



Legislation Text

File #: 59078, **Version:** 1

Fiscal Note

At the time of developing the 2020 operating budget, the anticipated cost of converting these positions was \$30,000. Costs associated with this change are included in agency's personnel budgets for 2020.

Title

Accreting CG17 employees into CG20, 18, and 44, where appropriate, creating new classifications in CG20 to accommodate the movement of employees, creating a new classification of Administrative Supervisor in CG18, R03, and Transit Administrative Supervisor in CG44, R03, recreating the various positions in their new CG and Range, and reallocating the incumbents to the new positions.

Body

Resolution deleting the following classifications in CG17: Clerk 1, Clerk Typist 1, Clerk 2, Clerk Typist 2, Document Services Specialist 1, Legal Office Assistant, Administrative Clerk 1, Document Services Specialist 2, Secretary 1, Legal Secretary 1, Account Clerk 3, Administrative Clerk 2, Program Assistant 1, Secretary 2, Administrative Secretary 2, Legal Secretary 2, Program Assistant 2, Document Services Leadworker, Program Assistant 3, Legal Secretary 3, Ordinance Revisions Specialist, Personnel Technician 1, Legislative Management System Specialist, Personnel Technician 2, Planning Technician.

Be it further resolved that the following new classifications are created in CG20: Mayoral Office Clerk in R10; Document Services Specialist 1 and 2 in R07 and 10, respectively; and Legislative Management System Specialist in R16.

Be it further resolved that a new classification of Administrative Supervisor is created in CG18, R03, and a new classification of Transit Administrative Supervisor is created in CG44, R03.

Be it further resolved that position changes are enacted in accordance with the attached spreadsheet, with the incumbents reallocated to the new positions in their respective agency operating budgets, thereof.