

MEMORANDUM

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

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

DATE: April 12, 2006

RE: Administrative Salary Ordinance Amendment

In the Salary Ordinance, under Salary Grade 005, the title of Building Maintenance Supervisor II has a footnote specifying that one position is to be studied for proper classification and pay allocation when vacated by the current incumbent, James Kotras. The incumbent recently vacated the position and the Library provided an updated job description to the Department of Employee Relations (DER) for review. Based on that review, DER determined that the position was properly classified at its current title and salary grade allocation, and informed the Library that they may proceed with the process of filling the vacancy.

Based on the above determination, the footnote is no longer needed and we request that it be deleted from the Salary Ordinance as follows: "Under Salary Grade 005, delete the footnote designation "2" following the title "Building Maintenance Supervisor II and delete footnote "2" in its entirety."

c: Judith Zemke
Laura Sutherland
Louise Dumke
Marie Pettigrew