



Department of Employee Relations


**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

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

**FROM:** Andrea Knickerbocker   
Human Resources Manager

**DATE:** November 13, 2015

**RE:** CC File #151099 Administrative Changes to the Salary Ordinance and Positions Ordinance

Please make the following changes to the 2015 and 2016 Salary Ordinances:

1. Under Pay Range 5EN, under title "Community Service Officer", delete designation "(5)" and add designation "(10)" with footnote to read: "(10) To be paid the following rates \$1,519.91 to \$1,786.12 (\$39,517.66 to \$46,439.12)."
2. Under Pay Range 8DN, add designation "15" to "Tow Lot Attendant".

Please make the following changes to the 2015 and 2016 Positions Ordinances:

1. Under the Health Department, Office of Violence Prevention, "Injury and Prevention Program Coordinator" should read "Injury and Violence Prevention Program Coordinator (X)(Y)(V)".
2. Under Department of Public Works-Operations Division, Fleet Services Section, delete designation "(A)" from "Office Assistant II" and footnote "(A)" in its entirety."

AK/fcw

