



Department of Employee Relations

MEMORANDUM

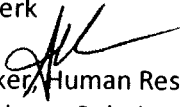
Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

TO: Tobie Black, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

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

DATE: March 28, 2011

RE: Administrative Salary and Positions Ordinance Corrections

The Finance Committee approved File Number 101276 on February 23, 2011. This file included a Job Evaluation Report for a new position in the Police Department titled Health and Safety Specialist, Salary Grade 03. The Salary and Positions Ordinance changes were inadvertently omitted from the report. Please make the following corrections to read as follows:

In the Salary Ordinance, under Salary Grade 03, add the title "Health and Safety Specialist".

In the Positions Ordinance, under the Police Department, Administration Services Decision Unit, Administration Bureau, Human Resources Division, Medical Section, delete one position of Human Resources Analyst-Senior and add one position of "Health and Safety Specialist".

C: Valarie Williams
Pamela Roberts
Ronnelle Nelson