

MEMORANDUM

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

FROM: Andrea Knickerbocker
Human Resources Manager

DATE: September 12, 2018

RE: CC File #**180424** – Administrative Changes to the 2018 Salary and Positions Ordinances

Please make the following corrections to the 2018 Salary Ordinance:

1. Under Pay Range 1MX, revise footnote (4) so that it reads “Pay Range 1OX” rather than Pay Range 10X.
2. Under Pay Range 2GN, modify footnote (10) so that it reads:
(10) Tory Kress is authorized at the rate of \$2,800.80 biweekly and Mathew Reimer is authorized at the rate of \$2,006.53 biweekly.
3. Under Pay Range 2JX, delete the footnote (7) designation from the title of “Early Childhood Program Director (2) (7)” and footnote (7) in its entirety.
4. Under Pay Range 2KX, delete the title of “Data Services Manager”.
5. Under Pay Range 3BN, delete the (2) designation from the titles of “Computer Operator I (2)” and “Television Production Specialist I (2)” and footnote (2) in its entirety.
6. Under Pay Range 3CN, delete the (1) designation from the title of “Computer Operator II (1)” and footnote (1) in its entirety.
7. Under Pay Range 5IN, remove the name “Elisa Marquez” from footnote (6).
8. Under Pay Range 6EN, delete the (1) designation from the titles “Court Services Assistant II (1) (5)” and “Office Assistant II (1) (4) (5)” and footnote (1) in its entirety.
9. Under Pay Range 6FN, delete the (1) designation from the title “Communications Assistant I (1) (2) (8)” and footnote (1) in its entirety.
10. Under Pay Range 6FN, delete the title of “Data Entry Operator II (1) (3) (8)”.

11. Under Pay Range 6FN, delete the (5) designation from “Office Assistant (3) (5) (9)” and footnote (5) in its entirety.
12. Under Pay Range 6GN, delete the (2) designation from the titles of “Accounting Assistant I (1) (2) (3)”, “Administrative Assistant I (1) (2) (3)”, “Clerk Stenographer III (2) (3) (4)”, and “Personnel Payroll Assistant I (2) (3)” and footnote (2) in its entirety.
13. Under Pay Range 6HN, delete the (1) designation from the titles of “Account Clerk II (1) (5)”, “Accounting Assistant II (1) (2) (5)”, “Office Assistant IV (1) (2) (5) (6)”, and “Personnel Payroll Assistant II (1) (5)” and footnote (1) in its entirety.
14. Under Pay Range 7GN, delete the title of “Production Designer II (3)” and footnote (3) in its entirety.
15. Under Pay Range 7KN, delete the title of “Asphalt Plant Operating Engineer (1)” and footnote (1) in its entirety.

AK/dcr