

MEMORANDUM

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

FROM: Andrea Knickerbocker
Human Resources Manager

DATE: June 8, 2018

RE: CC File #**180268** – Administrative Changes to the 2018 Salary and Positions Ordinances

Please make the following corrections to the 2018 Salary Ordinance:

1. Under Pay Range 2EN, remove the (5) designation from the title “IT SUPPORT SPECIALIST (5)(17)” and footnote (5) in its entirety.

Please make the following corrections to the 2018 Positions Ordinance:

1. Under the Department of Administration – Information and Technology Management Division, Unified Call Center, correct the title of “Unified Call Center Customer Service Representative IV” so that it reads “UCC Customer Service Representative IV”.
2. Under the Department of Administration – Information and Technology Management Division, Unified Call Center, correct the title of “Unified Call Center Customer Service Representative IV (D)” so that it reads “UCC Customer Service Representative IV (D)”.
3. Under the Department of Administration – Information and Technology Management Division, Unified Call Center, correct the title of “Unified Call Center Customer Service Representative III” so that it reads “UCC Customer Service Representative III”.
4. Under the Department of Administration – Information and Technology Management Division, Unified Call Center, correct the title of “Unified Call Center Customer Service Representative III – Bilingual” so that it reads “UCC Customer Service Representative III – Bilingual”.
5. Under the Department of Administration – Information and Technology Management Division, Auxiliary Personnel, correct the title of “Unified Call Center Customer Service Representative III” so that it reads “UCC Customer Service Representative III”.