



Department of Administration  
Budget and Management Division

Cavalier Johnson  
Mayor

Nik Kovac  
Budget and Management Director

January 28, 2026

MEMORANDUM

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

From: Nik Kovac  
Budget & Management Director

Subject: File no. 251693 - Communication from the Department of Administration - Budget and Management Division amending the Positions Ordinance relating to position authority for positions in the Department of Public Works - Operations Division

We are requesting the 2026 Positions Ordinance be amended to add an additional Program Assistant II to address administrative needs related sanitation billings, records, delinquent accounts, and general human resources tasks throughout the department.

Requested change is budget neutral with the reduction of a vacant Equipment Operator 3 (D).

This position was not included in the 2026 budget in error and amendment of the 2026 Position Ordinance is required to ensure efficient service delivery.

Please amend the 2026 Positions Ordinance as follows:

<u>Dept./Position Title</u>	<u>Add</u>	<u>Delete</u>
<u>DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION</u>		
<u>ADMINISTRATION SECTION</u>		
<u>General Office</u>		
Program Assistant II	1	
<u>DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION</u>		
<u>SANITATION SECTION</u>		
<u>Field Operations</u>		
Equipment Operator 3 (D)		1

AC:ml

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