

MEMORANDUM

Date: September 8, 2022
To: Rhea Reynolds, HR Director
From: Arif Ghouse, Airport Director
Re: Re-Class Airport Superintendent of Operations
Airport Position: AIR6380R

Why has this position changed?

The Airport requests adjusting the classification of this position to the equivalent pay scale of comparable job descriptions within Snohomish County. The need for this reclassification was anticipated and was included as a contingency item in our 2021 budget.

Since the addition of commercial service at Paine Field, Airport management staff have taken on significant addition responsibilities. The additional areas of oversight as a direct result of commercial air service include:

- Additional responsibilities and management of complex interagency relations including FAA, TSA, Homeland Security, and Emergency Management;
- Airport operating hours increasing from normal weekday business hours to 24/7 coverage; and
- Increased availability and a heightened on-call status.

Additionally, the staffing levels for this department has increased significantly creating an increased level of oversight by this management position.

When will the changes occur?

The changes to this position began in 2016 and were fully implemented in 2019.

What process was used to conclude that the changes were necessary?

The skills and knowledge required for this position was determined to be equivalent to similar operation positions and pay grade within the County such as in Solid Waste and Public Works. The Airport Director and Deputy Airport Director(s) have closely monitored this position's work assignments and as the airport's business enterprises have become more complicated, the demands on the position have become more complex.

What other alternatives were considered?

Due to the highly skilled nature of the work performed, the only option is compensating the position at the rate commensurate with other similar positions within the County.

How was it determined which position within the division and/or department would be changed?

The duties of this management position require unique skills and cannot be shifted to any other positions within the existing airport organizational chart.

Do you anticipate any “ripple effect” throughout your department as a result of this re-class, if approved?

No. The Airport is requesting reclassification of each division manager. As a result, there will be no ripple effect within the department.

What is the financial impact of this classification? Savings of...? Increase of...?

Airport Superintendent of Operations

111- Management Exempt Pay Plan

Class Code: 2024

\$7,479.46-\$10,568.87 Monthly

Salary Range: \$89,753.52-\$126,826.44

Step 15: \$10,568.87 or \$126,826.44

Airport Superintendent of Operations

113 – Management Exempt Pay Plan

Class Code: 2024

\$9,085.93-\$12,839.43 Monthly

Salary Range: \$109,031.16-\$154,073.16

Step 12 \$11,922.85 or \$143,074.20

Describe how you plan to account for this change in your adopted budget and the corresponding funding source (i.e. General Fund).

This need for this reclassification was anticipated and has been accounted for under the DAC titled “Personnel Cost Contingency” budgeted at \$850,000 in 2022.

If you should have any questions, please don’t hesitate to contact me.