



Department of Administration
Budget and Management Division

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May 16, 2017

Ref: SF17019

MEMOROANDUM

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

From: Crystal Ivy
Budget and Management Division

Subject: CC File 170162 – Administrative Changes to the 2017 Positions Ordinance

Please make the following corrections to the 2017 Positions Ordinance:

1. A Real Estate Coordinator II position was inadvertently changed during the 2017 budget process. Please change the 2017 Positions Ordinance as follows: Under Department of City Development, General Management and Policy Development Decision Unit, Real Estate and Development, delete one position of Real Estate Coordinator (A)(Y), and add one position of Real Estate Coordinator II (A)(Y).
2. Two positions in the Department of Employee Relations were being considered for reclassification. The new titles were submitted with the 2017 budget request, but the reclassifications never happened. Please change the 2017 Positions Ordinance as follows: Under Department of Employee Relations-Employee Benefits Division, delete one position of Employee Benefits and Risk Management Director (Y) and one position of Health and Wellness Coordinator. Add one position of Employee Benefits Director (Y) and one position of Benefits and Wellness Coordinator.

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