

MEMORANDUM

TO: Terry MacDonald, Staff Assistant
Office of the City Clerk

FROM: Andrea Knickerbocker, Human Resources Manager
Department of Employee Relations

DATE: September 26, 2005

RE: Salary Ordinance Amendment

On September 21, 2005, the Finance Committee approved a job evaluation report (File #050335) that created new titles of Temporary Document Services Assistant, Pay Range 918 (recruitment to be at first or second step of the pay range); and Temporary Election Laborer, Pay Range 205 (limited to the first step of the pay range).

The Salary Ordinance amendments included in the job evaluation report did not specify an effective date for the new titles and footnotes that were created in the report. Because the department needs to use the new payroll titles as soon as possible, we request that an effective date of Pay Period 20 (September 11, 2005) be added to the Salary Ordinance amendments related to the above titles (File #050215 for Common Council action on September 27, 2005).

c: Maria Monteagudo
Lousie Dumke
Marie Pettigrew