



Department of Employee Relations

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REVISED 1/23/2023

January 23, 2023

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 January 24, 2023 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Library

Current	Recommended
Library Business Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position)	Business Finance Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position)
Administrative Specialist – Senior PR 2EX (\$49,643 - \$64,695) (One Position)	Procurement and Compliance Manager PR 1HX (\$72,244 - \$101,137) FN: Recruitment is at \$79,467 (One Position)
Program Assistant II PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 and may be at any rate in the pay range with DER approval. (One Position)	Procurement Specialist PR 1GX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position)
Accounting Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (One Position)	Management Accountant – Senior PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (One Position)
Office Assistant IV PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (One Position)	Library Business Analyst PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (One Position)
Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (Two Positions)	Human Resources Assistant PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$49,396 and may be at any rate in the pay range with DER approval. (Two Positions)
Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (One Position)	Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396 (One Position)

Retitle Library Business Manager to Business Finance Manager: No probationary period recommended as it is a title change.

Reclassification of Administrative Specialist – Senior to Procurement and Compliance Manager: No probationary period recommended as incumbent has been performing the duties for some time.

Reclassification of Program Assistant II to Procurement Specialist: We recommend a new 12 month probationary period for Nick Newgord.

Reclassification Accounting Assistant III to Management Accountant – Senior: Not applicable as it is a vacant position.

Reclassification of Office Assistant IV to Library Business Analyst: We recommend a new 12 month probationary period for Lexi Buchberger.

Reclassification of Personnel Payroll Assistant III to Human Resources Assistant: We recommend a new 6 month probationary period for Joseph Payne. We also recommend a new 6 month probationary period for Dominic Brown.

Reclassification of Accounting Assistant II to Accounting Program Assistant III: We recommend Eric Szymkowski to continue their current underfill/probationary period.