



Office of the City Clerk

Ronald D. Leonhardt
City Clerk

Carolyn Hill Robertson
Deputy City Clerk

September 9, 2005

Honorable Members
Finance and Personnel Committee
Room 205, City Hall

Dear Committee Members:

RE: Request to Amend Positions Ordinance

I am requesting that the Positions Ordinance be amended with respect to positions in the Central Administration Division of the City Clerk's Office, as follows:

Delete one position of Communications Assistant I (PR 415);

Create one position of Personnel Payroll Assistant II (PR 445).

In reviewing current vacancies and operational needs of the department, it has become increasingly clear that we are in need of a position to provide a substantial amount of time solely on personnel and payroll functions, which have been performed for the last year and a half by the Deputy City Clerk and Administrative Specialist-Senior. This new position would also provide backup support for receptionist and switchboard functions.

I will be happy to answer any questions you may have about this request.

Sincerely,

Ronald D. Leonhardt
City Clerk

Cc: Carolyn Hill Robertson
Maria Monteagudo

Rdl
Personnl/posordchange.doc