



Department of Employee Relations  
MEMORANDUM


**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 10, 2016

RE: CC File #160707 - Administrative Changes to the 2016/2017 Salary Ordinance

Please make the following corrections to the 2016 Salary Ordinance:

1. Under Pay Range 1BX, correct the title to read: "MEDICAL ASSISTANCE PROGRAM SUPERVISOR".

Note: Numbers 2 – 10 represent the deletion of obsolete footnotes.

2. Under Pay Range 9BN, remove designation "1" from the title "High School Intern" and delete footnote 1 in its entirety.
3. Under Pay Range 9CN, remove designation "1" from the title "Library Circulation Aide" and delete footnote 1 in its entirety.
4. Under Pay Range 9EN, delete the title "Document Services Assistant" and delete footnotes "1" and "2" in their entirety.
5. Under Pay Range 9GN, remove designation "1" from the title "Legislative Services Aide", remove designation "2" from the titles "School Crossing Guard" and "School Crossing Guard Operator"; and delete footnotes 1 and 2 in their entirety.
6. Under Pay Range 9HN, delete the title "Urban Forestry Intern (1)" and delete footnote 1 in its entirety.
7. Under Pay Range 9IN, remove designation "1" from the title "College Intern" and delete footnote 1 in its entirety.
8. Under Pay Range 9JN, remove designation "1" from the title "Production Assistant" and delete footnote 1 in its entirety.
9. Under Pay Range 9MN, delete the title "Police Telecommunicator(Seasonal)" and delete footnotes 1 and 2 in their entirety.
10. Under Pay Range 9PN, remove designation "2" from "Graduate Intern" and delete footnote 2 in its entirety.



11. Part II: Section 9 – Supplemental Pay Practices, letter “G. Snow and Ice Control Operations”, delete the paragraph in its entirety and replace paragraph to show removal of an obsolete title “Driving Training Instructors” as follows: **“Snow and Ice Control Operations:** Bonus payments for support personnel in the Operations Division, Fleet Services Section who work during Snow and Ice Control Operations. Support personnel in the Operations Division, Fleet Services Section shall receive a one (\$1) dollar per hour premium for all time worked outside of their normal schedule during snow and ice control operations. These bonus payments shall also be paid to support personnel in the Fleet Services Repairs Unit at the Central Repair Garage for all time worked outside of their normal schedule repairing snow plow blades and to Repairs Unit personnel for time worked outside of their normal schedule on a snow related assignment during the winter season. These support personnel shall be Operations Division employees in the Fleet Services Section, Stock Room or Tire Shop employees in the Administration Section or Garage Attendants, Garage Custodians, Field Service Mechanics, Communications Assistants III or IV in the Operations Section.

AK/fcw