



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

May 19, 2023

To: The City Service Commission  
 From: Andrea Knickerbocker, Human Resources Manager  
 Subject: Probationary Period Recommendations for Reclassified Positions

The following positions are being recommended for reclassification at the May 23, 2023 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

**Department of Administration – Office of the Director**

Current	Recommended
New Position	Department of Administration-Deputy Director PR 1NX (\$108,037-\$151,255) FN: Recruitment is at \$130,724 (1 Position)
Not applicable as this is a new position.	

**Board of Zoning Appeals**

Current	Recommended
BOZA Administrative Coordinator PR 1CX (\$53,548-\$74,974) (1 Position)	BOZA Administrative Manager PR 1IX (\$78,528-\$109,938) FN: Recruitment is at \$93,989 (1 Position)
New Position	BOZA Administrative Supervisor PR 1FX (\$64,857-\$90,796) FN: Recruitment is at \$74,204 (1 Position)
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	BOZA Administrative Assistant-Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)
Office Assistant IV PR 6HN (\$38,578-\$43,555) FN: Recruitment is at \$39,359 (1 Position)	BOZA Administrative Assistant 2 PR 6KN (\$40,190-\$47,224) FN: Recruitment is at \$40,918 (1 Position)

Office Assistant III (0.5 FTE) PR 6FN (\$32,460-\$39,958) FN: Recruitment is at \$36,119 (1 Position)	BOZA Administrative Assistant 1 (1.0 FTE) PR 6IN (\$38,427-\$45,086) FN: Recruitment is at \$38,970 (1 Position)
No new probationary periods are recommended. The incumbent of the Office Assistant IV position has been performing the work for some time. The other positions are either new or vacant and a probationary period would not apply.	

**Library**

<b>Current</b>	<b>Recommended</b>
Three New Positions	Library Connected Learning Specialist PR 2CN (\$41,492 - \$58,080) FN: Recruitment at \$47,310 (Three Positions)
Not applicable as these are new positions.	

**Library**

<b>Current</b>	<b>Recommended</b>
Six New Auxiliary Positions	Temporary Librarian III PR 9HN (\$50,245 - \$70,347) FN: Rate is at \$68,116
Four New Auxiliary Positions	Temporary Library Reference Assistant PR 9EN (\$39,359 - \$43,555) FN: Rate is at \$50,459
Six New Auxiliary Positions	Temporary Library Circulation Services Representative PR 9UN (\$37,717 - \$41,556) FN: Rate is at \$39,308
Three New Auxiliary Positions	Temporary Library Services Manager PR 9TX (\$64,857 - \$90,796) FN: Rate is at \$77,986
Not applicable as these are new auxiliary positions.	