



Department of Employee Relations

Tom Barrett
Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

MEMORANDUM

TO: Terry MacDonald, Staff Assistant
Office of the City Clerk

FROM: Andrea Knickerbocker, Human Resources Manager *AK et*
Department of Employee Relations

DATE: May 12, 2004

RE: Salary Ordinance Amendment

We wish to make the following administrative correction to the Salary Ordinance (effective Pay Period 5, 2002 - February 17, 2002): Under Pay Range 541, add the footnote designation "2" to the title of Lead Risk Assessor II.

The current footnote 2 reads as follows: "Employees in this classification who pass the National Fire Academy Five Core courses for the State Fire Inspectors Certification Program (or State Fire Inspection Certificate when available) and who complete at least one year of service in the fifth step of Pay Range 541 shall advance to a new Special Attainment Step of \$1,692.30."

In January of 2002 a report recommended and it was approved by the City Service Commission, Finance and Personnel Committee (File #011203) and Common Council (File #011007) to change the title, but not the pay range, of 13 positions of Environmental Health Specialist II to Lead Risk Assessor II. The reason for the title change was that these 13 positions had duties that were sufficiently different from the other Environmental Health Specialists II who inspected food and beverage establishments. At that time, the Environmental Health Specialist II title had this footnote designation that provides an additional pay step if the employee attains the certification. It was the intention of the parties that the new title of Lead Risk Assessor II would also have this footnote designation. This oversight became apparent to us when we were classifying a new position of Lead Risk Assessor III and we wish to make this correction.

c: Bevan Baker
Maria Monteagudo
Michelle Stein