

MEMORANDUM

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

FROM: Andrea Knickerbocker
Human Resources Manager

DATE: January 19, 2018

RE: CC File #171484 – Administrative Changes to the 2018 Positions and Salary Ordinances

Please make the following corrections to the 2018 Positions Ordinance:

1. Under the Department of Public Works-Infrastructure Services Division-Administration & Central Services Decision Unit-Business Operations, correct the title “Management and Accounting Manager” to read “Management and Accounting Officer”.
2. Under the Department of Public Works-Infrastructure Services Division-Bridges & Buildings Decision Unit, remove 1 position of “Painter Leadworker, House” to have a total of 1.
3. Under the Department of Public Works-Operations Division-General Office, remove 1 position of “Program Assistant II” to have a total of 3.
4. Under the Department of Public Workers-Operations Division-Sanitation Section, correct footnote (A) to read: These City Laborer positions in Sanitation Section, Field Operations to remain year-round positions held by the listed incumbents. Positions to become seasonal when vacant. Incumbents: George Finch Jr., Michael Brahm and James Kendzierski.
5. Under the Department of Public Works-Water Works-Business Organization-Administration, remove the title “Human Resources Analyst”.
6. Under the Department of Public Works-Water Works-Plants-North Organization, correct the division “Linwood and North Production” to read “Linnwood & North Water Production”.
7. Under Department of Public Works-Water Works-Plants-South Organization-Howard & South Water Production, delete the title “Water Plant Operations Manager (X)”.
8. Under Department of Public Works-Water Works-Plants- North Organization-Linnwood & North Water Production, add the title “Water Plant Operations Manager (X)”.

9. Under Department of Public Works-Water Works-Plants- North Organization-Linnwood & North Water Production, correct "Machine Repair Person" to read "Machine Repairperson".
10. Under Department of Public Works-Water Works-Plants- North Organization-Linnwood & North Water Production, remove 1 position of "Machine Repairperson" to have a total of 8.
11. Under Department of Public Works-Water Works-Plants-South Organization-Howard & South Water Production, add 1 position of "Machine Repairperson" to have a total of 9.

Please make the following corrections to the 2018 Salary Ordinance:

1. Under Pay Range 1HX, remove the title "ERS Functional Applications Manager (1)" and footnote (1).
2. Under Pay Range 1IX, correct "ERS Applications Manager (6)" to read "ERS Applications Development Manager (6)".
3. Under Pay Range 2IX, remove the title "ERS Systems Administrator (4)" and footnote (4).
4. Under Pay Range 7HN, remove footnote (12) and the (12) designation from the title "Urban Forestry Specialist (12) (13)".
5. Under Pay Range 8DN, correct footnote (10) to read "The following employees to be paid the rate of \$1,598.64 biweekly: Michael Brahm and James Kendzierski."

AK/dcr