



Department of Employee Relations

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June 18, 2021

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 22, 2021 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Fire and Police Commission

Current	Requested
Program Assistant II PR 5FN (\$40,516 - \$48,248) FN: Recruitment rate is \$42,539 (One Position)	Administrative Support Specialist PR 2DN (\$42,500 - \$59,498) FN: Recruitment flexibility at any point in the range with DER approval (Two Positions)
Program Assistant III PR 5IN (\$46,347 - \$54,669) FN: Recruitment is at \$47,779 (One Position)	
The Program Assistant II position is vacant and a new incumbent will serve a probationary period. The current incumbent of the Program Assistant III position has been performing the duties and responsibilities for some time and no new probationary period is recommended.	

