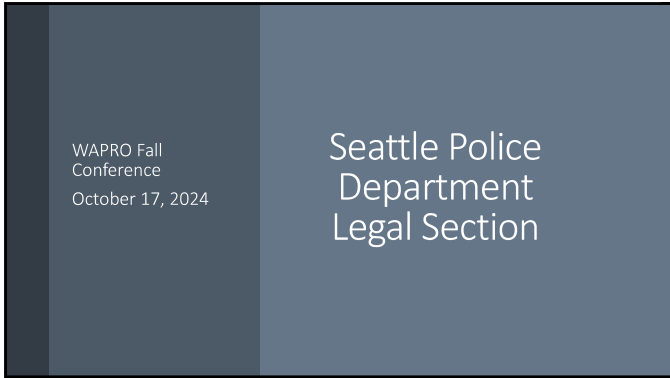
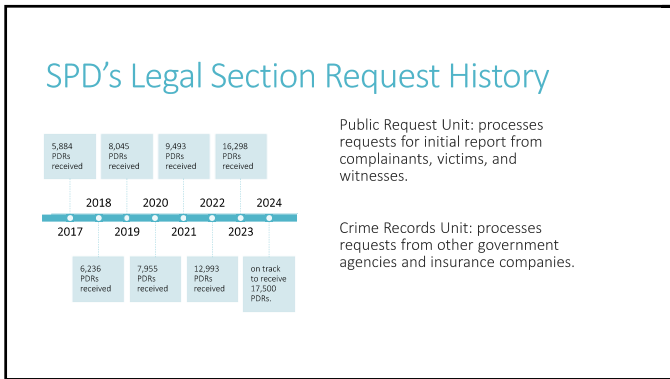




1

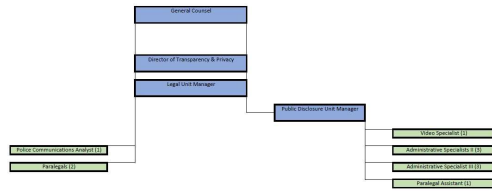


2



3

2017 SPD Legal Section Staff



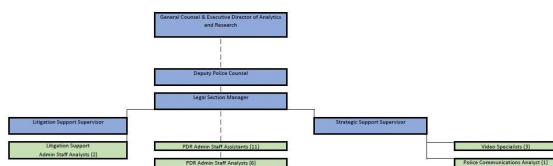
4

Previous Job Title Pay Scales



5

2024 Legal Section Staff



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 Administrative Staff Assistants: \$38.46 - \$44.83

 Administrative Staff Analysts: \$43.98 - \$51.22

 Video Specialist II: \$43.98 - \$51.22

 911 Communications Analyst: \$48.36 - \$56.32

 Workload: each staff member has between 300 - 400 requests assigned to them.

Current Job Title
Pay Scales

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Administrative Staff Assistants

MINIMUM QUALIFICATIONS

- One year experience in administrative analysis, budget administration or preparation, office management, personnel administration, program administration, as staff assistant or in a closely related field.
- Bachelor's degree in business or public administration, or other closely related field (or combination of education and/or training and/or experience that provides equivalent background required to perform the work of the class).
- Must possess excellent oral and written communication skills.
- Must have the ability to use software programs such as Word, Outlook, Excel, Access, and Adobe Pro.

DESIRED QUALIFICATIONS

- Knowledge of RCW 42.56, 13.50, and 9.73
- Ability to manage, organize, prioritize, and document searches, communications, processing, and responses.
- Ability to multi-task and perform assigned tasks under pressure of deadlines with frequent interruptions.
- Demonstrated experience working in a confidential, deadline driven environment.
- Familiarity with GovQA.

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Administrative Staff Analysts

MINIMUM QUALIFICATIONS

- Two years experience in administrative analysis, budget administration or preparation, office management, personnel administration, program administration, as staff assistant or in a closely related field.
- Bachelor's degree in business or public administration, or other closely related field (or combination of education and/or training and/or experience that provides equivalent background required to perform the work of the class).
- Must possess excellent oral and written communication skills.
- Must have advanced skills in software programs such as Word, Outlook, Excel, Access, and Adobe Pro.

DESIRED QUALIFICATIONS

- Knowledge of RCW 42.56, 13.50, and 9.73
- Familiarity with GovQA.
- Demonstrated experience processing PDRs and/or SDIs for a public agency.
- Ability to handle multiple competing priorities, organize and manage workload and make decisions necessary to respond in an expeditious manner while meeting deadlines.
- Demonstrated ability to work independently and as part of a team.
- Experience working with eDiscovery tools.
- Ability to influence, mentor, coach and train staff on best practices.

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2020	7955
2021	9493
2022	12993
2023	16298
2024	17500
2025	18375
2026	19294
2027	20259
2028	21271
2029	22335
2030	23452

Predicted PDRs
Received (5%
Annual Increase)

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Questions to Consider

Do the job descriptions and job classifications accurately reflect the work these employees are being asked to perform?

Does the salary reflect the skills and experience needed to perform more complex work?

Are there enough staff to keep up with the growing number of requests?

Is the jurisdiction looking at request trends/volume to plan for the future?

Do staff who handle video footage have the necessary training and skills to perform that specialized work?

Do the staff have a supervisor who understands the work enough to assist with more complex requests?

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