



## Department of Employee Relations

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June 24, 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 28, 2022 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

### Health Department

Current	Recommended
Environmental Health Services Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083 (Four Positions)	Home Environmental Health Manager PR 1GX (\$67,763 - \$94,870) FN: Recruitment at \$74,691 FN: Recruitment at any point w/DER approval. (Seven Positions)
Home Environmental Health Manager PR 1FX \$63,585 - \$89,016 FN: Recruitment at any point w/DER and F&P Chair approval. (Three Positions)	
Environmental Health Coordinator PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$60,639 (Eight Positions – <i>Home Environmental Health</i> )	Home Environmental Health Coordinator PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval. (Eight Positions – <i>Home Environmental Health</i> )
<i>New Position</i>  ( <i>Four New ARPA Funded Positions</i> )	Home Environmental Health Inspector 4 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (27 Positions)
Lead Risk Assessor II PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 (23 Positions)	Home Environmental Health Inspector 3 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (Underfill Title)

Lead Risk Assessor I PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at 50,331 (Underfill Title)	Home Environmental Health Inspector 2 PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (Underfill Title)
<i>New Underfill Title</i>	Home Environmental Health Inspector 1 PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (Underfill Title)
Environmental and Disease Control Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval. (One Position)	Environmental and Disease Control Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval. (One Position)
Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 (One Position)	Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$44,192 (One Position)
The incumbents of the Home Environmental Health Inspector positions have been performing this work for some time and no new probationary periods are recommended. The other positions in this report are just a market study so no new probationary periods are recommended.	

### Health Department

Current	Recommended
New Position	Public Health Clinic Operations Director PR 1LX (\$93,232 - \$130,521) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Clinic Operations Director PR 1IX (\$76,988 - \$107,782) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)	Public Health Nursing Director PR 1IX (\$76,988 - \$107,782) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Vital Statistics and FIMR Manager PR 1DX (\$55,962 - \$78,342) (One Position)	Health Customer Service Manager PR 1DX (\$55,962 - \$78,342) FN: Recruitment at \$63,240/any point in the range with DER approval. (One Position)
Health Project Coordinator PR 2FN (\$49,260 - \$68,968) Recruitment at \$53,861/any point with DER approval. (One Position)	Public Health Strategist PR 2IX (\$59,632 - \$83,481) FN: Recruitment at \$63,302/any point in the range with DER approval. (One Position)
No new probationary periods are recommended, as these four positions are currently vacant.	