

Reply to Common Council File No. 030325

From DOA-Budget and Management Division

July 28, 2003

Ref: 03017

Common Council File No. 030325 is a communication from the Department of Employee Relations transmitting a communication relative to classification studies heard at the July 8, 2003 and July 23, 2003 City Service Commission meetings.

For informational purposes, this file also includes a copy of the new Employee Placement Policy, recently adopted by the City Service Commission. This policy recognizes that employees at-risk for budget reductions should be given special consideration for City vacancies and other assistance to support their pursuit of re-employment.

Department of Administration

Retitle three positions in the Emerging Business Enterprise Program to reflect the new name of the program.

Department of Neighborhood Services

Retitle one position of Health Enforcement Specialist, Salary Grade 006 to Code Enforcement Assistant Supervisor, Salary Grade 006.

Health Department

Classify one new grant funded position as Health Project Coordinator (Meta House), Salary Grade 004.

DPW – Water Works

Reclassify one position of Office Assistant II, Pay Range 410 to Office Assistant III, Pay Range 425.

Department of Employee Relations

Reclassify and retitle one position of Equal Rights Specialist – Sr, Salary Grade 004 to Diversity Specialist – Sr, Salary Grade 005. Additionally, retitle one position of Community Relations Specialist – Sr to Diversity Specialist – Sr, Salary Grade 005.

Reclassify one position of Management and Accounting Officer, Salary Grade 006 to Business Operations Manager, Salary Grade 008.

Reclassify one position of Worker's Compensation and Safety Manager, Salary Grade 010 to Salary Grade 011.

The fiscal impact of these changes for remainder of 2003 is \$2,980. Projected impact for 2004 is \$7,749.

**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.**

A handwritten signature in black ink, appearing to read "Jennifer C. Gonda", is written over a horizontal line.

Jennifer C. Gonda
Fiscal Planning Specialist

JCG:jcg

FINANCE: 030325srb.doc