaport Environmental Finance	
	Information Security Engineer/Analyst III		Manager, Seaport Finance & Budget	
	International Business Protocol Liaison		Manager, Signage and Wayfinding	
	International Tourism Development Manager		Manager, Talent Acquisition	
	Labor Relations Manager		Manager, Talent Connections	
	Lead Senior Employee Relations Consultant		Manager, Talent Development and Diversity	
	Local Government Relations Manager		Manager, Terminal Operations Project Development	
	Manager, Accounting - Accounts Receivable		Manager, Waterfront Cost Estimating	
	Manager, Accounting - Billing		Manager, Waterfront Program Management Project Controls	
	Manager, Accounting - Capital Services		PCS Cost Estimator	
	Manager, Accounting - General Ledger		Principal Business Intelligence Analyst	
	Manager, Air Cargo		Procurement Officer V	
	Manager, Airline Scheduling Systems		Project Controls Engineer IV	
	Manager, Airport Communications Center		Real Estate Development Manager	
	Manager, Airport Landside Operations		Regional Government Relations Manager	
	Manager, Airport Operations - Certification		Senior AFR Business Technology Consultant	
	Manager, Art Program		Senior Construction Manager – Major Construction	
	Manager, Aviation Finance		Senior Database Engineer	
	Manager, Aviation Maintenance Capital Project Liason		Senior Design Engineer/Architect	
	Manager, Aviation Maintenance - Field Crew/Civil Infrastructure		Senior Fire Protection Engineer	
	Manager, Aviation Maintenance - Fleet		Senior Manager, Content, Marketing and Digital Communication	
	Manager, Aviation Maintenance Asset		Senior Manager, PCS Construction RMM	
	Manager, Aviation Maintenance Business Systems		Senior Manager, Real Estate	
	Manager, Aviation Maintenance Facilities Capital Project Liaison		Senior Organizational Business Partner	
	Manager, Aviation Maintenance Logistics		Server Engineering Lead	
	Manager, Aviation Maintenance Mechanical Systems		State Government Relations Manager	
	Manager, Aviation Maintenance Planning & Small Works		Supervisor, Telecommunication Infrastructure Engineer	
	Manager, Aviation Operations Project Development		Tribal Relations Senior Program Manager	
	Manager, Aviation Planning		Waterfront Project Management Facilities Project Manager IV	
	Manager, Aviation Program Controls Business Systems		Waterfront Project Management Project Controls Engineer	
	Manager, Aviation Program Controls Cost Estimating			
63	\$146,722 (\$70.53)	\$159,668 (\$76.76)	\$172,614 (\$82.98)	\$198,506 (\$95.43)
	Assistant Director, Aviation Business Development		Manager, Internal Audit	
	Assistant Director, Aviation Employee Experience & Learning		Manager, Procurement	
	Assistant Director, Aviation Parking & Ecommerce Revenue Mgmt		Manager, Server Engineering	
	Aviation Facilities & Infrastructure Principal Architect/Engineer		Manager, Total Rewards	
	Capital Project Manager V		Manager, Treasury	
	Cyber Risk & Compliance Program Manager		Principal Business Intelligence Data Engineer	
	Data Scientist		Principal Construction Manager - Major Construction	
	Enterprise Resource Planning Developer/Programmer III		Principal Design Engineer/Architect	
	ICT Principal Engineer		Principal Geographic Information System Architect	
	ICT Program Manager		Project Controls Engineer V	
	Lead Network Engineer		Regional Transportation Senior Manager	
	Lead Software Development Engineer		Senior Designer (Multi-credential)	
	Lead Systems Engineer		Senior Environmental Program Manager	
	Manager, Aviation Capital Programs		Senior Manager, Airport Building Department	
	Manager, Aviation Maintenance - Electrical and Electronic		Senior Manager, Aviation Planning	
	Manager, Aviation Maintenance and Operations		Senior Manager, Design Technology	
	Manager, Business Technology		Senior Manager, Federal & International Government Relations	
	Manager, Financial Reporting & Controls		Senior Manager, Labor Relations	
	Manager, Fire Protection Engineering		Senior Manager, Maritime Planning	
	Manager, Human Resources Technology		Senior Manager, Operations Readiness & Activation	
	Manager, ICT Business Services		Senior Manager, Strategic Initiatives/Chief Strategy Officer	
	Manager, ICT Project Initiation		Senior Manager, Survey, Mapping and Utility Locating Services	
	Manager, ICT Quality Assurance		Senior Manager, Workplace Responsibility	

64	\$161,394 (\$77.59)	\$175,634 (\$84.43)	\$189,875 (\$91.28)	\$218,356 (\$104.97)
	Assistant Director, Air Services Development Assistant Director, Airline Affairs & Aviation Properties Assistant Director, Airport Dining & Retail Assistant Director, Airport Duty Manager Operations Assistant Director, Airport Operations - Business Unit Assistant Director, Airport Operations Risk & Safety Assistant Director, Central Procurement Office Assistant Director, CPO Strategic Partnerships & Analytics Assistant Director, Disbursements Administration Assistant Director, General Accounting Assistant Director, Revenues Administration Capital Program Leader Construction Program Leader - Major Construction (CPL) Design Program Manager - Engineering Director, Corporate Budget Director, External Relations Capital Project Delivery Director, Workforce Development Manager, Aviation Facilities & Infrastructure Discipline Manager, Aviation Program Controls Manager, Database Engineering Manager, Enterprise Geographic Information System Manager, Enterprise Resource Planning Manager, ICT Project Management	Manager, Information Security Manager, Information Security Resiliency Manager, Network Engineering Manager, Software Development Manager, Systems Engineering Senior Manager, Aviation Finance and Budget Senior Manager, Aviation Maintenance Senior Manager, Aviation Maintenance Assets & Logistics Senior Manager, Aviation Maintenance Custodial Services Senior Manager, Credentialing and Access Senior Manager, Emergency Preparedness Senior Manager, Fishing Vessel Services Senior Manager, Marine Maintenance Senior Manager, Marine Maintenance Business Ops, Systems & Logistics Senior Manager, Marine Maintenance Fleet & Facilities Senior Manager, Maritime Operations Senior Manager, PCS Business Operations Senior Manager, PCS Construction Operations Senior Manager, Recreational Boating Senior Manager, Seaport Environmental Finance Senior Manager, Security Operations Senior Manager, Security Strategy & Intelligence Senior Manager, Waterfront Project Management		
65	\$177,533 (\$85.35)	\$193,198 (\$92.88)	\$208,862 (\$100.41)	\$240,192 (\$115.47)
	Assistant Director, Aviation Project Management Group Assistant Director, Engineering Construction Management Assistant Fire Chief - Administration Assistant Fire Chief - Operations Deputy Chief of Police Director, Aviation Innovation Director, Corporate Finance Director, Cruise Business & Maritime Marketing Director, Real Estate Development Director, Risk Management	Director, Small Business Development Director, Tourism Development Senior Manager, Aviation Capital Programs Senior Manager, Aviation Facilities & Infrastructure Senior Manager, Aviation Program Controls Senior Manager, Design Services Senior Manager, Environmental Programs Senior Manager, Waterfront Program Controls Senior Port Counsel		
66	\$195,286 (\$93.88)	\$212,518 (\$102.17)	\$229,749 (\$110.45)	\$264,211 (\$127.02)
	*Chief of Staff, Commission Services Director, Accounting & Financial Reporting Director, Aviation Business & Properties Director, Aviation Commercial Management Director, Aviation Facilities & Capital Programs Director, Aviation Finance & Budget Director, Business Intelligence Director, Central Procurement Office Director, Customer Experience & Brand Strategy Director, Engineering - Construction Management Director, Engineering - Design, Quality and BIM Director, External Relations Communications & Marketing	Director, External Relations Community Engagement Director, Human Resources - Health & Safety Director, Human Resources - Organizational Effectiveness Director, Human Resources - Talent Management Director, Human Resources, EEO & Professional Standards Director, ICT Infrastructure Services Director, ICT Technology Delivery Director, Information Security / Chief Information Security Officer Director, Maritime Operations & Security Director, Port Construction Services Director, Seaport Finance & Budget Fire Chief		
67	\$214,815 (\$103.27)	\$233,769 (\$112.38)	\$252,724 (\$121.50)	\$290,632 (\$139.72)
	*Chief of Police Chief Engineer Director, Airport Operations Director, Aviation Environmental Services Director, Aviation Maintenance Director, Aviation Project Management Group Director, Aviation Security	Director, Government Relations Director, Human Resources - Total Rewards Director, ICT Product Engineering Director, Marine Maintenance Director, Maritime Environmental & Sustainability Director, Real Estate Asset Management Director, Waterfront Project Management Group		
68	\$236,296 (\$113.60)	\$257,146 (\$123.62)	\$277,996 (\$133.65)	\$319,695 (\$153.69)
	Aviation Chief Development Officer Aviation Chief Operating Officer	Chief Information Officer Deputy General Counsel		
69	\$259,926 (\$124.96)	\$282,861 (\$135.99)	\$305,795 (\$147.01)	\$351,665 (\$169.06)
70	\$285,919 (\$137.46)	\$311,147 (\$149.58)	\$336,375 (\$161.71)	\$386,831 (\$185.97)

SCHEDULE OF EXECUTIVE LEADERSHIP JOBS				
Grade	Minimum	Market Reference Point	Midpoint	Maximum
101	\$187,234 (\$90.01)	\$203,617 (\$97.89)	\$220,000 (\$105.76)	\$252,766 (\$121.52)
102	\$205,957 (\$99.01)	\$223,979 (\$107.68)	\$242,000 (\$116.34)	\$278,043 (\$133.67)
	*Director, Internal Audit		*Executive Chief of Staff	
103	\$226,553 (\$108.91)	\$246,377 (\$118.45)	\$266,200 (\$127.98)	\$305,847 (\$147.04)
	*Managing Director, Economic Development		*Senior Director, Labor Relations	
	*Senior Director, Equity Diversity & Inclusion			
104	\$249,209 (\$119.81)	\$271,014 (\$130.29)	\$292,820 (\$140.77)	\$336,431 (\$161.74)
	*Chief Financial Officer		*Senior Director, Environmental & Sustainability	
	*General Counsel/Chief Compliance Officer		*Senior Director, External Relations	
	*Managing Director, Maritime		*Senior Director, Human Resources	
105	\$274,129 (\$131.79)	\$298,116 (\$143.32)	\$322,102 (\$154.85)	\$370,075 (\$177.92)
	*Managing Director, Aviation			
106	\$301,542 (\$144.97)	\$327,927 (\$157.65)	\$354,312 (\$170.34)	\$407,082 (\$195.71)
	*Deputy Executive Director			
107	\$331,697 (\$159.46)	\$360,720 (\$173.42)	\$389,743 (\$187.37)	\$447,790 (\$215.28)

NON-EVALUATED JOBS			
Grade	Minimum	Midpoint	Maximum
201	\$41,538 (\$19.97)	\$41,538 (\$19.97)	\$41,538 (\$19.97)
High School Intern			
202	\$43,618 (\$20.97)	\$51,418 (\$24.72)	\$59,218 (\$28.47)
College Intern			
203	\$60,258 (\$28.97)	\$62,338 (\$29.97)	\$64,418 (\$30.97)
Graduate Intern			

*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.