



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

MEMORANDUM

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

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

DATE: January 26, 2005

RE: Salary Ordinance Amendment

We wish to make the following administrative correction to the 2005 Salary Ordinance (effective Pay Period 5, 2002 – February 17, 2002): Under Pay Range 530, add the footnote designation “2/” to the title of “Lead Risk Assessor I.”

The current footnote 2/ reads: “Effective Pay Period 22, 2000, employees in this classification in the Health Department, 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 530, shall advance to a new Special Attainment Step of \$1,669.15 (2005 rate) biweekly...”

The attached memorandum dated May 11, 2004, made an administrative correction to add a similar footnote to the Lead Risk Assessor II title in Pay Range 541, which was inadvertently left out of a 2002 report changing the title (but not the pay) of 13 positions of Environmental Health Specialist II to Lead Risk Assessor II. The footnote was attached to the Environmental Health Specialist I and II classifications, and was intended to be included with the new titles. The necessary Salary Ordinance amendments, however, were omitted from the 2002 report. The attached memo corrected the omission, but only for the “II” level Lead Risk Assessor. Since the original intent was that both the I and II levels of both titles have the same footnotes, we request that a similar administrative correction be made for the Lead Risk Assessor I, as specified in the first paragraph above.

Attachment: Memo dated 5/11/04

c: Bevan Baker
Maria Monteagudo
Michelle Stein