



Department of Employee Relations

John O. Norquist
Mayor

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Director

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Fire and Police Commission
Executive Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Director

MEMORANDUM

TO: Kathleen Marquardt, Lead Staff Assistant
Office of the City Clerk

FROM: Andrea Knickerbocker, Human Resources Manager
Department of Employee Relations

DATE: October 10, 2003

RE: Salary Ordinance Amendment

On July 30, 2003, the Finance Committee (File Number 030325) approved a Job Evaluation Report involving classification and pay changes for four positions in the Department of Employee Relations. The resulting Salary and Positions Ordinance changes were approved by the Common Council on July 31, 2003 (File Numbers 030127 and 030217).

Two of the positions studied were assigned to the new Office of Diversity (Community Relations Specialist-Senior, Salary Grade 005, and Equal Rights Specialist-Senior, Salary Grade 004). Both positions were reclassified to Diversity Specialist-Senior, Salary Grade 005, with an underfill title of Diversity Specialist intended for Salary Grade 003. The Salary Ordinance amendments in the report, however, inadvertently added the underfill title in Salary Grade 002 instead of 003.

In order to correct this error in the Salary Ordinance, the following amendments would be necessary (effective Pay Period 19, 2003 - August 31, 2003):

Under Salary Grade 002, delete the title "Diversity Specialist."
Under Salary Grade 003, add the title "Diversity Specialist."

c: Muhammad Abdallah
Louise Dumke