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THE CITY OF PROVIDENCE
STATE of RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1646

NO: 564 AN ORDINANCE ESTABLISHING A COMPENSATION PLAN
FOR THE CITY OF PROVIDENCE and REPEALING CHAPTER 1567
APPROVED SEPTEMBER 24, 1963.

Approved: September 23, 1964

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. The following Compensation Plan is hereby adopted as the official Compensation Plan for the Classified service and shall be applied to positions in that service as hereinafter provided.

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Accountant I	4,877.08 5,357.56	Assessment Aide I	5,262.92
Accountant II	5,721.56 6,457.36	Assessment Aide II	7,280.00
Administrative Aide (Chapin Hospital)	5,826.08 6,562.40	Asst Administrator of Relocation	7,800.00
Administrative Asst. to Chief Engineer (Water)	9,193.60	Asst Business Relocation Officer (Redev. Agency)	6,562.40 7,152.08
Administrative Asst. to Commissioner of Public Safety	8,434.40	Asst City Collector	7,610.72
Admin Asst & Deputy Registrar of Vital Statistics	7,300.80	Asst City Controller	9,222.72
Admin Asst-Welfare	5,840.64 6,541.60	Asst City Controller (Second)	7,041.32
Administrative Officer (Prev. (Civilian Defense) (State Wage)		Asst City Solicitor (First)	8,945.04
Air Poll & Mech Equipt Inspector I	5,325.32	Asst City Solicitor (Second)	7,870.72
Air Poll & Mech Equipt Inspector II	5,796.96	Asst City Solicitor (Third)	7,300.80
Air Poll & Mech Equipt Inspector III	7,421.44	Asst City Solicitor (Fourth)	6,745.96
Architectural Draftsman I	5,905.12	Asst City Solicitor (Fifth)	6,240.00
Architectural Draftsman II	7,269.08	Asst Clinical Director (General)	8,499.92M
		Asst Director of Laboratories	7,067.32 7,885.28

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Asst Director of Nursing Services	6,425.12	Associate Planner	6,562.40
(nt duty)	7.22		7,152.08
(even duty)	9.63	Associate Redev. Project Planner (Redev. Agency)	6,562.40
Asst Director of Recreation	5,796.96		7,152.08
	6,562.40	Attorney-Water	4,815.20
Asst Dog Officer	5,281.12	Attorney-Welfare	4,815.20
Asst to Executive Director (Redev. Agency)	8,996.00	Automobile Driver	3,408.08
Asst Head Nurse-Wards	4,614.48	Automotive Mechanic I	2.13 hr
	5,012.28	Automotive Mechanic II	4,738.24
(nt duty)	7.22	Bacteriologist I	5,095.48
(even duty)	9.63		5,537.48
Asst Highway Supt	6,619.60	Bacteriologist II	5,921.76
Asst Instructor of Nurses	5,204.16		6,678.88
	5,548.92	Baker	3,610.88
(nt duty)	7.22	Bath House Attendant I	2,687.36
(even duty)	9.63	Bath House Attendant II	2,956.20
Asst Master Mechanic (Water)	2.51 hr	Bird & Animal Handler	1.99 hr
Asst. Planner	5,616.00	Bird Curator	4,914.00
	6,373.12		5,624.32
Asst Real Estate Officer (Redev. Agency)	6,562.40	Boiler Room Foreman (Incinerator)	2.08 hr
	7,152.08	Bridge Operator	12.60 day
Asst Research Officer	7,300.80	Bridge Supt I	13.38 day
Asst Superintendent of Incinerator	7,063.68	Bridge Supt II	14.05 day
Asst Supt of Parks	6,760.00	Budget Officer	11,232.00
Asst Supervisor of Nurses	4,879.68	Bldg Custodian I	3,408.08
	5,262.92	Bldg Custodian II	3,985.80
(nt duty)	7.22		
(even duty)	9.63		
Associate Engineer II	7,571.20		
	8,328.32		
Associate Engineer III	8,598.72		
	9,355.84		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Bldg Custodian III	4,552.60	Chief Inspector of Air Poll & Mech Equipt Installations	8,063.64
Bldg Inspector I	5,325.32		
Bldg Inspector II	5,796.96	Chief Inspector of Electrical Install's	11,186.24
Bldg Inspector III	8,001.76		
Bldg Maint Engineer I	4,614.48	Chief Inspector of Plumbing, Drainage & Gas Piping	8,063.64
Bldg Maint Engineer II	2.57 hr		
Bldg Maint Supervisor	6,118.32		
Bldg Tradesworker (Prev. Wage)		Chief Inspector of Structures & Zoning	8,063.64
Business Manager (Public Works)	7,286.24	Chief of Construction and Maintenance	9,869.60
Business Office Manager (Redevelopment Agency)	7,610.72	Chief of Operations & Maintenance (Sewage Disposal)	5,919.68 6,410.56
Business Relocation Officer (Redev. Agency)	8,996.00	Chief of Redev. Project Planning (Redev. Agency)	8,996.00
Case Work Supervisor (Prev. State Wage)		Chief of Renewal Services (Redev. Agency)	8,996.00
Case Work Supervisor (Psychiatric) (Prev. State Wage)		Chief of Sanitation	9,869.60
Case Work Supervisor (Public Assistance) (Prev. State Wage)		City Architect	8,635.64
Caulker	1.99 hr	City Assessor	12,480.00
Cement Finisher	2.08 hr	City Collector	10,458.24
Charwoman	2,375.88	City Controller	11,232.00
Chemist I	4,971.72 5,660.20	City Forester	6,619.60
Chemist II	5,921.76 5,678.88	Claim Adjuster	5,905.12
Chief Chemist-Water	6,760.00 7,733.44	Clerk I	2,500.68 3,081.00
Chief Civil Engineer	9,869.60	Clerk II	3,081.00 3,673.28
Chief Industrial Representative (Redev. Agency)	8,996.00	Clerk III	3,673.28 4,063.28
		Clerk IV	4,313.40 5,033.08

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Clerk, Police Court	7,424.56	Data Processing Programmer	4,914.00 5,460.00
Clerk Stenographer I	2,861.04 3,438.24	Data Processing Machine Operator	4,206.28 4,938.96
Clerk Stenographer II	3,438.24 3,938.48	Deputy Chief Engineer (Water)	10,924.16
Clerk Stenographer III	3,938.48 4,331.08	Deputy City Clerk-1st	7,424.56
Clerk Typist I	2,500.68 3,081.00	Deputy City Clerk-2nd	6,543.68
Clerk Typist II	3,081.00 3,673.28	Deputy City Treasurer	6,745.96
Clinical Director General	13,763.88M	Deputy Clerk, Police Court	6,310.20
Clinical Director Psychiatric	13,763.88M	Deputy Clerk, Probate	4,206.28 4,738.24
Clinical Instructor of Nurses	5,012.28 5,396.04	Deputy Director, Div. of Min. Housing	8,840.00
(nt duty	7.22	Deputy Director of Civilian Defense	(Prev. State Wage)
(even duty	9.63	Deputy Director-Public Works	12,355.20
Clinical Psychologist	6,298.24 7,691.32	Deputy Director (Redev. Agency)	11,232.00
Cook I	3,220.88	Deputy Inspector of Milk	6,408.48
Cook II	3,610.88	Deputy Planning Director	11,232.00
Cook III	5,201.56M	Deputy Recorder of Deeds	6,745.96
Crane Operator	2.08 hr	Deputy Supt of Health	10,108.80
Curator	6,378.32	Detective I	6,146.40
Curator of Mammals	4,914.00 5,624.32		
Data Processing Manager	10,458.24		
Data Processing Co-Ordinator	7,030.40		
Data Processing Program Supervisor	7,030.40		
Data Processing Machine Supervisor	4,914.00 5,460.00		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Dietitian I	4,536.48M 4,989.40M	Engineering Aide II	4,023.76 4,531.80
Dietitian II	5,216.64M 5,616.52M	Engineering Aide III	4,914.00 5,678.40
Director of Bldg. Inspection	11,960.00	Equipment Operator I (Incinerator)	16.14 day
Director of Division of Minimum Housing Standards	11,960.00		
Director of Nursing Service & School of Nursing	7,009.08 7,622.16	Equipment Operator I (Refuse Coll.)	14.92 day
(nt duty	7.22		
(even duty	9.63	Equipment Operator I	1.88 hr
Division Engineer-Engineering Office (Water)	9,869.60	Equipment Operator II	1.92 hr
Division Engineer (Source of Supply)	9,869.60	Family & Business Relocation Service Administrator	10,400.00
Division Engineer (Trans & Distr)	9,869.60	Fire Alarm Supt.	7,772.96
Dog Officer	5,853.12	Fire Alarm Technician	5,296.20
Draftsman	4,738.24 5,366.40	Fire Battalion Chief	7,495.80
Duplicating Equipment Operator	4,914.00	Fire Captain	6,759.48
Electrical Inspector I	5,325.32	Fire Chief	11,203.92
Electrical Inspector II	5,796.96	Fire Equipt Supt I	7,127.64
Electrical Inspector III	6,880.64	Fire Equipt Supt II	7,358.52
Elevator Operator	3,018.60	Fire Lieutenant	6,146.40
Engineer's Associate	6,543.68 7,300.80	Fireman	5,138.12 5,542.16
Engineering Aide I	3,389.88 3,927.56	First Deputy City Sealer	4,096.04

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
First Deputy City Sergeant	4,815.20	Housing Inspector III	6,880.64
First Deputy City Weigher	3,908.84	Hydro-Electric Station Operator	2.58 hr
Forester (Source of Supply)	5,899.40 6,249.88	Industrial Represent- ative (Redev. Agency)	6,562.40 7,152.08
Garage Supt I	6,074.64	Inspector of Kosher Foods	1,938.04
Garage Supt II	6,745.96	Inspector of Sidewalks	5,529.16
Gateman	12.33 day	Institution Attendant	3,000.92 3,283.80
Head Nurse-Wards (nt duty even duty)	4,747.08 5,145.40 7.22 9.63	Institution Business Manager	7,286.24
Head Nurse-Operating Room (nt duty even duty)	4,747.08 5,145.40 7.22 9.63	Institution Maintenance Mechanic	2.03 hr
Head Nurse-Outpatient Department (nt duty even duty)	4,747.08 5,145.40 7.22 9.63	Institution Nurse II (nt duty even duty)	4,096.04 7.22 9.63
Highway Construction Foreman	2.41 hr	Institution Utility Worker I	1.33/1.38/ 1.44 hr
Highway Office Manager	6,496.88	Institution Utility Worker II	1.44/1.49/ 1.54/1.59 hr
Highway Yard Foreman	2.36 hr	Institution Ward Porter	1.33/1.38/ 1.44/1.49 hr
Horticultural Supervisor	4,914.00 5,624.32	Instructor of Nature Study	4,206.28
Housekeeper	3,000.92	Instructor of Nurses	5,528.64 5,870.28
Housemother	3,000.92	(nt duty even duty)	7.22 9.63
Housing Inspector I	5,325.32		
Housing Inspector II	5,796.96		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Intergroup Specialist	6,760.00	Maintenance Man I	3,875.56
Key Punch Operator	3,283.80 3,875.56	Maintenance Man II	4,394.00
Key Punch Supervisor	4,914.00 5,460.00	Maintenance Man III	5,419.96
Labor Foreman Gen I	1.97 hr	Management Agent (Redev. Agency)	7,876.44
Labor Foreman Gen II	2.16 hr	Management Aide (Redev. Agency)	6,562.40 7,152.08
Labor Foreman Water I	1.97 hr	Master Mechanic-Water	3.07 hr
Labor Foreman Water II	2.41 hr	Matron I	2,813.20
Laboratory Assistant	3,250.52	Matron II	3,283.80
Laboratory Technician I	3,548.48 3,938.48	Mechanic I	1.92 hr
Laboratory Technician II	3,971.24 4,360.72	Mechanic II	2.08 hr
Laborer (Garb. Coll.)	15.07 day	Mechanic III	2.34 hr
Laborer (Refuse Coll.)	14.63 day	Mechanical Engineer	9,355.84
Laborer I	1.84 hr	Medical Record Librarian	4,108.00 4,776.72
Laborer II	1.88 hr	Medical Social Worker (Prev. (State Wage)	
Land Disposition Officer (Redev. Agency)	8,996.00	Meter Mechanic	3,673.28 4,268.68
Laundry Worker I	1.33/1.38/ 1.44 hr	Meter Reader I	3,610.88 4,063.28
Laundry Worker II	3,500.64	Meter Reader II	4,096.04 4,552.60
Laundry Worker III	4,126.20	Meter Superintendent	7,017.92
Maintenance Foreman (Sewage Disposal Works)	2.16 hr	Municipal Dock Supt.	4,331.08

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Nurses Aide (Nt or even duty)	1.41/1.47/ 1.52 hr 4.82	Plan Estimator	8,063.64
Occupational Therapist	3,830.84	Planning Aide	4,891.64 5,566.60
Occupational Therapy Aide	2,971.28	Playground Director	3,471.00
Operations & Planning Officer (Civ. Def.)	(Prev. State Wage)	Playground Supervisor	3,798.60
Park Foreman General	2.41 hr	Plumbing Inspector I	5,325.32
Parking Meter Maint Man I	1.91 hr	Plumbing Inspector II	5,796.96
Parking Meter Maint Man II	4,491.24	Plumbing Inspector III	6,880.64
Pathologist	10,020.40M	Police Captain	7,495.80
Paver	2.08 hr	Police Chief	11,203.92
Personal Property Assessment Aide	8,000.00	Police Commander	8,231.08
Personnel Director	10,458.24	Police Dog Specialist	6,146.40
Personnel Technician	5,721.56 6,457.36	Police Equip& Supt	6,698.12
Pharmacist I	4,394.00 4,909.32	Police Lieutenant	6,759.48
Pharmacist II	6,056.96	Police Matron	2,893.28
Physical Therapist I	4,830.28M 5,322.20M	Police Patrol Driver	4,000.88
Physical Therapist II	5,522.92M 6,261.84M	Police Patrolman	5,138.12 5,542.16
Physician	4,538.04	Police Sergeant	6,146.40
		Police Signal Operator	2,893.28
		Police Surgeon, Deputy	4,476.16
		Police Surgeon, First	6,056.96

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Police Switchboard Operator	3,346.20	Pumping Station Engineer	5,514.08
Police Woman	5,138.12 5,542.16	Purchasing Agent I	4,313.40 5,033.08
Port Agent	8,063.64	Purchasing Agent II	7,286.24
Practical Nurse (nt or even duty)	1.64/1.70/ 1.77 hr 4.82	Purchasing Agent III	10,458.24
Principal Clerk (GPA)	(Prev. (State Wage)	Radio Engineer	6,163.56
Principal Planner	9,547.20 10,301.20	Rain Gauge Keeper	7.42 per (instr. per wk)
Project Director (Redev. Agency)	9,884.16	Real Estate Aide (Redev. Agency)	5,510.96 6,745.96
Psychiatric Social Worker	(Prev. (State Wage)	Real Estate Officer (Redev. Agency)	8,996.00
Psychometrist	3,830.84 4,538.04	Real Property Assessment Aide	8,000.00
Public Health Nurse I	4,033.12 4,599.92	Recreation Center Director	5,201.56 5,537.48
Public Health Nurse II	4,641.00 5,187.00	Recreation Leader	2,688.40
Public Health Nursing Director	5,840.64 6,600.36	Recreation Program Supervisor	4,268.68
Public Health Physician I	4,126.20	Recreation Supervisor	3,581.24
Public Health Physician II	6,518.72	Redevelopment Project Planner (Redev. Agency)	5,510.96 6,745.96
Public Information Officer	8,320.00	Research Aide (Redev. Agency)	6,562.40 7,152.08
		Research Officer (Redev. Agency)	8,996.00
		Resident Physician	7,580.56M
		Roentgenologist (Consulting)	6,179.68
		Sanitarian	5,139.68

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Sanitarian Aide I	4,236.44	Sewer Construction Worker	2.08 hr
Sanitarian Aide II	4,815.20	Sewer & Drain Inspector	4,268.68
Sanitary Bacteriologist	4,000.88 4,738.24	Social Case Worker	(Prev. State Wage)
Screenman	1.88 hr	Special Administrative Assistant (Redev. Agency)	5,840.64
Second Asst Clinical Director General	8,227.96M	Staff Nurse	4,464.72 4,820.92
Second Deputy City Sealer	3,735.68	(nt duty 7.22 (even duty 9.63)	
Second Deputy City Sergeant	4,096.04	Stationary Equipment Operator	1.95 hr
Secretary, Bldg Bd of Review	2,220.92	Stationary Fireman	1.92 hr
Secretary, Zoning Bd of Review	5,139.68	Steam Engineering Examiner	5,796.96
Senior Engineer (Redev. Agency)	9,869.60	Stenographic Reporter (City Council)	4,552.60
Senior Planner	7,876.44 8,417.24	Supt of Bath Houses & Comfort Stations	5,796.96
Senior Redevelopment Project Planner	7,876.44 8,417.24	Supt of Filtration	8,057.92 8,923.20
Senior Resident Physician	6,457.36M	Supt of Garbage Collection	6,739.72
Sewage Disposal Works Foreman	2.16 hr	Supt of Highway	8,063.64
Sewage Disposal Works Operator	1.95 hr	Supt of Incinerator	8,063.64
Sewer Basin Man	2.08 hr	Supt of Plant Maint & Operation	7,286.24
Sewer Construction Foreman	2.41 hr	Supt of Public Bldgs.	9,869.60

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Supt of Sewage Disposal	8,063.64	Traffic Engineer III	9,162.40
Supt of Sewer Construction and Maintenance	8,063.64	Traffic Marker and Sign Man I	2.12 hr
Supt of Transmission & Distribution	6,685.12	Traffic Signal Maint Man I	2.26 hr
Supt of Warehouse & Inventory	6,866.08	Traffic Signal Maint Man II	2.48 hr
Supt of Weights and Measures	5,643.56	Training & Public Information Officer (Civ. Def.)	(Prev. (State Wage))
Supervisor of Domestic Relations	6,760.00	Tree Trimmer	2.08 hr
Supervising Public Health Nurse (Comm. Disease)	5,230.16	Turbine Operator I	2.08 hr
	5,505.24	Turbine Operator II	2.12 hr
Supervising Public Health Nurse (T.B.)	5,230.16	Urban Renewal Counsel (Redev. Agency)	8,996.00
	5,505.24	Utility Inspector	5,624.32
Supervisor of Nurses	5,071.56	Vermin Control Officer	2.16 hr
(nt duty	7.22	Ward Secretary	2,500.68
(even duty	9.63		3,081.00
Supervisor of Refuse Collection	2.34 hr	Water Service Inspector	4,552.60
Supervisor of Volunteer Services	3,423.16	Water Shed Manager (Source of Supply-Water)	7,287.28
	4,373.20		7,841.60
Switchboard Operator	12.88 day	Watchman	1.36 hr
Traffic Engineer I	6,832.80	X-Ray Technician I	3,081.00M
	7,422.48	X-Ray Technician II	3,735.68M
Traffic Engineer II	7,692.88		4,126.20M
	8,367.32		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
X-Ray Technician III	4,268.68M 4,514.48M		
Zoning Assistant	4,464.72		

The letter "M" after any of the above salaries indicates that Full Maintenance is provided in addition to the salary.

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SECTION 2. No person holding a position in the classified service on the date of the passage of this ordinance shall be reduced in compensation by reason of the terms of this ordinance.

SECTION 3. All persons holding or entering a classified position in the city service on or after October 1, 1964, shall be paid the rates herein provided.

SECTION 4. The minimum rate of pay for any class of position shall be payable to any person on his first appointment to the position allocated to the class, provided that, if a person already in the service is transferred, he may with the recommendation of the Finance Director and approval of the Mayor, enter the new position at the same rate of pay as he had previously received.

SECTION 5. Any employee employed in a position allocated to a class carrying minimum and maximum pay rates may be granted a pay increase from one step to the next higher step within the established range, subject to the following:

1. One hundred four dollars a year shall constitute a step.
2. Recommendations for step increases shall be made by department heads or the Chairman of Bureaus or Commissions at the time of submission of annual budget estimates, and at no other time. Such recommendations shall be made on the basis of the quality of work and the seniority of individual employees.
3. The Finance Director shall review such proposed step increases for availability of funds and conformity to the provisions of this Ordinance, and shall recommend approval or disapproval of the increase to the Mayor.
4. An employee entering the city service shall be eligible for a step increase on the first day of the succeeding January, April, July or October next following the completion of twelve months service by said employee in accordance with the provisions of sub-sections 1,2,3 and 5 of this section.
5. Any employee who is transferred from a position not carrying a minimum and maximum pay rate to one that carries a minimum and maximum pay rate shall receive either his present salary or the minimum salary of the new position, whichever is greater, provided, however, that a person who has completed at least one year of service shall be granted a step increase, but in no case shall the new salary exceed the maximum salary of his new position.
6. Increased compensation received by an individual as the result of promotion from a lower to a higher class shall not be deemed a step increase in the sense of the term as used in this section and in event of promotion shall automatically receive the minimum salary for the class to which he has been promoted except that, if any employee has been continuously employed for more than one year and has not received a step increase within one year, he may receive a salary which is one step higher than the minimum. If such minimum salary is the same or less than the salary he received prior to his promotion, he may receive a salary which shall be one full increment higher than his prior salary, but in no case to exceed the maximum.

7. The classes, Police Patrolman, Police Woman, Fireman, Public Health Nurse I, Public Health Nurse II, Public Health Nursing Director, Supervising Public Health Nurse, Registered Nurses employed at Chapin Hospital, Practical Nurses, Social Case Worker, Psychiatric Social Worker, Case Work Supervisor (Psychiatric), Medical Social Worker, and all clerical employees employed in the Department of Public Welfare-General Public Assistance Administration, whose salary is reimbursed to the City of Providence, by the State of Rhode Island, shall be exempt from the first four Sub-sections of Section 5 herein. Clerical employees in the Department of Public Welfare-General Public Assistance Administration shall be paid the prevailing wage as established in the State of Rhode Island General Public Assistance Merit System Pay Plan.

The entrance rate for Police Patrolman, Police Woman, and Fireman shall be \$5,138.12 per annum, and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -
\$5,267.60 per annum.
- At the expiration of eighteen (18) months of service -
\$5,400.72 per annum.
- At the expiration of three (3) years of service -
\$5,542.16 per annum.

Members of the Police Department who are regularly assigned to plain clothes duty as Detectives or members of the so-called C-Squad shall receive in addition to their basic salary an additional eight (8%) per centum of their salary during such assignment.

The entrance rate for Public Health Nurse I shall be \$4,033.12 per annum, and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -
\$4,301.44 per annum.
- At the expiration of two (2) years of service -
\$4,464.72 per annum.
- At the expiration of three (3) years of service -
\$4,599.92 per annum.

The entrance rate for Public Health Nurse II shall be \$4,641.00 per annum and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -
\$4,804.80 per annum.
- At the expiration of two (2) years of service -
\$4,968.60 per annum.
- At the expiration of three (3) years of service -
\$5,187.00 per annum.

The entrance rate for Practical Nurse shall be \$1.64 per hour and shall be increased six (\$0.06) cents per hour after one (1) year of service and seven (\$0.07) cents per hour after two (2) years of service.

Practical Nurses and Nurses Aide shall receive, in addition to pay as established by Section 1 of this ordinance, four dollars and eighty-two (\$4.82) cents extra per week for night duty or evening duty.

All registered nurses employed in Chapin Hospital shall receive in addition to pay as established by Section 1 of this ordinance, seven dollars and twenty-two (\$7.22) cents extra per week for night duty and nine dollars and sixty-three(\$9.63) cents extra for evening duty.

Practical Nurses, Nurses Aides and Registered Nurses who have been on night duty or evening duty for at least six (6) continuous months immediately prior to vacation or sick leave shall receive night duty or evening duty pay during any vacation or sick leave period in addition to the salary as established in Section 1.

Employees in the Classification of Supervisor of Nurses shall at the expiration of one (1) year of service receive one hundred seventy six dollars and eighty (\$176.80) cents above the minimum for the class to which they are assigned, and at the end of two (2) years of service an additional two hundred twenty-one (\$221.00) dollars.

Employees in the following classifications: Head Nurse-Wards, Head Nurse-Operating Room and Head Nurse Outpatient shall at the expiration of one (1) year of service receive one hundred seventy-six dollars and eighty (\$176.80) cents above the minimum for the class to which they are assigned and at the end of two (2) years of service, an additional two hundred twenty one dollars and fifty-two (\$221.52) cents.

Employees in the classification of Staff Nurse shall at the expiration of one (1) year of service receive one hundred thirty-five dollars and twenty (\$135.20) cents above the minimum for the class and at the end of two (2) years of service an additional two hundred twenty-one (\$221.00) dollars.

Employees in the classification of Instructor of Nurse shall at the expiration of one (1) year of service receive one hundred thirty-six dollars and seventy-six (\$136.76) cents above the minimum for the class and at the end of two (2) years of service an additional two hundred four dollars and eighty-eight (\$204.88) cents.

Employees in the classification of Assistant Instructor of Nurses shall at the expiration of one (1) year of service receive one hundred ninety-one dollars and eighty-eight (\$191.88) cents above the minimum for the class and at the end of two (2) years of service an additional one hundred and fifty-two dollars and eighty-eight (\$152.88) cents.

Employees in the classification of Assistant Head Nurse-Wards shall at the expiration of one (1) year of service receive one hundred ninety-one dollars and eighty-eight (\$191.88) cents above the minimum for the class and at the end of two (2) years of service and additional two hundred and five dollars and ninety-two (\$205.92)cents.

Employees in the classification of Clinical Instructor of Nurses shall at the expiration of one (1) year of service receive one hundred seventy-seven dollars and thirty-two (\$177.32 cents above the minimum for the class and at the end of two (2) years of service an additional two hundred six dollars and forty-four (\$206.44) cents.

Employees in the classification of Assistant Supervisor of Nurses shall at the expiration of one (1) year of service receive one hundred ninety-one dollars and eighty-eight (\$191.88) cents above the minimum for the class and at the end of two (2) years of service an additional one hundred ninety one dollars and thirty-six (\$191.36) cents.

Employees in the classifications of Director of Nursing Service and School of Nursing or Assistant Director of Nursing Service shall at the expiration of one (1) year of service receive two hundred four dollars and thirty-six (\$204.36) cents above the minimum for the class, and at the end of each year of service for the following two (2) years an additional two hundred four dollars and thirty-six (\$204.36) cents.

Employees in the classification of Public Health Nursing Director shall at the expiration of one (1) year of service receive two hundred thirty-four (\$234.00) dollars above the minimum for the class at the end of two (2) years of service an additional two hundred thirty three dollars and forty-eight (\$233.48) cents and at the end of three (3) years service an additional two hundred ninety two dollars and twenty-four (\$292.24) cents.

Employees in the Classification of Supervising Public Health Nurse shall at the expiration of one (1) year of service receive one hundred nine dollars and twenty (\$109.20) cents above the minimum for the class, at the end of two (2) years of service an additional one hundred nine dollars and twenty (\$109.20) cents, and at the end of three (3) years of service an additional fifty-six dollars and sixty-eight (\$56.68) cents.

Where maintenance is supplied, it shall, unless otherwise indicated herein, be deducted from the gross salary. The value of maintenance shall be considered to be:

\$1.25 per week for one (1) meal per day.

\$2.50 per week for two (2) meals per day.

\$3.75 per week for three (3) meals per day.

\$2.25 per week for lodging and laundry allowance, provided that when lodging facilities are provided for the entire family of a city employee, rates shall be fixed individually by the department subject to the approval of the Finance Director.

Maintenance shall apply only to employees of the Chapin Hospital.

SECTION 6. A given rate of pay as expressed in the compensation plan may be commuted to a weekly, daily or hourly rate and established by a department head or chairman of a Bureau or Commission with the approval of the Finance Director, as the rate of pay for employees of a particular class; provided, however, that all employees of a given class in a given unit of a department shall be paid on the same basis, excepting part-time and temporary employees.

SECTION 7. All employees in the classified service shall be paid weekly.

SECTION 8. No officer or employee of the City shall issue a check for payment of, or pay any salary or compensation to any person holding, or claiming to hold a position in the classified service, unless the Personnel Director shall have first certified that the persons named on the payroll or account of such compensation have been appointed and are employed in accordance with this ordinance.

SECTION 9. Chapter 1567 of the Ordinances of 1963 with all amendments thereto is hereby repealed.

SECTION 10. This Ordinance shall take effect and become operative as of October 1, 1964.

* * * * *

IN CITY COUNCIL
SEP 3 1964
First Reading Read and Passed
Referred to Committee on *Back*
FINANCE
Ursula Cuspia
Clerk

IN CITY COUNCIL
SEP 2 2 1964
FINAL READING
READ AND PASSED
James J. Quinn
ACTING PRESIDENT
Ursula Cuspia
CLERK

APPROVED
SEP 2 3 1964
Walter H. Jones
MAYOR

IN CITY COUNCIL

AUG 13 1964

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Winnest Hopkins, CLERK

THE COMMITTEE ON

Stratton
Approves Passage of
The Within Ordinance

Winnest Hopkins
Chairman
8-26-64
Clare

THE COMMITTEE ON

Stratton
Approves Passage of
The Within Ordinance

Winnest Hopkins
Chairman
9-10-64
Clare

THE CITY OF PROVIDENCE
STATE of RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1647

NO: 565 AN ORDINANCE ESTABLISHING THE SALARIES AND
COMPENSATION TO BE PAID TO THE SEVERAL CITY OFFICIALS
AND EMPLOYEES HEREIN NAMED, AND REPEALING CHAPTER 1568,
APPROVED SEPTEMBER 24, 1963.

Approved: September 23, 1964

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. The salaries and compensation to be paid
to the several city officials and employees herein named and
provided for shall be at the following rates:

Administrative Assistant (Providence Human Relations Commission)	\$ 5,039.84 per annum
Attorney I (Redevelopment Agency)	-7,300.80) 7,862.40) " "
Chairman, Board of Canvassers	7,085.52 " "
Chairman, Board of Review (Minimum Housing Standards) (not to exceed)	60.00 per mtg. 1,200.00 per annum
Chairman, Bldg. Board of Review	1,500.00 " "
Chairman & Secretary (Bureau of Licenses)	7,420.92 " "
Chairman, Zoning Bd. of Review	1,500.00 " "
Chief Counsel (Redevelopment Agency)	11,232.00 " "
Chief Engineer (Water Supply Board)	12,972.96 " "
City Clerk	10,458.24 " "
City Sergeant	7,219.16 " "
City Solicitor	12,972.96 " "
City Treasurer	10,458.24 " "
Clerk, Probate Court	7,462.52 " "
Commissioner, Bureau of Licenses	5,736.12 " "
Commissioner, Public Safety	12,972.96 " "
Director of Civilian Defense	(Prevailing State Wage)
Director, Public Welfare	12,972.96 " "
Director, Public Works	12,972.96 " "
Director of Recreation	11,960.00 " "

Executive Director (Providence Human Relations Commission)	\$ 8,840.00 per annum
Executive Director (Redevelopment Agency)	12,972.96 " "
Field Worker (Prov. Human Relations Comm.)	5,719.48 " "
Finance Director	12,972.96 " "
Judge, Police Court	4,815.20 " "
Judge, Probate Court	11,440.00 " "
Mayor's Administrative Assistant	10,458.24 " "
Mayor's Executive Secretary	9,360.00 " "
Mayor's Personal Secretary	4,375.80) 4,723.68) " "
Mayor's Stenographer	3,938.48) 4,331.08) " "
Mayor's Typist	3,081.00) 3,673.28) " "
Mayor's Chauffeur	4,786.08 " "
Member, Board of Canvassers	7,085.00 " "
Member, Board of Review (Minimum Housing Standards) (not to exceed	50.00 per mtg. 1,000.00 per annum
Member, Bldg. Board of Review	1,000.00 " "
Member, Bd. of Tax Assessment Review	25.00 per mtg.
Member, Zoning Bd. of Review	1,000.00 per annum
Planning Director (City Plan)	12,972.96 " "
Recorder of Deeds	8,840.00 " "
School Crossing Guard	1.72 hr
Secretary, Board of Tax Assessment Review	7,436.00 per annum
Social Case Worker Trainee	(Prevailing State Wage)
Supt. of Chapin Hospital	16,848.00 per annum
Supt. of Health Department	12,972.96 " "
Supt. of Parks	11,960.00 " "
Traffic Engineer	11,960.00 " "
Trainees, Police & Fire	72.13 per week
Urban Renewal Co-Ordinator	12,972.96 per annum
Woman Parking Checker	1.82 hr.
Zoo Curator	1.00 per annum

TEMPORARY - PART-TIME

Co-Director, Recreation	\$ 10.21 per session
Physical Instructor	8.42 " "
Referee	3.62 per game
School Janitor	(Prevailing School Dept Wage)
Scorekeeper	3.62 per game
Supervisor of Activities (Recreation Dept)	68.87 per week
Automobile Driver (Part-Time, Bd. of Canvassers)	1.90 per hour
Clerk (Part-Time, Bd. of Canvassers)	1.82 per hour

SWIMMING POOLS

Supervisor	96.17 per week
Assistant Pool Manager	76.32 " "
Counter Person	40.59 " "
Engineer	4,325.36 per annum
Hygiene Inspector	54.10 per week
Life Guard	(Prevailing State Wage)
Small Pool Manager	86.10 per week

SECTION 2. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. This Ordinance shall take effect and become operative as of October 1, 1964.

IN CITY COUNCIL
 SEP 3 1964
 First Reading Read and Passed *Back*
 Referred to Committee on
 FINANCE
Ursula Cuspia
 Clerk

IN CITY COUNCIL
 SEP 2 2 1964
 FINAL READING/
 READ AND PASSED
James A. Reynolds
 ACTING PRESIDENT
Ursula Cuspia
 CLERK

APPROVED

SEP 2 3 1964
Walter H. Reynolds
 MAYOR

IN CITY COUNCIL

AUG 13 1964

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Winnipeg Report, Clerk

THE COMMITTEE ON

Approves Passage of
The Within Ordinance

Winnipeg Report, Clerk
8-26-64

THE COMMITTEE ON

Approves Passage of
The Within Ordinance

Winnipeg Report, Clerk
9-10-64

THE CITY OF PROVIDENCE
STATE of RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1648

NO: 566 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1
ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF
PROVIDENCE", APPROVED AUGUST 7, 1953.

Approved: September 23, 1964

SECTION 1. The Classification Plan as incorporated and
adopted in Section 1 of the Ordinance Chapter 760, entitled: "An
Ordinance Establishing a Classification Plan for the City of Prov-
idence", as amended, is hereby further amended in the following
respects:

<u>DELETE:</u>	Electronic Data Processing Programmer	(190)
	Data Processing Co-ordinator	(196)
	Tabulating Equipment Operator	(196A)
	Tabulating Machine Supervisor	(197)
	Assistant Fire Alarm Superintendent	(412A)
	Chief Housing Inspector	(417)
	Engineering Trainee	(525)
	Associate Engineer I	(532)
	Superintendent of Building Maintenance and Operation	(593)

<u>ADD:</u>	Housing Inspector III	(424)
	Deputy Director, Division of Minimum Housing Standards	(426)
	Engineer's Associate	(535)
	Division Engineer-Engineering Office (Water)	(541)
	Mechanical Engineer	(542)
	Curator of Mammals	(692)
	Bird and Animal Handler	(696)
	Data Processing Manager	(810)
	Data Processing Co-Ordinator	(812)
	Data Processing Program Supervisor	(814)
	Data Processing Machine Supervisor	(816)
	Data Processing Programmer	(818)
	Data Processing Machine Operator	(820)
	Key Punch Supervisor	(822)

SECTION 2. This Ordinance shall take effect and become
operative as of October 1, 1964.

IN CITY COUNCIL

SEP 3 1964

First Reading Read and Passed
Referred to Committee on

FINANCE

Vincent Cuscia
Clerk

APPROVED

SEP 23 1964

Walter R. ...
MAYOR

IN CITY
COUNCIL

SEP 22 1964

FINAL READING
READ AND PASSED

ACTING PRESIDENT

Vincent Cuscia
CLERK

IN CITY COUNCIL

AUG 13 1964

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Winnant Woopars, CLERK

THE COMMITTEE ON

~~Finance~~
Approves Passage of
The Within Ordinance

Winnant Woopars
8-20-64
~~Clerk~~
Clerk

THE COMMITTEE ON

~~Finance~~
Approves Passage of
The Within Ordinance

Winnant Woopars
9-10-64
~~Clerk~~
Clerk

HOUSING INSPECTOR III

CLASS TITLE: Housing Inspector III

CLASS DEFINITION: Responsible inspectional work undertaking housing surveys and field inspection of dwellings to determine housing quality within neighborhoods and violations of the minimum standards housing ordinance.

DISTINGUISHING FEATURES OF WORK: Work involves inspection of dwellings within assigned areas, the purpose of which is, through housing code enforcement, to prevent the formation and spread of blight. Inspections will determine whether dwellings are structurally safe, have adequate sanitary facilities, means of egress, heating and refrigeration equipment, lighting, ventilation and electrical facilities, floor space per occupant and are maintained in a safe and sanitary manner. Inspectors will issue necessary notices of violation to owners and/or tenants to correct defects, follow through by re-inspections to obtain compliance and, when necessary, testify at the appropriate time and place in the prosecution of violators. General supervision is received from a superior.

ILLUSTRATIVE EXAMPLES OF WORK: Personally inspects dwellings to determine their fitness for human habitation, fills out inspection record forms, prepares notices of violation, re-inspects dwellings to determine degree of compliance, by persuasion and tact gains cooperation of landlords and tenants, prepares other detailed and careful records and performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Male, 25-55 years of age. Should have familiarity with housing code. Ability to draw floor plan sketches and locate exits, windows, sanitary facilities, etc. Ability to deal tactfully, persuasively and firmly with people, recognizing their individual problems. Ability to advise owner and tenants on means of complying with code, with clear and simple explanatory language, orally and in writing. Must have keenness of perception, ability to deal with people, good manners and good health and appearance.

(over)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in public health, civil engineering, architecture, or related field. Considerable responsible experience in public health, housing, structural engineering, architecture, or related work. Four years experience in an administrative or supervisory capacity in housing code enforcement work. High school graduation plus considerable responsible experience in the above fields may be substituted for educational requirements.

10/1/64

DEPUTY DIRECTOR, DIVISION OF MINIMUM HOUSING STANDARDS

CLASS TITLE: Deputy Director, Division of Minimum Housing Standards

CLASS DEFINITION: Responsible professional and supervisory work in the conduct of surveys and field inspection of dwellings to determine housing quality and violations of the minimum standards housing ordinance.

DISTINGUISHING FEATURES OF WORK: Responsible for execution of surveys and field inspection of dwellings and reporting findings and violations to a superior. Wide opportunity is offered for professional skill and individual initiative under the guidance and supervision of a superior. Supervision is exercised over a staff of housing inspectors.

ILLUSTRATIVE EXAMPLES OF WORK: Organizes, plans, and directs the execution of surveys and inspection of dwellings in areas specified by a superior. Reviews findings of inspections and submits reports of all code violations and housing conditions to superior. Assists in conduct of in-service-training program for inspecting staff. Interprets the housing ordinance to owners, tenants, contractors, real estate brokers, architects, and other interested persons. Notifies owners, tenants or other responsible persons of corrections to be made. Supervises general office procedures and maintenance of records of all operations. Assumes the duties of the Director in his absence.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the codes and ordinances governing the construction, location, design and occupancy of dwellings, and ability to interpret these to interested persons. Ability to establish effective working relationships with owners, tenants, contractors, and other responsible persons. Ability to lay out and review the work of others and keep complete and accurate records. Ability to train and supervise inspecting staff.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in public health, civil engineering, architecture, or other degree with experience in public health, housing structural engineering, architecture, or related work. Five years experience in a supervisory capacity and in a minimum housing standards program.

USUAL LINE OF PROMOTION: To Director of the Division of Minimum Housing Standards

10/1/64

ENGINEER'S ASSOCIATE

CLASS TITLE: Engineer's Associate

CLASS DEFINITION: Engineering work at the sub-professional level performed in both office and field in connection with the investigation, development, design, layout, construction and maintenance of public works and/or water works engineering projects and other related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves the application of engineering knowledge gained through training and/or practical experience in executing minor assignments of design, layout and development of public works and/or water works projects; serves as principal assistant to a superior; serves as field inspector on construction projects. Assignments are usually received from a superior in some detail, the extent of detail depending upon the complexity or nature of the assignment; but there is usually some latitude and opportunity for the use of considerable independent judgment in the execution of work details and in making technical decisions. Supervision may be exercised over the work of Engineering Aides. A technical check of the incumbent's work for completeness and detail may be made by a Professional Engineer.

ILLUSTRATIVE EXAMPLES OF WORK: Conducts field investigations and surveys preparatory to the planning of public works and/or water works engineering projects. Prepares or assists in the preparation of plans, designs, specifications and estimates of quantities and costs for large projects, and makes complete detail plans and estimates for smaller projects. Serves as a field inspector on construction projects enforcing adherence to contract plans and specifications, quality of workmanship and otherwise protecting the City's interests. Supervises the work of Engineering Aides; prepares accurate and complete field data reports, and makes office plans and returns for permanent records.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A complete training or general working knowledge of the basic principles and practices of the engineering sciences. A knowledge of the materials, methods, and techniques applied to public works and/or water works engineering construction projects and activities. Ability to assist in conducting engineering research work and preparing engineering plans and specifications for construction.

Ability to supervise, inspect, and determine quality of work of contractors with respect to adherence to contract plans and specification requirements and to schedule and supervise the work of Engineering Aides.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university majoring in the engineering courses; or a specific record of a high school education together with not less than ten (10) years practical engineering experience of a sufficiently responsible nature to demonstrate individual ability to perform engineering duties at the sub-professional level.

DIVISION ENGINEER - ENGINEERING OFFICE (WATER)

CLASS TITLE: Division Engineer - Engineering Office (Water)

CLASS DEFINITION: Responsible administrative work of a professional engineering nature in directing and supervising the activities of the Engineering Office of the Water Supply Board and other related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves the responsibility for directing the activities of the engineering office of the Water Supply Board including the preparation of plans, specifications, estimates, cost data, designs, layouts, surveys, the recording and mapping of system changes and improvements, and compilation of operating data for periodic and special reports. Supervision is exercised over all subordinate personnel of the engineering office. Policies are formulated by the Chief Engineer, and general assignments are received from the Chief Engineer or the Deputy Chief Engineer, but the incumbent has wide latitude and direct responsibility for carrying out the work of the office. Work is reviewed for accomplishment and compliance with policies and assignments.

ILLUSTRATIVE EXAMPLES OF WORK: Administers and directs the work of the Engineering Office of the Water Supply Board in the making and preparation of designs, layouts, plans contract specifications, costs, estimates, records, graphs, reports and other data relating to departmental functions. Prepares and makes the necessary hydraulic computations in proper sizing of new services, meters, fire supplies, etc. Studies main extensions, distribution grids, hydrant spacing and locations, fire flow demands, arterial connections and projected loads on the entire system. Assigns inspection personnel to various contractual projects under construction, reviews all field reports and directs the preparation and filing of permanent records. Advises superiors of consumption areas showing potentially heavy growth for future consideration in long-range major improvement programs, and coordinates his activities with other City agencies or departments relative to Water Department participation in overall planning, development or redevelopment.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A full and comprehensive knowledge of the principles and practices of the engineering profession. A thorough and complete familiarity with the materials and techniques of water works construction with the ability to evaluate, select and apply the proper materials and methods to specific construction problems. The ability to

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541 (cont'd)

direct and administer the operations of a water works engineering office and to guide and advise subordinate personnel in particular problems encountered. Capable of preparing operational reports, ability to improve engineering office procedures and systems, to maintain cooperative relationships with other employees and to handle matters dealing in public relationship.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Certification as a registered professional engineer licensed to practice in the State of Rhode Island. Graduation from a recognized college or university with not less than a four (4) year course majoring in the engineering curriculum, and at least ten (10) years experience in engineering work of a responsible capacity reflecting an administrative and engineering ability and background experience adjudged necessary to direct and supervise the activities of a Water Works Engineering Office.

10/1/64

MECHANICAL ENGINEER

CLASS TITLE: Mechanical Engineer

CLASS DEFINITION: Difficult and advanced engineering work at the professional level involving extensive responsibility for specific engineering activities of the City and related work as required.

DISINGUISHING FEATURES OF WORK: Work involves the responsibility of directing engineers and other employees and personally participating in the preparation of varied and difficult mechanical engineering projects. Assignments are usually outlined in general scope, and work affords a wide opportunity for the exercise of individual judgment and initiative in assigning work to others, making technical and engineering decisions, and carrying projects to completion. Work is generally reviewed only for completeness, accomplishment and adherence to departmental standards and policies; technical supervision and consultation is available for unusual and complex details and may be exercised while work is in progress.

ILLUSTRATIVE EXAMPLES OF WORK: Directs others and participates in the development and execution of engineering designs, computations, drawings, specifications, quantity and cost estimates, inspection and supervision of new construction, reconstruction, maintenance and repairs, remodeling, additions, alterations and repairs to power plant and mechanical equipment including boilers, turbines, engines, pumps, incinerators and other mechanical equipment in the Incinerator, Sewage Treatment Plant, Sewage Pumping Station and other Public Works installations. Prepares graphical and tabular analyses of research and studies relative to present and long range power demands. Directs and supervises the maintenance activities of operating personnel at continually manned bridge lifts, pumping stations, treatment plants, etc. Makes and prepares all engineering maps and records and special reports as required.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of the principles and practices of the engineering sciences especially in the field of Mechanical Engineering. A complete and applicable knowledge relating to materials, methods, and techniques used or employed in large scale

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542 (cont'd)

engineering projects. Ability to evaluate through past experience, and apply modern engineering practices and advanced techniques to proper fields of operation, to plan and supervise the work of subordinate aids, to resolve related work problems with fellow employees, to maintain cooperative working relationship with others and to meet with and favorably impress the general public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Certification as a registered professional engineer licensed to practice in the State of Rhode Island. A graduate of a mechanical engineering curriculum of four (4) years or more as approved by the State Board of Registration for Professional Engineers and Land Surveyors together with not less than eight (8) additional years of satisfactory engineering experience.

CURATOR OF MAMMALS

CLASS TITLE: Curator of Mammals

CLASS DEFINITION: This is responsible and technical work in supervising the care, maintenance and all related activities relative to the mammals of the Park Department.

NATURE OF WORK IN THIS CLASSIFICATION: Work involves responsibility for planning, assigning and supervising all phases of animal life, both wild and domestic, in the City of Providence Park Department. Work is performed with technical independence in accordance with departmental policy and accepted practices and procedures under general direction of department head who reviews work through reports, conferences, and occasional inspection. Supervision is exercised directly over all divisional employees.

ILLUSTRATIVE EXAMPLES OF WORK: Plans and supervises the daily health inspection of all animals in relation to public health safety measures and general periodic grooming. Determines sanitation methods, practices, preparations, types and quantity of insecticide, temperature and humidity most suitable to the various wild and domestic animals. Plans and supervises maintenance, care and related activities. Provides advice and assistance on similar and related work. Plans and supervises construction, maintenance of special housing, breeding and incubation facilities. Diagnoses minor pathological conditions of sick and injured animals, and prescribes procedures for possible control and correction. Makes regular rounds of areas supervised to inspect conditions and insure compliance with established methods and procedures. Provides advice and assistance on similar and related work. Plans and supervises construction, maintenance of special housing, breeding and incubation facilities. Diagnoses minor pathological conditions of sick and injured animals and prescribes procedures for possible control and correction. Makes regular rounds of areas supervised to inspect conditions and insure compliance with established methods and procedures. Provides advice and assistance to subordinates in difficult, dangerous or unusual situations. Provides authoritative advice and information in the field of wild life to other municipal departments and the general public. Prepares the annual divisional report and estimates for animal activities of the department. Performs related work as required.

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DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles, procedures, techniques, and materials involved in diets, preparations, feeding, special and general care and maintenance of all animals. Thorough knowledge of the diseases, infection, and other disorders of mammals and accepted methods for control or correction. Ability to plan, assign, supervise and review the work of divisional employees. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, other municipal departments and the general public.

DESIRABLE EXPERIENCE AND TRAINING: Thorough experience in care, maintenance, handling, etc., of both wild and domestic animals. Graduation from a standard high school supplemented by college level courses or practical training in animal care and related subjects.

BIRD and ANIMAL HANDLER

CLASS TITLE: Bird and Animal Handler

CLASS DEFINITION: This is responsible work in the care and maintenance of animals or birds and all related activities in the Park Department.

NATURE OF WORK: Involves work in all phases of animal or bird life, wild and domestic, in the Park Department. Work is performed in accordance with departmental policy and accepted practices and procedures under the direct supervision of a Curator or acting supervisor of the department along with the Department Head.

ILLUSTRATIVE EXAMPLES OF WORK: Performs duties relative to the sanitation methods, practices, and related activities as are determined by the supervisor and Department Head.

Must be able to realize dangers and practice safety methods while performing duties, especially while in direct contact with wild and untamed animals or birds.

Performs all duties relative to maintenance, care, feeding, of mammals or birds, as well as care, maintenance, etc. to sick and injured animals and birds.

Maintenance of special housing, breeding, incubation facilities, etc., under direction of supervisor.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of principles, procedures for general care and maintenance of all animals or birds. Desire and ability to learn and work with animals or birds, including techniques, diets, preparations and feeding. Ability to carry out assignments with minimum supervision of department head. The ability to accept assigned responsibilities with little supervision. Previous experience preferred.

DESIRABLE EXPERIENCE AND TRAINING: Preferably should have previous experience in handling birds or animals. Should have ability to take training, and be able to operate with little supervision, also be able to get along with the public.

DATA PROCESSING MANAGER

CLASS TITLE: Data Processing Manager

CLASS DEFINITION: Plans, organizes and controls the overall activities of the Data Processing Section, including system analysis, programming and computer operation activities through managing subordinates or by direct supervision. Responsible only to the City Controller and furnishes reports on Data Processing plans, projects, performance and related matters, to the City Controller and Finance Director.

DISTINGUISHING FEATURES OF WORK: Personally handles personnel, administrative and data processing problems. Maintains continuous controls of all activities under his direction through reports and direct supervision.

ILLUSTRATIVE EXAMPLES OF WORK: Confers with and advises subordinates on policies and procedures, technical problems priorities and methods and through subordinate supervision is responsible for the over-all direction of the various functions to ensure that the activities assigned are completed in the most competent, effective and efficient manner. Consults with, advises and coordinates between his department and other departments as necessary for the proper integration and correlation of the functions and activities assigned.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough background in data processing machines, systems and computer programming. Experience in supervision and responsibility of a data processing unit, including machine operators, general clerks and programmers. Prior extensive experience in programming and the satisfactory completion of a course in programming electronic data processing machines is essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with knowledge of data processing programming, wiring diagrams, form design, and electronic computer concepts; ability to analyze data processing problems and devise effective solutions, ability to interpret flow charts and diagrams, ability to present written and oral instructions in a clear and concise manner; ability to deal effectively with others. Ability to assume responsibility for the effective and efficient management of a Data Processing Section.

10/1/64

DATA PROCESSING CO-ORDINATOR

CLASS TITLE: Data Processing Co-ordinator

CLASS DEFINITION: Under general direction, coordinates activities of the electronic data processing operations, responsible to the Data Processing Manager, supervises the staff of the data processing unit. This includes both key punch card tabulating machines and electronic data processing machine.

DISTINGUISHING FEATURES OF WORK: Assists in establishing systems analysis, programming and computer operations priorities in order to provide effective service to all users. Recommends standard policies and procedures for providing routine service. Maintains contacts with all using departments and data processing divisions sections to coordinate activities for the best results with the least possible delay.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules operating time for the over all electronic data processing activities in order to ensure that the data processing equipment is effectively and efficiently utilized. Responsible for keeping unutilized time to a minimum by maintaining liason with supervisors and reassigning unused time. Makes progress reports to the Data Processing manager, the City Controller and the Finance Director.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough background in punch-card tabulating machines. Experience in supervision (and job responsibility) of machine operators and general clerks. Either prior experience in programming or the satisfactory completion of a course in programming electronic data processing machines is essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with knowledge of data processing wiring programs, programming, form design and electronic computer concepts; ability to analyze data processing problems and devise effective solutions, ability to interpret flow charts and programs, ability to present written and oral instructions in a clear and concise manner; ability to deal effectively with others.

DATA PROCESSING PROGRAM SUPERVISOR

CLASS TITLE: Data Processing Program Supervisor

CLASS DEFINITION: Plans, organizes and controls the preparation of computer programs for the solution of problems through the use of electronic data processing equipment.

DISTINGUISHING FEATURES OF WORK: Assigns, outlines and coordinates the work of programmers engaged in writing computer programs and routines. Receives general instruction from the Data Processing Manager.

ILLUSTRATIVE EXAMPLES OF WORK: Establishes standards for block diagramming, machines flow charting and programming procedures. Writes and debugs complex programs. Review and evaluates the work of the programmers and prepares periodic performance reports. Collaborates with the Data Processing Coordinator and other personnel in scheduling equipment analysis, feasibility studies and systems planning.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of jobs to be programmed and an understanding of the detailed block diagrams. Intimate machine knowledge and a satisfactory grade in a programmers course are essential. Ability to analyze and interpret complex programs is desirable. Ability to assume responsibility to supervise and train programmers. Ability to assign and maintain an even flow of work to the programmers.

QUALIFICATIONS REQUIRED FOR APPOINTMENT. Graduate from a standard high school or the holder of a high school equivalency certificate supplemented with extensive experience in the operation of standard punch card data processing equipment. Extensive prior experience in programming and the satisfactory completion of a course in programming electronic data processing machines.

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DATA PROCESSING MACHINE SUPERVISOR

CLASS TITLE: Data Processing Machine Supervisor

CLASS DEFINITION: The supervision of a punch card data processing machine unit engaged in compiling and printing financial and statistical data; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for planning, assigning, supervising and participating in the work of the data processing machine unit. Receives general instructions from a Data Processing Co-Ordinator concerning the objectives of the work. Duties are outlined and reviewed for accomplishment.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in working out methods for the solution of accounting and statistical problems with the use of data processing machines and assists in designing various codes and wires data processing punch boards for accounting statistical purposes in accordance with established procedures. Operates data processing and related equipment in the preparation of accounting statements, records and reports, Supervises the maintenance of punch card files and assists in the responsibility for the flow of work, production and general conduct of the data processing unit.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the operation, adjustment and care of data processing equipment. Considerable knowledge of the application of all types of data processing equipment to accounting and statistical problems. Some knowledge of office procedures, methods and equipment. Some knowledge of the program and operation of the municipal finance department. Ability to plan, assign and supervise the work of data processing equipment operators. Skill in laying out wiring diagrams, wiring machines for difficult jobs and operating data processing equipment.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school, vocational school, or the holder of a high school equivalency certificate, supplemented by training in the operation of standard punch card data processing equipment, as well as courses in general commercial subjects. Considerable experience in the operation of data processing equipment, preferably including supervisory experience in connection with data processing and punch-card or clerical operations.

USUAL LINE OF PROMOTION: From Data Processing Equipment Operator

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DATA PROCESSING PROGRAMMER

CLASS TITLE: Data Processing Programmer

CLASS DEFINITION: Translates all detailed block diagrams produced by the Data Process Program Supervisor into programs for use in electronic data processing machines. Is responsible to the Data Process Program Supervisor.

DISTINGUISHING FEATURES OF WORK: Work involves the detail programming of prepared detailed block diagrams into machine readable form. Is responsible for writing a program to perform the job in the most efficient manner. He maintains constant communication with the Data Processing Program Supervisor from the beginning of a programming effort through the testing and final implementation stages. When not actually engaged in programming, he is available to assist the Data Processing Program Supervisor or the machine supervisor at the direction of the Data Processing Manager.

ILLUSTRATIVE EXAMPLES OF WORK: Write programs for all jobs detailed for him by the Data Processing Program Supervisor. When programs have been completed, they will be submitted to the Data Processing Program Supervisor for verification. Once verified, the programs will be tested by the Data Processing Programmer in tests or actual runs. Constant review and a continuing effort to improve programs will be the responsibility of the Data Processing Program Supervisor.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of jobs to be programmed and an understanding of the detailed block diagrams. Intimate machine knowledge and a satisfactory grade in a programmers course are essential. Ability to analyze and interpret complex programs is desirable.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school or the holder of a high school equivalency certificate supplemented with experience in the operation of standard punch card data processing equipment. Either experience in programming or the satisfactory completion of a course in programming electronic data processing machines.

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DATA PROCESSING MACHINE OPERATOR

CLASS TITLE: Data Processing Machine Operator

CLASS DEFINITION: Operates punch-card data processing and related equipment which may require special wiring and other adjustments in order to obtain desired results.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for operating equipment in a punch-card data processing machine unit in compiling and printing financial and statistical data. Operation requires the knowledge of wiring and testing plug board. While work is generally performed according to established procedures, routine work decisions are made by the Data Processing Machine Operator. Supervision is received from the Data Processing Machine Supervisor. Work may involve supervision of others.

ILLUSTRATIVE EXAMPLES OF WORK: Operates tabulating machines, collators, reproducers, interpreters, sorters and other punch card data processing equipment. Lays out diagrams and wires plug boards for ordinary assignments. Pulls, sorts, arranges and files punch cards and punching media. Assumes responsibility for the operation of the machine records unit in the absence of the supervisor. Performs a variety of clerical duties of a comparable level of difficulty and responsibility. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the techniques employed in recording and interpreting financial and statistical data by means of punch cards and in wiring and operating various types of tabulating equipment. Working knowledge of general office practices and procedures. Some knowledge of accounting methods and procedures. Ability to read and transcribe written and numerical data rapidly and accurately. Ability to understand and follow oral and written instructions. Skill in the wiring of plug boards and in the operation of tabulating equipment.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or the holder of a high school equivalency certificate supplemented with training in the operation of standard punch card tabulating equipment. Experience in the operation of a variety of tabulating equipment.

KEY PUNCH SUPERVISOR

CLASS TITLE: Key Punch Supervisor

CLASS DEFINITION: Supervises the key punching and verifying machine unit of the data processing division including such allied clerical work as coding arranging and filing all materials, and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for planning, assigning, supervising and participating in the work of the key punch and verifying machine section of the data processing division. Receives general instruction from the data processing coordinator concerning the objectives of the work.

ILLUSTRATIVE EXAMPLES OF WORK: Plans, assigns and reviews the work of employees engaged in the operation of alphabetic and numerical key punch or verifying machines and performs related clerical work. Responsible for the assigning and maintaining of an even flow of work among the various operators. Supervises the maintenance of key punch card files and has general responsibility for the flow of work, production and general conduct of the key punch and verifying section.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the operation, adjustment and care of key punch and verifying machines. A knowledge of the program and operation of the municipal finance department. Ability to design punch card programs and procedures. Ability to plan, assign and supervise the work of key punch and verifying machine operations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or the holder of a high school equivalency certificate, supplemented by training in the operation of standard key punch and verifying equipment, as well as courses in general commercial subjects. Considerable experience in the operation of key punch and verifying equipment including some supervisory experience in connection with key punching and verifying machine or clerical operations.

USUAL LINE OF PROMOTION: From Key Punch Operator.

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