



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

November 15, 2024

To: The City Service Commission
 From: Sarah Sinsky, Compensation Supervisor
 Subject: Probationary Period Recommendations for Studied Positions

The following positions are being recommended for study at the November 19, 2024 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

DNS – Outreach and Training Manager

Current	Recommended
District Code Enforcement Supervisor PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$83,318 (One Vacant Position)	Outreach and Training Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$116,493 (One Vacant Position)
Not applicable as the position is vacant.	

MHD – Various Title Changes

Current	Recommended
Public Health Nurse - Senior PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 FN: Additional \$30 biweekly for attaining and maintaining related nursing certification (10 Positions)	Public Health Nurse - Leader PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 FN: Additional \$30 biweekly for attaining and maintaining related nursing certification (10 Positions)
Deputy Commissioner of Policy, Innovation and Engagement PR 1PX (\$125,201 - \$175,275) (One Vacant Position)	Deputy Commissioner of Policy, Innovation and Equity PR 1PX (\$125,201 - \$175,275) (One Vacant Position)
Not applicable as these are just title changes.	

MWW – Administrative Assistant IV

Current	Recommended
Office Assistant IV PR 6KN (\$49,095- \$58,914) FN: Recruitment is at \$49,399 (One Position)	Administrative Assistant IV PR 5JN (\$60,036 - \$75,045) FN: Recruitment is at \$62,229 (One Position)
No new probationary period recommended as the incumbent has been performing the duties for some time.	

Various – Community Outreach and Education

Current	Recommended
Workforce Development Coordinator (Listed as OEI Grant Specialist in Positions Ordinance) PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position - DOA – Office of Equity and Inclusion)	Workforce Development Coordinator PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position - DOA – Office of Equity and Inclusion)
Business Systems Specialist PR 2HX (\$58,223 - \$81,507) (One Position - Common Council/City Clerk)	Business Outreach Specialist PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position - Common Council/City Clerk)
Community Outreach Coordinator PR 2HX (\$58,223 - \$81,507) (Two Positions - DOA – Office of the Director and the Fire and Police Commission)	Community Outreach Coordinator PR 2KX (\$70,051 - \$98,704) FN: Recruitment is at \$77,551 (Two Positions - DOA – Office of the Director and Fire and Police Commission)
Workforce Outreach Specialist (Listed as OEI Outreach Specialist in Positions Ordinance) PR 2IX (\$62,041 - \$86,854) FN: Recruitment is at \$68,244 (One Position - DOA – Office of Equity and Inclusion)	Workforce Outreach Specialist PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position - DOA – Office of Equity and Inclusion)
Community Outreach Project Liaison PR 2FX (\$51,649 - \$71,754) (Three Positions - DOA – Community Wellness and Safety, Department of City Development, and Department of Neighborhood Services)	Community Outreach Project Liaison PR 2IX (\$62,041 - \$86,854) FN: Recruitment is at \$68,244 (Three Positions - DOA – Community Wellness and Safety, Department of City Development, and Department of Neighborhood Services)
Library Education Outreach Coordinator PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$66,856 (Three Positions - Library)	Library Education Outreach Coordinator PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$70,164 (Three Positions - Library)
Community Outreach Liaison PR 2EX (\$51,649 - \$67,309) (One Position - Department of City Development)	Community Outreach Liaison PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$66,304 (One Position - Department of City Development)
Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$56,291 (Seven Positions One Position - DOA – Office of the Director Six Positions – Health)	Community Outreach Specialist PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$65,112 (Seven Positions One Position - DOA – Office of the Director Six Positions – Health)
Library Connected Learning Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$48,256 (Three Positions - Library)	Library Connected Learning Specialist PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$53,914 (Three Positions - Library)
Library Now Program Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$48,256 (Three Positions - Library)	Library Now Program Specialist PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$53,914 (Three Positions - Library)
No new probationary period is recommended as this was a market study.	