



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

January 5, 2024

MEMORANDUM

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

From: Nik Kovac
Budget & Management Director

Subject: Communication from the Department of Administration - Budget and Management Division amending the 2024 Positions Ordinance in the Health Department and Department of Neighborhood Services

We are submitting this communication file requesting changes to the 2024 Positions Ordinance. After further consultation with the City Attorney’s Office, it was determined that the best course of action would be for these positions to remain under the jurisdiction of the Department of Neighborhood Services.

Please amend the 2024 Positions Ordinance as follows:

<u>Dept./Position Title</u>	<u>Add</u>	<u>Delete</u>
<u>HEALTH DEPARTMENT</u>		
<u>ENVIRONMENTAL HEALTH DIVISION</u>		
<u>Environmental Quality Assessment</u>		
District Code Enforcement Supervisor (X)		1
Environmental Risk Officer 4 (X)		4
Office Assistant III (X)		1
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>		
<u>Environmental Health Section</u>	Add subheading	
District Code Enforcement Supervisor (X)	1	
Environmental Risk Officer 4 (X)	4	
Office Assistant III (X)	1	

NK:awc

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