

MEMORANDUM

TO: Chris Lee, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker
Human Resources Manager

DATE: April 6, 2018

RE: CC File #171873 – Administrative Changes to the 2018 Salary Ordinance

Please make the following corrections to the 2018 Salary Ordinance:

1. Under Pay Range 1BX, add the title of “Court Services Supervisor”.
2. Under Pay Range 1DX, add the title of “Court Business Manager”.
3. Under Pay Range 4RX, correct the title of “ASSISTANT FIRE CHIEF (2) (3)” so that it reads “ASSISTANT FIRE CHIEF (1) (2)”.
4. Under Pay Range 7HN, add the following designation and footnote:

URBAN FORESTRY SPECIALIST (13) (17)

- (17) Career Ladder Position. Up to nine assignments in Core Forestry Operations to be paid an additional 3% biweekly.

AK/dcr