

Reply to Common Council File No. 020820  
From DOA-Budget and Management Division

November 18, 2002

Ref: 02034 (11)

Common Council File No. 020820 is a communication from the Department of Employee Relations relative to classification studies scheduled for the November 19, 2002 City Service Commission meeting. The 17 position changes included in this report are the first group of studies related to changes included in the 2003 Adopted Budget. There is no fiscal impact to these changes.

**City Treasurer**

Classify one new position of Tax Enforcement Specialist at Pay Range 540.

Classify one new position of Administrative Services Coordinator at Pay Range 587.

**City Attorney**

Reclassify one position of Legal Office Assistant IV, Pay Range 475 to Administrative Specialist – Senior, Salary Grade 004.

Reclassify one position of Assistant City Attorney, Pay Range 148 to Parking Citation Review Manager, Salary Grade 006.

**Department of City Development**

Classify one new position of Housing Rehabilitation Inspector at Pay Range 553.

**Department of Public Works – Operations Division**

Classify one new position of Vehicle and Equipment Repairs Manager at Salary Grade 011.

**Department of Employee Relations**

Classify one new position of Labor Relations Analyst – Senior at Salary Grade 005.

Retitle one position of Human Resources Representative to Labor Relations Representative, Salary Grade 007.

Reclassify one position of Personnel Payroll Assistant III, Pay Range 460 to Program Assistant II, Pay Range 530.

Reclassify one position of Computer Training Coordinator, Salary Grade 005 to Human Resources Training Specialist, Salary Grade 007.

Retitle one position of Human Resources Representative to Diversity Officer, Salary Grade 007.

**Department of Employee Relations - Continued**

Retitle one position of Public Relations Officer to Community Relations Officer, Salary Grade 009.


Reclassify one position of Office Assistant IV, Pay Range 445 to Program Assistant II, Pay Range 530.

Classify two new positions of Administrative Services Assistant at Pay Range 460.

Classify one new position of Employee Benefits Analyst at Salary Grade 004.

Classify one new position of Employee Benefits Analyst – Senior at Salary Grade 005.

**RECOMMENDATION: WE DEFER TO THE RECOMMENDATIONS PROVIDED BY DER. IF THE COMMITTEE WISHES TO APPROVE THESE CHANGES, THE ATTACHED REPORTS CONTAIN THE NECESSARY POSITIONS AND SALARY ORDINANCE CHANGES.**



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