



Department of Employee Relations

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June 2, 2022

To: The City Service Commission
From: Andrea Knickerbocker, Human Resources Manager
Subject: Probationary Period Recommendations for Reclassified Positions

The following positions are being recommended for reclassification at the June 7, 2022 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Assessor's Office

Current	Recommended
Property Appraiser I PR 2DN (\$43,350 - \$60,688) Recruitment is at \$50,559. FN: An employee assigned as a 'Project Lead' or assigned to perform the duties of a higher-level title to be paid an additional 5% when performing those duties. (One Position)	Real Estate Modeler PR 2JX (\$63,585 - \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)
No new probationary period is recommended, as the current incumbent has been performing the work for some time.	

Department of Administration – Purchasing Division

Current	Recommended
New Position	Purchasing Agent - Senior PR 2FX (\$49,643 - \$68,968) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)
New Position	Office Assistant III PR 6FN (\$31,824 - \$39,174) Recruitment is at \$35,411. (One Position)
No new probationary periods are recommended, as these two new positions are currently vacant.	

Department of Employee Relations

Current	Recommended
Business Operations Specialist PR 2GX (\$52,498 - \$73,504) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)	Business Finance Manager PR 1FX (\$63,585 - \$89,016) Recruitment is at \$69,000. FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)
No new probationary period is recommended, as the current incumbent has been performing the work for some time.	

Department of Public Works – Infrastructure Services

Current	Recommended
Sewer Operations Supervisor PR 1BX (\$49,643 - \$68,968) Recruitment is at \$62,883. (One Position)	Electrical Communications Supervisor PR 1DX (\$55,962 - \$78,342) Recruitment is at \$67,411. (One Position)
No new probationary period is recommended, as the current incumbent has been performing the work for some time.	
New Position	Locator Technician Supervisor PR 1AX (\$49,643 - \$64,695) (One Position)
No new probationary period is recommended, as this new position is currently vacant.	

Department of Public Works – Water Works

Current	Recommended
Water Marketing Specialist PR 2FX (\$49,643 - \$68,968) (One Position)	Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) Recruitment is at \$69,943. FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)
No new probationary period is recommended, as this position is currently vacant.	
New Position	Water Customer Services Supervisor PR 1CX (\$52,498 - \$73,504) (One Position)
No new probationary period is recommended, as this new position is currently vacant.	

Election Commission

Current	Recommended
Election Services Coordinator PR 5HN (\$45,913 - \$52,436) (One Position)	Absentee Services Coordinator PR 5JN (\$48,037 - \$58,287) (One Position)
No new probationary period is recommended as this position is currently vacant.	

Employee's Retirement System

Current	Recommended
Program Assistant II PR 5FN (\$41,326 - \$49,213) Recruitment is at \$43,390 (One Position)	Benefit Services Coordinator PR 2DN (\$40,678 - \$56,941) Recruitment is at \$57,691. FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)
No new probationary period is recommended as this position is currently vacant.	