

2022-23
SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION B - PROVISION CHANGES

Provision changes from the 2021-22 Departmental Personnel Ordinances (DPO):

CITY ADMINISTRATIVE OFFICER

A new Section 1.4 is added to permit the City Administrative Officer to employ or retain any person in an exempt position at any step within the salary range prescribed for the position that is determined by the City Administrative Officer to be commensurate with and based on the extent, responsibility, and importance of the work and the experience and ability of the employee.

A new Section 1.5 is added, pursuant to action by the Executive Employee Relations Committee (EERC) on November 30, 2022, to provide a series of 2.75% in premium level compensation to the salary of an employee in the classification of City Administrative Officer (Code 0010).

A new Section 1.6 is added, pursuant to action by the EERC on November 30, 2022, to provide approximately 11 percent in salary adjustments to employees in the Office of the City Administrative Officer in the non-represented classification and pay grades of Finance Specialist I (Code 1552-1), Finance Specialist II (Code 1552-2), Finance Specialist III (Code 1552-3), Finance Specialist IV (Code 1552-4), and Finance Specialist V (Code 1552-5).

A new Section 1.7 is added, pursuant to action by the EERC on November 30, 2022, to provide approximately 11 percent in salary adjustments to any employee in the Office of the City Administrative Officer in the non-represented classification of PRIMA Program Manager (Code 1854).

CITY TOURISM

The 2022-23 DPO reflects a department name change from Convention and Tourism Development to City Tourism.

PERSONNEL

Sections 1.11 and 1.12 are amended to reflect the division name change from Office of Discrimination Complaint Resolution to Office of Workplace Equity.

A new Section 1.17 is added to include a recruitment and retention bonus approved by the Executive Employee Relations Committee at its meeting on September 30, 2022, providing a \$2,500 non-pensionable cash payment to employees in non-represented classifications assigned to the Selection Division's Examining Section, upon completion of

13 consecutive pay period increments in which a minimum of 40 hours is compensated per pay period. This provision will be effective January 1, 2023, with the earliest payment being made in the pay period commencing July 2, 2023.

A new Section 1.18 is added to allow a non-represented, civil service exempt employee to receive salary up to the second premium level rate above the appropriate step rate of the salary range prescribed for the class and pay grade of the employee, upon approval of the General Manager Personnel Department.

PUBLIC WORKS - BUREAU OF SANITATION

Section 1.1 is amended to provide additional language to clarify that the provision shall supersede any contrary language regarding refuse collection crews' work shifts and/or overtime implications.