

230071 CSC ADDENDUM

Effective Pay Period 1, 2023:

Position Ordinance Changes:

Under Department of Public Works – Operations Division – Administrative Section:

- Add one position 'Human Resources Representative'

Under Department of Public Works – Operations Division – Sanitation Section:

- Delete one position 'Office Assistant IV'

Under Department of Public Works – Water Works, Business Organization, Administration:

- Delete one position 'Human Resources Assistant'
- Add one position 'Human Resources Representative'

Effective Pay Period 12, 2023:

Salary Ordinance Changes:

Under Pay Range 2CN:

- Add the title 'Library Connected Learning Specialist' and apply footnote (3)

Under Pay Range 9EN:

- Add the title 'Temporary Library Reference Assistant'
- Create footnotes (3) and (4)
(3) Incumbents are limited to the footnoted recruitment rate.

(4) Recruitment is at:

Biweekly	1,940.73
Annual	50,458.98

- Apply footnotes (3) and (4) to the title 'Temporary Library Reference Assistant'

Under Pay Range 9HN:

- Add the title 'Temporary Librarian III'
- Create footnotes (3) and (4)
(3) Incumbents are limited to the footnoted recruitment rate.

(4) Recruitment is at:

Biweekly	2,619.85
Annual	68,116.10

- Apply footnotes (3) and (4) to the title 'Temporary Librarian III'

Under Pay Range 9TX:

- Add the title 'Temporary Library Services Manager'
- Create footnotes (2) and (3)
 - (2) Incumbents are limited to the footnoted recruitment rate.
 - (3) Recruitment is at:

Biweekly	2,999.46
Annual	77,985.96

- Apply footnotes (2) and (3) to the title 'Temporary Library Services Manager'

Under Pay Range 9UN:

- Add the title 'Temporary Library Circulation Services Representative'
- Create footnotes (3) and (4)
 - (3) Incumbents are limited to the footnoted recruitment rate.
 - (4) Recruitment is at:

Biweekly	1,511.85
Annual	39,308.10

- Apply footnotes (3) and (4) to the title 'Temporary Library Circulation Services Representative'

Position Ordinance Changes:

Under Library, Central Library Decision Unit, Education & Outreach Services Section:

- Add 3 positions of 'Library Connected Learning Specialist'

Effective Pay Period 13, 2023:

Salary Ordinance Changes:

Under Pay Range 1AX

- Delete the title 'Parking Enforcement Supervisor'
- Delete the title 'Tow Lot Supervisor'

Under Pay Range 1CX

- Delete the title 'Parking Enforcement Assistant Manager'
- Delete the title 'Tow Lot Assistant Manager'
- Add the title 'Parking Enforcement Supervisor' and apply footnotes (1) (3)
- Add the title 'Tow Lot Supervisor' and apply footnote (3)
- Create footnote (3)

(3) Recruitment is at:

Biweekly	2,277.27
Annual	59,209.02

Under Pay Range 1DX

- Delete the title 'Parking Services Supervisor'

Under Pay Range 1FX

- Add the title 'Parking Services Supervisor' and apply footnotes (1) (4)
- Delete the title 'Tow Lot Manager'

Under Pay Range 1GX

- Delete the title 'Parking Enforcement Manager'
- Add the titles 'Parking Enforcement Operations Manager', 'Parking Enforcement Communications Manager', and 'Tow Lot Assistant Manager' and apply footnote (7)

Under Pay Range 1IX

- Add the titles 'Parking Enforcement Manager' and 'Tow Lot Manager' and apply footnote (8)

Under Pay Range 1JX

- Delete the title 'Parking Services Manager'

Under Pay Range 1KX

- Add the title 'Parking Services Manager' and apply footnote (4)

Under Pay Range 2EN:

- Delete the title 'Paralegal' along with footnote (2) and renumber accordingly.
- Add the title 'Parking Administrative Services Coordinator' and apply footnote (10).

Under Pay Range 2FN:

- Add the title 'Paralegal' and apply footnote (4)

Under Pay Range 2FX:

- Add the title 'Legal Administrative Specialist – Senior'
- Create footnote (3)
- (3) Recruitment is at:

Biweekly	2,340.46
Annual	60,851.96

- Apply footnote (3) to the title 'Legal Administrative Specialist – Senior'

Under Pay Range 2GX

- Delete the title 'Parking Citation Review Manager'

- Delete the title 'Paralegal – Lead'

Under Pay Range 2IX

- Add the title 'Parking Citation Review Manager' and apply footnote (1)
- Add the title 'Accountant I' and apply footnote (1).
- Add the title 'Paralegal – Lead' and apply footnote (1)

Under Pay Range 2JX

- Delete the title 'Transportation Financial Analyst'

Under Pay Range 2KX

- Add the title of 'Transportation Financial Analyst' and apply footnotes (3) (4)
- Create footnote (4)

(4) The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.

- Add the title 'Transportation Accountant' and apply footnote (3)

Under Pay Range 3DN

- Delete the title 'Parking Meter Technician'
- Delete footnote (1) and renumber accordingly

Under Pay Range 3GN

- Delete the title 'Parking Meter Technician-Lead'
- Delete footnote (2)

Under Pay Range 5EN

- Delete the title 'Tow Lot Assistant IV'

Under Pay Range 5GN:

- Add the title 'Communications Assistant – Senior'
- Add the title 'Tow Lot Assistant III'
- Create footnote (5)

(5) Recruitment is at:

Biweekly	1,809.65
Annual	47,050.90

- Apply footnote (5) to the titles 'Communications Assistant – Senior' and 'Tow Lot Assistant III'

Under Pay Range 5IN

- Add the title 'Communications Assistant Lead'
- Delete contents of footnote (7) and replace with the following:
(7) For DPW positions, incumbents to be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1AX when assigned to perform the work of a Parking Enforcement Supervisor.
- Create footnote (8)
(8) Additional 5% when assigned citation review
- Apply footnotes (6), (7) and (8) to the title 'Communications Assistant Lead'

Under Pay Range 5JN

- Add the title 'Transportation Accounting Assistant' and apply footnote (1)
 - Add the title 'Tow Lot Assistant Lead' and apply footnote (1)
 - Add the title 'Legal Office Assistant – Senior'
 - Add the title 'Docketing Specialist'
 - Create footnote (3)
(3) Recruitment is at:
- | | |
|----------|-----------|
| Biweekly | 2,143.38 |
| Annual | 55,727.88 |
- Apply footnote (3) to the titles 'Legal Office Assistant – Senior' and 'Docketing Specialist'

Under Pay Range 5KN:

- Add the title 'Legal Office Assistant – Lead'
 - Add the title 'Docketing Specialist – Senior'
 - Create footnote (2)
(2) Recruitment is at:
- | | |
|----------|-----------|
| Biweekly | 2,250.54 |
| Annual | 58,514.04 |
- Apply footnote (2) to the titles 'Legal Office Assistant – Lead' and 'Docketing Specialist – Senior'

Under Pay Range 6HN:

- Delete the title 'Tow Lot Assistant III'

Under Pay Range 6JN

- Delete footnotes (4) and (5)
- Delete footnotes (4) and (5) from the title 'Communications Assistant IV'
- Delete the title 'Legal Office Assistant' and footnote (3) in its entirety.

Under Pay Range 6LN:

- Delete the title 'Legal Office Assistant – Senior'

Under Pay Range 6NN:

- Delete the title 'Legal Office Assistant – Lead'
- Delete the title 'Docketing Specialist'
- Add the title 'Legal Office Assistant 1'
- Create footnote (3)
(3) Recruitment is at the following rate and will increase 3% upon completion of probation:

Biweekly	1,888.27
Annual	49,095.02

- Apply footnote (3) to the title 'Legal Office Assistant 1'

Under Pay Range 6ON:

- Add the title 'Legal Office Assistant 2'
- Create footnote (1)
(1) Recruitment is at:

Biweekly	2,041.31
Annual	53,074.06

- Apply footnote (1) to the title 'Legal Office Assistant 2'

Under Pay Range 8DN:

- Delete the title 'Tow Lot Attendant'

Under Pay Range 8FN:

- Delete the title 'Tow Lot Crew Leader'

Under Section 8, Service and Maintenance:

- Create Pay Range 8HN with the following rates:

Wage Rate:

Hourly	19.58	22.21
Biweekly	1,566.73	1,776.65
Annual	40,7338.98	46,192.90

Under Pay Range 8HN:

- Create footnote (1)
(1) Recruitment is at:

Biweekly	1,660.73
Annual	43,178.98

- Add the title 'Tow Lot Attendant' and apply footnote (1)

Under Pay Range 8JN:

- Add the title 'Tow Lot Crew Leader' and create footnote (1)

(4) Recruitment is at:

Biweekly	1,860.12
Annual	48,363.12

Under Pay Range 8LN:

- Add the title 'Parking Meter Technician' and create footnote (4)

(4) Recruitment is at:

Biweekly	1,922.58
Annual	49,987.08

Under Pay Range 8PN:

- Add the title 'Parking Meter Technician-Lead' and create footnote (5)

(5) Recruitment is at:

Biweekly	2,228.23
Annual	57,933.98

Position Ordinance Changes:

Under Department of Public Works – Transportation Fund, Parking Operations and Maintenance Decision Unit, Parking Administration/Structures/Meters:

- Delete 1 position 'Accountant III'
- Add 1 position 'Transportation Accountant'
- Delete 1 position 'Accounting Assistant III'
- Add 1 position 'Transportation Accounting Assistant'

Under Department of Public Works – Transportation Fund, Parking Operations and Maintenance Decision Unit, Parking Enforcement/Information Desk:

- Delete 2 positions of 'Parking Enforcement Assistant Manager'
- Add 1 position of 'Parking Enforcement Operations Manager'
- Add 1 position of 'Parking Enforcement Communications Manager'
- Delete 5 positions 'Communications Assistant IV'
- Add 5 positions 'Communications Assistant Lead'
- Delete 8 positions 'Communication Assistant III'
- Add 8 positions 'Communication Assistant – Senior'

- Delete 1 position 'Office Assistant IV'
- Add 1 position 'Parking Administrative Services Coordinator'

Under Department of Public Works – Transportation Fund, Parking Operations and Maintenance Decision Unit, Tow Lot:

- Delete 1 position 'Tow Lot Assistant IV'
- Add 1 position 'Tow Lot Assistant Lead'

Under City Attorney, Administrative Division:

- Delete 4 positions 'Legal Office Assistant'
- Add 4 positions 'Legal Office Assistant 2'
- Delete 1 position 'Program Assistant I'
- Add 1 position 'Business Services Specialist'
- Delete 2 positions 'Administrative Specialist – Senior'
- Add 2 positions 'Legal Administrative Specialist – Senior'

Effective Pay Period 17, 2023:

Salary Ordinance Changes:

Under Pay Range 1CX:

- Delete the title 'BOZA Administrative Coordinator'

Under Pay Range 1FX:

- Add the title 'BOZA Administrative Supervisor'
 - Create footnote (10)
- (10) Recruitment is at:

Biweekly	2,854.00
Annual	74,204.00

- Apply footnote (10) to the title 'BOZA Administrative Supervisor'

Under Pay Range 1IX:

- Add the title 'BOZA Administrative Manager' and apply footnote (4)

Under Pay Range 1NX:

- Add the title 'Department of Administration – Deputy Director'
 - Create footnote (3)
- (3) Recruitment is at:

Biweekly	5,027.85
Annual	130,724.10

- Apply footnote (3) to the title 'Department of Administration – Deputy Director'

Under Pay Range 5KN:

- Add the title 'BOZA Administrative Assistant – Lead' and apply footnote (2)

Under Pay Range 6IN:

- Add the title 'BOZA Administrative Assistant 1'
- Create footnote (1)
- (3) Recruitment is at:

Biweekly	1,498.85
Annual	38,970.10

- Apply footnote (1) to the title 'BOZA Administrative Assistant 1'

Under Pay Range 6KN:

- Add the title 'BOZA Administrative Assistant 2'
- Create footnote (4)
- (4) Recruitment is at:

Biweekly	1,573.77
Annual	40,918.02

- Apply footnote (4) to the title 'BOZA Administrative Assistant 2'

Position Ordinance Changes:

Under Department of Administration, Office of the Director:

- Add 1 position 'Department of Administration – Deputy Director'

Under Special Purpose Account – Board of Zoning Appeals:

- Delete 1 position 'BOZA Administrative Coordinator (A)'
- Add 1 position 'BOZA Administrative Manager (A)'
- Add 1 position 'BOZA Administrative Supervisor'
- Delete 1 position 'Program Assistant I'
- Add 1 position 'BOZA Administrative Assistant – Lead'
- Delete 1 position 'Office Assistant IV'
- Add 1 position 'BOZA Administrative Assistant 2'
- Delete 1 position 'Office Assistant III (0.50 FTE)'
- Add 1 position 'BOZA Administrative Assistant 1'