

MEMORANDUM

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

FROM: Andrea Knickerbocker  
Human Resources Manager

DATE: May 17, 2018

RE: CC File #**180073** – Administrative Changes to the 2018 Salary and Positions Ordinances

Please make the following corrections to the 2018 Salary Ordinance:

1. Under Pay Range 2HX, revise the title “ACCOUNTANT AND GRANT SPECIALIST (1)” so that it reads “ACCOUNTING AND GRANT SPECIALIST (1)”.
2. Under Pay Range 2HX, please remove the (3) designation from “HEALTH PERSONNEL OFFICER (3)” and footnote (3) in its entirety.

Please make the following corrections to the 2018 Positions Ordinance:

1. Under the Department of Public Works-Water Works, Business Organization, Administration, remove one position of “Administrative Services Coordinator” and replace it with one position of “Administrative Assistant III”.

AK/dcr