



Department of Employee Relations

Tom Barrett
Mayor


Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

MEMORANDUM

TO: Terry MacDonald, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Maria Monteagudo, Director 
Department of Employee Relations

DATE: May 5, 2009

RE: Administrative Change to Salary Ordinance regarding the Position of
Communications Systems Manager

In the Salary Ordinance, under Pay Range 839, there is a footnote for the title of Communication Systems Manager that reads as follows:

“Position to be civilianized and reallocated to Salary Grade 009 when vacated by Samuel Steffen.”

This footnote was created to implement the recommendations of a Classification Study that was approved by the Finance and Personnel Committee on November 29, 2006 and passed by the Common Council on December 12, 2006. Mr. Steffen has now retired and his last day on the payroll was April 15, 2009. To implement this footnote the Salary Ordinance needs to be amended as follows:

Under Pay Range 839, delete the title of “Communication Systems Manager” and the following footnote “2/ Position to be civilianized and reallocated to Salary Grade 009 when vacated by Samuel Steffen.”

Under Salary Grade 009, add the title of “Communication Systems Manager”.

These changes should be effective Pay Period 9 (April 19, 2009).

c: Chief Edward Flynn
Valarie Williams
Michael Tobin
Troy Hamblin
Joseph Alvarado