

MEMORANDUM

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

FROM: Andrea Knickerbocker  
Human Resources Manager

DATE: December 6, 2017

RE: CC File #171244 – Administrative Changes to the 2017 and 2018 Positions and Salary Ordinances

Please make the following corrections to the 2017 and 2018 Positions Ordinances:

1. Under the Department of Public Works-Administrative Services Division, Planning and Development section, the title of “Coordination Manager” should read “Public Works Coordination Manager”.

Please make the following corrections to the 2017 and 2018 Salary Ordinances:

1. In Pay Range 2DN, Footnote (10), the two areas mentioning “footnote (11)” should read “footnote (9)”.
2. In Pay Range 7QN, Footnote (5), the two areas mentioning “an additional \$1.50 when designated” should read “an additional \$1.50 per hour when designated”.

AK/dcr