



Department of Employee Relations

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November 11, 2022

To: The City Service Commission
From: Andrea Knickerbocker, Human Resources Manager
Subject: Probationary Period Recommendations for Reclassified Positions

The following positions are being recommended for reclassification at the November 15, 2022 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Common Council – City Clerk and Employees’ Retirement System

Current	Recommended
Document Services Manager PR 1DX (\$55,962 - \$78,342) (One Position – CC/CC)	Document Services Manager PR 1DX (\$55,962 - \$78,342) FN: Recruitment at \$67,441/any point with DER approval. FN: An employee possessing an ICRM certification to be paid an additional 3%. (One Position – CC/CC)
Document Services Supervisor PR 2CN (\$40,678 - \$56,941) (Two Positions – CC/CC)	Document Services Supervisor PR 2CN (\$40,678 - \$56,941) FN: Recruitment at \$49,470/any point with DER approval. (Two Positions – CC/CC)
Program Assistant II PR 5FN (\$41,326 - \$49,213) FN: Recruitment at \$43,390/any point with DER approval (One Position – ERS-Records Management)	Records Services Supervisor PR 2CN (\$40,678 - \$56,941) FN: Recruitment at \$49,470/any point with DER approval (One Position – ERS-Records Management)
Document Technician PR 3CN (\$38,205 - \$43,197) (Five Positions – CC/CC)	Document Technician III* PR 3GN (\$41,326 - \$49,213) (Five Positions – CC/CC)
	Document Technician II* PR 3FN (\$39,278 - \$48,114) (Underfill Title)
	Document Technician I* PR 3EN (\$37,869 – \$46,298) (Underfill Title)

Records Technician II PR 6EN (\$31,824 - \$36,641) (Two Positions – ERS)	Records Technician II* PR 3FN (\$39,278 - \$48,114) (Two Positions - ERS)
Records Technician I PR 6CN (\$31,824 - \$33,569) (Underfill Title)	Records Technician I* PR 3EN (\$37,869 – \$46,298) (Underfill Title)
No new probationary periods are recommended as the Document Services Manager, Document Services Supervisor and Records Technician II positions are a labor market study only; the incumbents of the Program Assistant II position and four of the Document Technician positions have been performing the duties and responsibilities for some time; and we recommend the incumbent of one of the Document Technician positions continue in her current probationary period.	

Comptroller's Office

Current	Recommended
Functional Applications Manager PR 1IX (\$76,988 - \$107,782) (One Position)	Functional Applications Manager PR 1JX (\$82,051 - \$114,879) FN: Minimum Recruitment \$100,920 (One Position)
FMIS Project Manager PR 2LX (\$72,244 - \$101,137) (One Position)	FMIS Project Manager PR 2MX (\$76,988 - \$107,782) FN: Minimum Recruitment \$94,456 (One Position)
Functional Applications Analyst-Senior PR 2JX (\$63,585 - \$89,016) (One Position)	Functional Applications Analyst-Senior PR 2KX (\$67,763 - \$94,870) FN: Minimum Recruitment \$74,539 (One Position)
Functional Applications Analyst PR 2HX (\$55,965 - \$78,342) (Underfill Title)	Functional Applications Analyst PR 2JX (\$63,585 – \$89,016) FN: Minimum Recruitment \$69,943 (Underfill Title)
Comptroller Network Administrator PR 2IX (\$59,632 - \$83,481) (One Position)	Comptroller Network Administrator PR 2JX (\$63,585 – \$89,016) FN: Minimum Recruitment \$69,943 (One Position)
Financial Systems Analyst PR 2GX (\$52,498 - \$73,504) (One Position)	Financial Systems Analyst PR 2JX (\$63,585 – \$89,016) FN: Minimum Recruitment \$69,943 (One Position)
No new probationary periods are recommended as this is a labor market study only.	

Employees' Retirement System

Current	Recommended
ERS-Disability Deputy Director PR 1JX (\$82,051 - \$114,879) (One Position)	Employees' Retirement System - Deputy Director PR 1QX (\$127,560 – \$178,577) FN: Minimum Recruitment \$150,520 and may be at any rate upon approval of DER and Chair of F&P. (One Position)

Pension Investment Analyst-Senior PR 2OX (\$87,472 - \$122,465) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. (Three Positions)	ERS Pension Investment Analyst V PR 2TX (\$120,339 - \$168,469) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. FN: Annual performance-based increases upon approval of the ERS Director and the Annuity and Pension Board. (Three Positions)
New Underfill Title	ERS Pension Investment Analyst IV PR 2SX (\$112,903 - \$158,060) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. FN: Annual performance-based increases upon approval of the ERS Director and the Annuity and Pension Board. (Underfill Title)
Pension Investment Analyst PR 2MX (\$76,988 - \$107,782) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. (Underfill Title)	ERS Pension Investment Analyst III PR 2RX (\$105,918 - \$148,289) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. FN: Annual performance-based increases upon approval of the ERS Director and the Annuity and Pension Board. (Underfill Title)
New Underfill Title	ERS Pension Investment Analyst II PR 2QX (\$99,369 - \$139,123) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. FN: Annual performance-based increases upon approval of the ERS Director and the Annuity and Pension Board. (Underfill Title)
Pension Investment Analyst-Associate PR 2KX (\$67,763 - \$94,870) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. (Underfill Title)	ERS Pension Investment Analyst I PR 2PX (\$93,232 - \$130,521) FN: Appointment may be at any rate upon approval of ERS Director and the Annuity and Pension Board. FN: Annual performance-based increases upon approval of the ERS Director and the Annuity and Pension Board. (Underfill Title)
No new probationary periods are recommended as this is a labor market study only.	

Health Department

Current	Recommended
New Position	Program Assistant III PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735 (One Position)
New Position	Program Assistant III PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735 (One Position)
Not applicable as these two new positions are vacant.	