

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

FROM: Andrea Knickerbocker  
Human Resources Manager

DATE: March 22, 2016

RE: CC File #151665 Administrative Changes to the Salary Ordinance and Positions Ordinance

Please make the following administrative changes to the 2016 Salary Ordinance:

1. Under Pay Range 5EN, "Office Coordinator", delete designation "1".
2. These footnotes were deleted inadvertently; Under Pay Range 7FN, add footnotes "3" and "6" to the title "Lead Equipment Mechanic" with footnotes to read: "(3) In Infrastructure, an employee given a promotional emergency or temporary appointment to this title to be paid these rates: \$1,649.23, \$1,689.66, \$1,735.61, \$1,785.74, \$1,855.48. The appointment shall be at a pay rate that is at least \$10 more biweekly than the employee was receiving. An employee who reaches 2080 hours of work at a rate shall advance to the next higher rate."; "(6) Recruitment is at \$1,649.23 (\$42,879.98) for title in Infrastructure."
3. Under Pay Range 8DN, correct the spelling of "Sanitation Yard Attendant" and add designation "15" to title.

AK/fcw