




Department of Employee Relations

Tom Barrett
Mayor
Maria Monteagudo
Director
Michael Brady
Employee Benefits Director
Deborah Ford
Labor Negotiator

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

FROM: Andrea Knickerbocker 
Human Resources Manager

DATE: February 22, 2016

RE: CC File #151588 Administrative Changes to the Salary Ordinance and Positions Ordinance

Please make the following administrative changes to the 2016 Salary Ordinance:

1. Add the words "Career Ladder Position" at the beginning of the designated footnotes in the following pay ranges:

Pay Range	Footnotes
2DN	9, 10, 24, 25, 26, 27
2EN	11, 12, 13, 14, 15
2FN	5, 6, 7, 8, 9, 10
2GN	2, 6, 7, 8, 9, 11
2HN	2, 3, 8, 9, 10, 11, 12, 13
2IX	3
2JN	1, 2, 3, 4
2KX	5
2MX	1
2OX	3
2QX	1
3LN	10, 11, 12, 13
5DN	3, 4, 5
5EN	1, 4, 8, 9
5GN	2
6FN	10, 11
7AN	1
7EN	2, 3, 4, 5, 11, 12
7GN	5
7HN	1, 6, 9, 10, 11, 12, 13, 14
7IN	1, 3, 7
7LN	3, 4
8AN	1
8JN	1, 2, 4



2. Add the words "Career Ladder Position in Forestry" at the beginning of the designated footnotes in the following pay ranges:

Pay Range	Footnotes
7CN	7, 8
7FN	1

3. Add the words "Apprenticeship Position" at the beginning of the designated footnotes in the following pay range:

Pay Range	Footnotes
7JN	3, 4, 5, 10

4. In Part II, Section 5 – Special Pay Practices: A. Promotions, Reclassifications, and Reallocations: delete the second and third paragraph and replace with the following two paragraphs:

Effective Pay Period 1, 2016 (December 20, 2015) A promotion into positions classified as Officials and Administrators in Pay Ranges 1AX to 1GX, positions classified as Professional in Pay Ranges 2AN to 2JN and 2EX to 2KX, or positions in an equivalent non-represented Pay Range in Section 4 – Protective Services, Pay Range 4MX, shall be at 7% above the rate received prior to the promotion, or the minimum of the new pay range, or the footnoted minimum recruitment rate, whichever is greatest.

Effective Pay Period 1, 2016 (December 20, 2015) A promotion into positions classified as Officials and Administrators in Pay Ranges 1HX to 1PX, positions classified as Professional in Pay Ranges 2LX to 2QX, or positions in equivalent non-represented Pay Ranges in Section 4 – Protective Services, Pay Ranges 4OX, and 4QX to 4SX, shall be at 10% above the rate received prior to the promotion, or the minimum of the new pay range, or the footnoted minimum recruitment rate, whichever is greatest.

AK/fcw