

Black, Tobie

From: Steffen, Lynne
Sent: Friday, July 29, 2011 11:49 AM
To: Black, Tobie
Cc: Dahlberg, Art; Mishefske, Thomas
Subject: File 110371

A letter was submitted by DNS that identified the requested changes to the positions ordinance for file #110371. In the part of the letter referencing the Building Codes Enforcement Supervisor and the Office Assistant IV positions, the division and section names used do not exactly match those in the positions ordinance. In order to correct this error, the request to amend the ordinance should be revised as follows:

Under “Department of Neighborhood Services – Support Services Division – Administrative Services Section”, add one position of “Building Codes Enforcement Supervisor (X)” and add one position of “Office Assistant IV”.

This does not change the intent of the request, which was to have these positions placed in the Support Services Division, which is more commonly referred to as Administration by DNS staff.

I apologize for this error and would appreciate your assistance in resolving this matter. Please let me know if you are able to make this correction.

Thank you.

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