



Department of Employee Relations

John O. Norquist
Mayor

Florence Dukes
Director

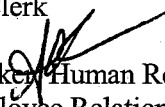
David Heard
Fire and Police Commission
Executive Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Director

MEMORANDUM

TO: Kathleen Marquardt, Lead Staff Assistant
Office of the City Clerk

FROM: Andrea Knickerbocker  Human Resources Manager
Department of Employee Relations

DATE: September 19, 2003

RE: Salary Ordinance amendment relative to File 030722.

On September 17, 2003, the Finance Committee approved Resolution File Number 030722. This Resolution appropriates monies from the Common Council Contingent Fund for temporary staffing of the Villard Avenue Library from October 1, 2003 through December 20, 2003. Up to \$35,000 is reserved in the Contingent Fund to pay for these services by using recently retired library personnel to be paid at the rate of \$12.00 per hour for library services and \$9.00 per hour for clerical services.

In order to provide the limited essential services necessary to keep the library open at the rates indicated, the following Salary and Positions Ordinance amendments would be necessary to create temporary library classifications and positions to staff the library (contingent upon approval of these classifications by the City Service Commission):

Effective October 1, 2003:

In the Salary Ordinance, Section 23, under Pay Range 925, add the title "Temporary Circulation Clerk." Under Pay Range 944 add the title "Temporary Reference Specialist."

In the Positions Ordinance, under Library, Neighborhood Library and Extension Services Decision Unit, Neighborhood Library and Extension Services Pool, add six positions of "Temporary Reference Specialist" and five positions of "Temporary Circulation Clerk."