



Department of Employee Relations
MEMORANDUM

Tom Barrett
Mayor

Marla Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

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

FROM: Andrea Knickerbocker 
Human Resources Manager

DATE: January 4, 2017

RE: CC File #161063 - Administrative Changes to the 2017 Salary Ordinance

Please make the following corrections to the 2017 Salary Ordinance effective Pay Period 1, 2017 (January 1, 2017).

A determination was made that the classifications of Associate Planner, Senior Planner and Senior Planner – Architectural Design should be considered exempt under the Fair Labor Standards Act. These titles should be switched to “exempt” pay ranges and maintain their current footnotes as follows. The rates of pay are the same.

1. Under Pay Range 2EN, delete the title “Associate Planner (1)”.
2. Under Pay Range 2EX add the title “Associate Planner (3)” and footnote “(3) Recruitment is at \$1,975.30 and may be up to \$2,245.10 with the approval of DER.”
3. Under Pay Range 2HN, delete the title “Senior Planner (15)” and delete footnote “(15)” in its entirety.
4. Under Pay Range 2HX, add the titles “Senior Planner (4)” and “Senior Planner – Architectural Design (4)” and footnote “(4) Recruitment is at \$2,307.70 (\$60,000.20).”

A determination was made that the position of Property Management Program Coordinator has supervisory responsibility for two or more positions and should be in Part 1, Section 1 (Officials and Administrators) of the Salary Ordinance instead of Section 2 (Professionals). The pay range should be switched as follows. The rates of pay are the same.

5. Under Pay Range 2HX, delete the title “Property Management Program Coordinator”.
6. Under Pay Range 1DX, add the title “Property Management Program Coordinator”.

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