



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

May 5, 2023 (**Revised May 7, 2023**)

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 May 9, 2023 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

City Attorney – Administrative and Support positions

Current	Recommended
Legal Office Assistant PR: 6JN (\$36,257-\$46,345) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$41,212 (4 Positions)	Legal Office Assistant 2 PR: 6ON (\$51,337-\$58,617) FN: Recruitment is at \$53,074 (4 Positions)
	Legal Office Assistant 1 PR 6NN (\$40,189-\$53,629) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$49,095 (Underfill title)
Legal Office Assistant - Senior PR 6LN (\$42,137-\$48,611) FN: Recruitment is at \$44,737 (1 Position)	Legal Office Assistant - Senior PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Legal Office Assistant - Lead PR: 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (2 Positions)	Legal Office Assistant - Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (2 Positions)
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	Business Services Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$50,381 (1 Position)
Docketing Specialist PR 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (1 Position)	Docketing Specialist PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Docketing Specialist - Senior PR 6ON (\$51,337-\$58,617) (1 Position)	Docketing Specialist - Senior PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)

Administrative Specialist - Senior PR: 2EX (\$47,136-\$65,989) (2 Positions)	Legal Administrative Specialist-Senior PR: 2FX (\$50,636-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)
No new probationary periods are recommended as this is a market study only except for the position of Program Assistant I. The incumbent of the Program Assistant I position has been performing the duties and responsibilities for some time and no new probationary period is recommended.	

Department of Employee Relations – Worker’s Compensation

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)
No new probationary periods are recommended as this is a market study only.	

Fire and Police Commission

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
No new probationary periods are recommended as this is a market study only.	

Department of Public Works – Infrastructure, Operations, Water Works

Current	Recommended
New Positions (2 New Positions)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Infrastructure 1 Position – DPW Water Works
Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (1 Position - VACANT)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Operations
Not applicable as this is two new positions and one vacant position.	

DPW – Transportation Fund - Parking Operations and Maintenance

Management and Professional Positions

Current	Recommended
Parking Services Manager PR 1JX (\$83,692 - \$117,177) (One Position)	Parking Services Manager PR 1KX (\$89,222 – \$124,914) FN: Recruitment is at \$99,505 (One Position)
Parking Enforcement Manager PR 1GX (\$69,119 - \$96,768) (One Position)	Parking Enforcement Manager PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)
Tow Lot Manager PR 1FX (\$64,857 - \$90,796) (One Position)	Tow Lot Manager PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)
Parking Enforcement Assistant Manager PR 1CX (\$53,548 – \$74,974) (Two Positions)	Parking Enforcement Operations Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
	Parking Enforcement Communications Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Transportation Financial Analyst PR 2JX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control (One Position)	Transportation Financial Analyst PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 FN: 4.8% for Snow and Ice Control (One Position)
Accountant III PR 2JX (\$64,857 - \$90,796) FN: Recruitment is at 71,341 (One Position)	Transportation Accountant PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Parking Services Supervisor PR 1DX (\$57,081- \$79,909) FN: 4.8% for Snow and Ice Control (Two Positions)	Parking Services Supervisor PR 1FX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control (Two Positions)
Parking Citation Review Manager PR 2GX (\$53,548 - \$74,974) (One Position)	Parking Citation Review Manager PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906 (One Position)
Tow Lot Assistant Manager PR 1CX (\$53,548 - \$74,974) (One Position)	Tow Lot Assistant Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Parking Enforcement Supervisor PR 1AX (\$50,636 - \$65,989) FN: 4.8% for Snow and Ice Control (Four Positions)	Parking Enforcement Supervisor PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 FN: 4.8% for Snow and Ice Control

	(Four Positions)
Tow Lot Supervisor PR 1AX (\$50,636 - \$65,989) (One Position)	Tow Lot Supervisor PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 (One Position)

Service and Maintenance Positions

Current	Recommended
Parking Meter Technician-Lead PR 3GN (\$42,153 - \$50,197) FN: Recruitment at \$44,612 (One Position)	Parking Meter Technician-Lead PR 8PN (\$54,655- \$62,822) FN: Recruitment is at \$57,934 (One Position)
Parking Meter Technician PR 3DN (\$39,579 - \$46,193) FN: Recruitment is at \$41,783 (Three Positions)	Parking Meter Technician PR 8LN (\$47,158 - \$53,599) FN: Recruitment is at \$49,987 (Three Positions)
Tow Lot Crew Leader PR 8FN (\$39,899 - \$45,086) (One Position)	Tow Lot Crew Leader PR 8JN (\$45,625 - \$51,331) FN: Recruitment is at \$48,363
Tow Lot Attendant PR 8DN (\$35,225 - \$42,084) FN: Recruitment is at \$38,331 (Ten Positions)	Tow Lot Attendant PR 8HN (\$40,735 - \$46,193) FN: Recruitment is at \$43,179 (Ten Positions)

Paraprofessional and Administrative Support Positions

Current	Recommended
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (One Position)	Transportation Accounting Assistant PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337 (One Position)
Tow Lot Assistant IV PR 5EN (\$42,137 - \$48,611) (One Position)	Tow Lot Assistant Lead PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337 (One Position)
Communications Assistant IV PR 6JN (\$36,257 - \$46,345) FN: Recruitment is at \$41,212 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup. (Five Positions)	Communications Assistant Lead PR 5IN (\$48,220 - \$56,878) FN: Recruitment is at \$50,384 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup. (Five Positions)
Communications Assistant III PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (Eight Positions)	Communications Assistant - Senior PR 5GN (\$43,291 - \$51,964) FN: Recruitment is at \$47,051 (Eight Positions)

Tow Lot Assistant III PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (Seven Positions)	Tow Lot Assistant III PR 5GN (\$43,291- \$51,964) FN: Recruitment is at \$47,051 (Seven Positions)
Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (One Position)	Parking Administrative Services Coordinator PR 2EN (\$47,136 - \$65,989) FN: Recruitment is at \$57,955 (One Position)
No new probationary periods are recommended as this is a market study only except for the position of Office Assistant IV. The incumbent of the Office Assistant IV position has been performing the duties and responsibilities for some time and no new probationary period is recommended.	

Current	Recommended
New Underfill Title	Accountant I PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906
Not applicable as this is a new underfill title only.	