

# City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1982-44

No. 414 **AN ORDINANCE** ESTABLISHING THE CLASSES OF POSITIONS THE MAXIMUM NUMBER OF EMPLOYEES and THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS and REPEALING ORDINANCE CHAPTER 1981-40, EFFECTIVE JULY 20, 1981.

Approved July 7, 1982

*Be it ordained by the City of Providence:*

- SECTION 1. The number of employees in the Mayors Office shall not exceed eighteen (18). There shall be no more than:
- 1 Chief of Staff
  - 1 Mayors Administrative Assistant
  - 1 Mayors Administrative Assistant I
  - 1 Mayors Administrative Assistant II
  - 4 Mayors Administrative Aide I
  - 1 Mayors Administrative Aide II
  - 1 Mayors Executive Secretary
  - 4 Secretary to the Mayor
- SECTION 2. The number of employees in the Department of City Clerk shall not exceed eight (8). There shall be no more than:
- 1 City Clerk
  - 1 Deputy City Clerk-First
  - 1 Deputy City Clerk-Second
  - 1 Stenographic Reporter (City Council)
  - 1 Stenographic Reporter (City Clerk)
  - 1 Clerk IV
  - 1 Accountant II
  - 1 Clerk Stenographer III
- SECTION 3. The number of employees in the Department City Sergeant shall not exceed two (2). There shall be no more than:
- 1 City Sergeant
  - 1 First Deputy City Sergeant
- SECTION 4. The number of employees in the Department of Law shall not exceed thirteen (13). There shall be no more than:
- 1 City Solicitor
  - 1 Acting City Solicitor
  - 5 Assistant City Solicitor
  - 1 Paralegal
  - 1 Legal Secretary (Law Department)
  - 2 Assistant Legal Secretary
  - 2 Special Counsel
- SECTION 5. The number of employees in the Providence Municipal Court shall not exceed fifteen (15). There shall be no more than:
- 3 Judge, Providence Municipal Court
  - 1 Clerk, Providence Municipal Court
  - 2 Deputy Clerk, Providence Municipal Court

SECTION 5.

(CONTINUED)

- 5 Clerk IV
- 2 Clerk Stenographer II
- 2 Clerk Typist II

SECTION 6.

The number of employees in the Probate Court shall not exceed seven (7). There shall be no more than:

- 1 Judge, Probate Court
- 1 Clerk, Probate Court
- 1 Deputy Clerk-Probate Court
- 1 Clerk Stenographer III
- 1 Clerk III
- 1 Clerk Typist II
- 1 Clerk Stenographer II

SECTION 7.

The number of employees in the Department Director of Finance shall not exceed eleven (11). There shall be no more than:

- 1 Director of Finance
- 2 Assistant to Finance Director
- 1 Personnel Technician
- 1 Budget Analyst
- 1 Personnel Clerk I
- 1 Administrative Assistant to Finance Director
- 1 Accountant I
- 1 Clerk IV
- 1 Clerk II
- 1 Budget Officer

SECTION 8.

The number of employees in the Department Finance-Purchasing shall not exceed twelve (12). There shall be no more than:

- 1 Chief, Division of Purchasing
- 2 Purchasing Agent II
- 4 Purchasing Agent I
- 1 Printer
- 1 Assistant City Printer
- 2 Clerk III
- 1 Clerk II

SECTION 9.

The number of employees in the Controllers Division shall not exceed twenty-six (26). There shall be no more than:

- 1 City Controller
- 1 Assistant City Controller
- 1 Administrative Assistant to Controller
- 1 Chief Supervisor, Payroll
- 1 Supervisor of Payroll
- 1 Federal Programs Supervisor
- 1 Accounts Payable Supervisor
- 4 Accounts Payable Clerk
- 1 Utility Accountant
- 1 Seniro Accountant
- 1 Accountant III
- 1 Accountant II
- 3 Accountant I
- 1 Clerk IV
- 2 Clerk III
- 1 Payroll Clerk I
- 3 Payroll Clerk II
- 1 Clerk Typist II

SECTION 10.

The number of employees in the Employees Retirement Division shall not exceed six (6). There shall be no more than:

- 1 Pension Administrator
- 2 Accountant III
- 1 Accountant II
- 1 Accountant I
- 1 Clerk Typist II

SECTION 11. The number of employees in the Data Processing Division shall not exceed one (1). There shall be no more than:

1 Data Processing Coordinator

SECTION 12. The number of employees in the City Collectors Division shall not exceed twenty-seven (27). There shall be no more than:

1 City Collector  
1 Assistant City Collector  
1 Administrative Assistant to Collector  
1 Secretary to Collector  
1 Chief Clerk, Collectors  
5 Teller  
1 Supervisor, Personal Property Tax  
1 Supervisor, Property Tax & Real Estate  
2 Control Supervisor  
1 Chief Teller  
1 Accountant III  
1 Accountant (Temporary)  
1 Counter Clerk, Collectors  
1 Clerk IV  
5 Clerk III  
1 Clerk Typist II  
1 Clerk II  
1 Automobile Driver

SECTION 13. The number of employees in the City Assessors Office shall not exceed twenty-four (24). There shall be no more than:

1 City Assessor  
1 Administrative Assistant- Assessors  
1 Secretary to Assessor  
1 Chief Appraiser  
1 Real Estate Appraiser  
~~1 Motor Vehicle Appraiser~~ RM  
1 Draftsman-Assessors Real Estate  
4 Appraiser  
2 Senior Clerk-Assessors  
2 Departmental Clerk  
1 Certificate Coordinator  
1 Reader of Deeds  
1 Information Aide I  
1 Accountant II  
1 Clerk IV  
2 Clerk III  
2 Clerk (Temporary)

SECTION 14. The number of employees in the Board of Tax Assessment Review shall not exceed four (4). There shall be no more than:

3 Members of the Board  
1 Secretary, Bd of Tax Assessment Review

SECTION 15. The number of employees in the Personnel Division shall not exceed four (4). There shall be no more than:

1 Personnel Director  
1 Equal Employment Opportunity Officer  
1 Clerk IV  
1 Clerk II

~~SECTION 16. The number of employees in the Workmans Compensation Division shall not exceed two (2). There shall be no more than:~~

1 Legal Secretary (Workmans Compensation)  
1 Clerk I (Workmans Compensation)

RM

16  
SECTION 17.

The number of employees in the Department Finance-Treasury shall not exceed six (6). There shall be no more than:

- 1 City Treasurer
- 1 Deputy City Treasurer
- 2 Accountant II
- 1 Clerk IV
- 1 Clerk II

17  
SECTION 18.

The number of employees in the Department Commissioner of Public Safety shall not exceed seven (7). There shall be no more than:

- 1 Commissioner of Public Safety and Director of Civilian Defense Preparedness Agency
- 1 Administrative Assistant to Commissioner of Public Safety
- 1 Public Safety Department Medical Officer
- 1 Administrative Assistant for Fiscal Affairs (Public Safety)
- 2 Fiscal Officers
- 1 Clerk IV

18  
SECTION 19.

The number of employees in the Police Department shall not exceed five hundred and eight (508). There shall be no more than:

- 1 Police Chief
- 4 Police Major
- 8 Police Captain
- 19 Police Lieutenant
- 1 Narcotics Inspector
- 60 Police Sergeant
- 315 Police Patrolman
- 3 Police Woman
- 1 Offset Pressman
- 22 Control Center Operator
- 3 Dog Officer
- 18 Clerk IV
- 5 Clerk III
- 8 Clerk Stenographer III
- 10 Woman Parking Checker
- 4 Detention Officer
- 1 Automotive Equipment Superintendent
- 1 Police Legal Adviser
- 12 Police Department Dispatcher
- 1 Police Sergeant-Special Forces
- 1 Stable Supervisor (Mounted Police)
- 1 Animal Handler (Mounted Police)
- 1 Laborer
- 8 Custodian

19  
SECTION 20.

The number of employees in the Fire Department shall not exceed five hundred and thirty one (531). There shall be no more than:

- 1 Fire Chief
- 1 Assistant Fire Chief
- 4 Deputy Assistant Fire Chief
- 11 Fire Battalion Chief
- 1 Fire Marshal
- 1 Fire Chief Dispatcher
- 24 Fire Captain
- 1 Fire Prevention Captain
- 70 Lieutenant
- 1 Fire Prevention Lieutenant
- 9 Rescue Lieutenant
- 3 Rescue Captains
- 12 Rescue Technicians
- 1 Deputy Fire Chief, Administration
- 1 Fire Equipment Superintendent I
- 1 Fire Equipment Superintendent II
- 1 Man-in-Charge- Carpenter Shop
- 5 Man-in-Charge-Bureau of Operational Control
- 332 Fireman

SECTION <sup>19</sup>~~20~~. (CONTINUED)

- 1 Legal Counsel, Fire Dept.
- 1 Clerk IV
- 2 Clerk Stenographer III
- 1 Automotive Equipment Superintendent
- 15 Senior Mechanic
- 1 Equipment Operator
- 30 Fire Trainees

SECTION <sup>20</sup>~~21~~.

The number of employees in the Department of Communication shall not exceed twenty nine (29). There shall be no more than:

- 1 Director of Communications
- 1 Deputy Director of Communications
- 1 Chief Radio Engineer
- 1 Radio Engineer
- 1 Foreman, Cable Crew
- 1 Foreman, Line Crew
- 1 Radio Repair Technician
- 6 Fire Alarm Technician
- 12 Fire Alarm Dispatcher
- 2 Switchboard Operator I
- 1 Switchboard Operator II
- 1 Clerk IV

SECTION <sup>21</sup>~~22~~.

The number of employees in the Department of Traffic Engineering shall not exceed twenty-four (24). There shall be no more than:

- 1 Traffic Engineer
- 1 Traffic Systems Analyst
- 4 Engineering Aide III
- 4 Traffic Signal Maintenance Man II
- 1 Parking Meter Maintenance Man II
- 1 Parking Meter Maintenance Man I
- 1 Traffic Marker & Sign Man I
- 1 Foreman, Traffic Engineering
- 5 Traffic Signal Maintenance Man
- 1 Traffic Signal Maintenance Helper
- 1 Foreman
- 1 General Foreman
- 1 Clerk IV
- 1 Clerk II

SECTION <sup>22</sup>~~23~~.

The number of employees in the Department of Building Inspection-Administration shall not exceed sixteen (16). There shall be no more than:

- 1 Director of Building Inspection
- 1 Administrative Coordinator
- 1 Plan Estimator
- 1 Accountant III
- 2 Clerk IV
- 3 Clerk Stenographer III
- 2 Clerk Stenographer II
- 1 Clerk Stenographer I
- 2 Clerk Typist II
- 1 Clerk III
- 1 Clerk Typist I

SECTION <sup>23</sup>~~24~~.

The number of employees in the Building Inspection Code Enforcement Division shall not exceed sixteen (16). There shall be no more than:

- 1 Chief, Code Enforcement
- 1 Supervisor, Code Enforcement
- 1 Supervisor of Rehabilitation Services
- 1 Project Supervisor (Code Enforcement)
- 2 Renewal Inspector III
- 5 Renewal Inspector II
- 5 Renewal Inspector I

SECTION <sup>24</sup>25.

The number of employees in the Building Inspection- Prosecution Division shall not exceed eight (8). There shall be no more than:

- 1 Counsel-Building Inspection II
- 1 Counsel-Building Inspection I
- 3 Rehabilitation Specialists
- 1 Financial Specialist
- 1 Renewal Inspector III
- 1 Legal Secretary

SECTION <sup>25</sup>26.

The number of employees in the Department of Building Inspection-Structures and Zoning shall not exceed ten (10). There shall be no more than:

- 1 Building Inspector III
- 4 Building Inspector II
- 5 Building Inspector I

SECTION <sup>26</sup>27.

The number of employees in the Department of Building Inspection-Plumbing, Drainage & Gas Piping shall not exceed five (5). There shall be no more than:

- 1 Chief Inspector of Plumbing, Drainage & Gas Piping
- 2 Plumbing Inspector III
- 2 Plumbing Inspector II

SECTION <sup>27</sup>28.

The number of employees in the Department of Building Inspection-Electrical Installations Division shall not exceed four (4). There shall be no more than:

- 1 Chief Inspector of Electrical Installations
- 1 Electrical Inspector III
- 2 Electrical Inspector II

SECTION <sup>28</sup>29.

The number of employees in the Department of Building Inspection-Mechanical Equipment and Installations Division shall not exceed five (5). There shall be no more than:

- 1 Chief Inspector of Mech. Equipment & Installations
- 3 Mechanical Equipment Inspector II
- 1 Mechanical Equipment Inspector III

SECTION <sup>29</sup>30.

The number of employees in the Department of Zoning Board of Review shall not exceed ten (10). There shall be no more than:

- 1 Chairman of the Board
- 4 Members of the Board
- 1 Auxullary Member
- 1 Secretary, Zoning Board of Review
- 1 Zoning Assistant
- 1 Clerk Stenographer III
- 1 Clerk IV

SECTION <sup>30</sup>31.

The number of employees in the Building Board of Review shall not exceed seven (7). There shall be no more than:

- 1 Chairman of the Board
- 4 Member of the Board
- 1 Secretary, Building Board of Review
- 1 Clerk Stenographer III (Part-Time)

<sup>31</sup>  
SECTION 32.

The number of employees in the Housing Board of Review shall not exceed six (6). There shall be no more than:

- 1 Chairman, Housing Board of Review
- 4 Members, Housing Board of Review
- 1 Secretary, Housing Board of Review

<sup>32</sup>  
SECTION 33.

The number of employees in the Department of Public Works-Administration shall not exceed seventeen (17). There shall be no more than:

- 1 Director of Public Works
- 1 Deputy Director & City Engineer (P.W.)
- 1 Administrative Assistant (Public Works)
- 1 Secretary to Director (P.W.)
- 3 Accountant III
- 3 Clerk IV
- 4 Clerk III
- 1 Clerk II
- 1 Clerk Typist II
- 1 Secretary to Administrative Assistant

<sup>33</sup>  
SECTION 34.

The number of employees in the Department of Public Works-Engineering Office and Sanitation Administration shall not exceed twenty-six (26). There shall be no more than:

- 1 Principal Engineer
- 1 Mechanical Engineer
- 3 Associate Engineer III
- 6 Associate Engineer II
- 8 Associate Engineer I
- 5 Engineering Aide III
- 1 Clerk IV
- 1 Clerk (Temporary)

<sup>34</sup>  
SECTION 35.

The number of employees in the Department of Public Works-Street Cleaning shall not exceed two (2). There shall be no more than:

- 1 Foreman
- 1 Foreman, Street Cleaning

<sup>35</sup>  
SECTION 36.

The number of employees in the Department of Public Works-Waste Collection and Processing shall not exceed one (1). There shall be no more than:

- 1 Solid Waste Manager

<sup>36</sup>  
SECTION 37.

The number of employees in the Department of Public Works-Highway and Environmental Control shall not exceed one hundred and forty six (146). There shall be no more than:

- 1 Highway Superintendent
- 1 Acting Supt. Highway & Environmental
- 1 Chief Inspector II (Sidewalk & Environmental)
- 1 Public Works Inspector II
- 1 Superintendent - Garbage Collection
- 5 General Foreman
- 10 Foreman
- 15 Heavy Equipment Operator
- 8 Cement Finisher
- 2 Mechanic
- 12 Curb Setter
- 33 Equipment Operator
- 42 Laborer
- 1 Stone Cutter
- 1 Public Works Inspector I
- 2 Dispatcher

<sup>36</sup>  
SECTION 37. (CONTINUED)

- 2 Clerk IV
- 2 Stock Room Clerk
- 2 Maintenance Man II
- 2 Building Custodian

<sup>37</sup>  
SECTION 38.

The number of employees in the Department of Public Works-Bridge Maintenance shall not exceed fourteen (14). There shall be no more than:

- 1 Superintendent, Bridge Maintenance
- 2 Foreman
- 1 Equipment Operator
- 7 Laborer
- 3 Maintenance Man II

<sup>38</sup>  
SECTION 39.

The number of employees in the Department of Public Works-Sewer Construction and Maintenance shall not exceed forty-eight (48). There shall be no more than:

- 1 Superintendent of Sewer Construction & Maintenance
- 1 Deputy Superintendent (Sewer Construction & Maintenance)
- 3 General Foreman
- 3 Foreman
- 1 Heavy Equipment Operator
- 1 Sewer and Drain Inspector
- 2 Sewer Construction Worker
- 7 Sewer Equipment Operator
- 24 Laborer
- 1 Dispatcher
- 2 Bricklayer
- 2 Equipment Operator

<sup>39</sup>  
SECTION 40.

The number of employees in the Department of Public Works-Municipal Docks shall not exceed thirty-one (31). There shall be no more than:

- 1 Director of Municipal Port
- 1 Assistant Port Director
- 1 Collection Agent (Municipal Dock)
- 1 Manifest Clerk (Municipal Dock)
- 1 Controller (Municipal Dock)
- 2 Foreman
- 7 Port Security Officer
- 2 Watchman
- 7 Laborer
- 1 Clerk IV
- 1 Clerk III

TEMPORARY

- 6 Port Security Officer

<sup>40</sup>  
SECTION 41.

The number of employees in the Department of Public Works-Public Buildings & Properties shall not exceed sixty-three (63). There shall be no more than:

- 1 Director of Public Buildings
- 1 Chief, Bldg. Inventory & Custodial Services
- 1 Chief, Division of Maintenance
- 1 Inspector of Public Properties (OSHA)
- 4 Associate Engineer IV
- 1 Associate Engineer III
- 1 Associate Engineer II
- 1 Secretary to Director of Public Bldgs & Properties
- 2 Clerk IV
- 3 Stationary Equipment Operator
- 1 Charwoman
- 1 Licensed Plumber
- 1 Building Maintenance Supervisor



40  
SECTION 41.

(CONTINUED)

- 2 Mechanic
- 2 Laborer
- 13 Building Custodian
- 1 Mail Room Supervisor
- 1 Supervisor-Engineers & Building Maintenance
- 1 Fuel Allocation Supervisor
- 1 Accountant II
- 1 Maintenance III Pool & Recreation Buildings
- 1 Licensed Electrician
- 1 Associate Engineer-Planner
- 1 Supervisor-Landscaping
- 1 Supervisor-Public Lands
- 3 Equipment Operator
- 1 Foreman
- 3 General Foreman
- 10 Maintenance Man II
- 1 Maintenance Man III

41  
SECTION 42.

The number of employees in the Department of Public Works-Garage Maintenance & Repair shall not exceed twenty-four (24). There shall be no more than:

- 1 Shop Supervisor
- 1 Maintenance Man II
- 5 Senior Mechanic
- 12 Mechanic
- 1 Stationary Equipment Operator
- 1 Body & Fender Man
- 1 Gas Pump Operator
- 1 Laborer
- 1 Heavy Equipment Operator

42  
SECTION 43.

The number of employees in the Department of Recreation shall not exceed twenty (20). There shall be no more than:

- 1 Director of Recreation
- 1 Assistant Director of Recreation
- 4 Recreation Center Director
- 1 Clerk IV
- 3 Equipment Operator
- 2 Clerk Typist II
- 1 Program Director
- 1 Coordinator (Human Services)
- 1 Operations Aide
- 2 Sports Specialists
- 1 Arts & Crafts Monitor
- 1 Equipment Monitor
- 1 Eldery Monitor

43  
SECTION 44.

The number of employees in the Department of Recreation-Seasonal shall not exceed one hundred and seventy (170). There shall be no more than:

- 4 Pool Director
- 18 Pool Attendants
- 21 Lifeguards
- 15 Playground Director
- 23 Recreation Leader
- 2 Playground Supervisor
- 20 Supervisor of Activities
- 1 Supervisor
- 10 Janitor
- 21 Watchman
- 1 Program Coordinator
- 15 Playground Monitors
- 1 Tennis Manager
- 2 Tennis Court Monitor
- 8 Camp Monitor
- 3 Baseball Clinic Monitors
- 1 Special Program Specialist
- 1 Special Program Aide
- 2 Soccer Clinic Monitor

SECTION <sup>44</sup>45.

The number of employees in the Department Office of the Superintendent of Parks shall not exceed five (5). There shall be no more than:

- 1 Superintendent of Parks
- 1 Executive Assistant
- 1 Secretary to Superintendent (Park Dept.)
- 1 Accountant II
- 1 Switchboard Operator II

SECTION <sup>45</sup>46.

The number of employees in the Department of Parks-Zoological and Security Services shall not exceed twenty-nine (29). There shall be no more than:

- 1 Zoo Director
- 2 Zoo Curator (Honorary)
- 1 Deputy Zoo Director
- 1 Curator of Education
- 16 Zookeeper
- 2 Senior Security ~~Guard~~ Officers *RM*
- 4 Security ~~Guard~~ Officers
- 1 Clerk Stenographer II
- 1 Maintenance Man III

SECTION <sup>46</sup>47.

The number of employees in the Department of Public Grounds Maintenance Services shall not exceed one hundred and seven (107). There shall be no more than:

- 1 Director-Division of Grounds Maintenance
- 1 Assistant Director Division of Grounds Maintenance
- 1 Supervisor-Inspections
- 6 Maintenance Man III
- 7 Maintenance Man II
- 6 General Foreman
- 5 Foreman
- 3 Mechanic
- 46 Equipment Operator
- 13 Laborer
- 2 Clerk IV
- 1 Administrative Assistnat (Grounds Maintenance)
- 2 Public Grounds Inspector
- 1 Motor Pool & Inventory Manager
- 1 Clerk Stenographer III
- 6 Heavy Equipment Operator
- 2 Tree Trimmer
- 1 Shop Supervisor-Mechanic
- 1 Senior Mechanic
- 1 Chief, Central Maintenance

SECTION <sup>47</sup>48.

The number of employees in the Department of Parks-Development and Environmental Services shall not exceed twenty-four (24). There shall be no more than:

- 1 Director of Development & Environmental Services
- 1 Garden Center Manager
- 1 Chief, Design Services
- 1 Chief, Greenhouses
- 1 Project Manager
- 1 Supervisor, Construction
- 1 Development Coordinator
- 1 Grants Manager
- 2 Horticultural Supervisor
- 12 ~~13~~ Landscape Gardner
- ~~1 Clerk IV~~
- 1 Horticultural Program Specialist
- 1 Word Processing Clerk

<sup>48</sup>  
SECTION 49.

The number of employees in the Department of Public Programming Services - Park shall not exceed six (6). There shall be no more than:

- 1 Director, Division of Public Program Services
- 1 Program Manager
- 1 Curator, Museum
- 1 Cultural Affairs ~~Officer~~ *Coordinator* *RM*
- 1 Office Manager
- 1 Production Specialist

<sup>49</sup>  
SECTION 50.

The number of employees in the Department of Recorder of Deeds shall not exceed thirteen (13). There shall be no more than:

- 1 Recorder of Deeds
- 1 Deputy Recorder of Deeds
- 2 Clerk IV
- 3 Clerk III
- 4 Clerk Typist II
- 1 Clerk II
- 1 Clerk Steno II

<sup>50</sup>  
SECTION 51.

The number of employees in the Department of Administration to City Council shall not exceed three (3). There shall be no more than:

- 1 Administrative Assistant to City Council
- 1 Internal Auditor
- 1 Clerk (Review Commission)

<sup>51</sup>  
SECTION 52.

*Secretary to Administrative Assistant* *RM*  
The number of employees in the Department of Superintendent of Weights & Measures shall not exceed four (4). There shall be no more than:

- 1 Superintendent of Weights & Measures
- 1 First Deputy City Weigher
- 1 First Deputy City Sealer
- 1 Clerk IV

<sup>52</sup>  
SECTION 53.

The number of employees in the Department of Vital Statistics shall not exceed seven (7). There shall be no more than:

- 1 City Registrar of Vital Statistics
- 3 Celrk III
- 2 Clerk Typist II
- 1 Clerk Steno III

<sup>53</sup>  
SECTION 54.

The number of employees in the Board of Canvassers and Registration shall not exceed eleven (11). There shall be no more than:

- 1 Chairman-Board of Canvassers & Registration
- 1 Secretary-Board of Canvassers & Registration
- 1 Member-Board of Canvassers & Registration
- 1 Supervisor-Election Materials
- 2 Clerk IV
- 3 Clerk III
- 2 Clerk Typist II

<sup>54</sup>  
SECTION 55.

The number of employees in the Bureau of Licenses shall not exceed seven (7). There shall be no more than:

- 1 Chairman & Secretary, Bureau of Licenses
- 2 Commissioners, Bureau of Licenses
- 3 ~~4~~ Clerk IV
- 1 Chief Clerk *RM*

56  
SECTION 56.

The number of employees in the Providence Human Relations shall not exceed six (6). There shall be no more than:

- 1 Executive Director
- 1 Administrative Assistant to Director (PHRC)
- 2 Clerk IV
- 2 Human Resource Specialist

56  
SECTION 57.

The number of employees in Archives and History shall not exceed two (2). There shall be no more than:

- 1 City Archivist
- 1 Archival Assistant

57  
SECTION 58.

The number of employees in the Office of Civil Defense Preparedness Agency shall not exceed five (5). There shall be no more than:

- 1 Director of Civil Defense (Who is the Commissioner of Public Safety)
- 1 Deputy Director of CDPA
- 1 Operations, Planning, Training & Public Information Officer
- 1 Fallout Shelter Coordinator
- 1 Clerk III

58  
SECTION 59.

The number of employees in the Department of Planning & Urban Development shall not exceed fifty five (55). There shall be no more than:

- 1 Director of Planning & Urban Development
- 1 Assistant to Director
- 1 Chief, Division of Planning
- 1 Chief, Division of Research
- 1 Chief, Fiscal Affairs
- 1 Chief, Division of Legal Services
- 1 Chief, Family Relocation
- 1 Assistant Chief, Division of Legal Services
- 1 Assistant Chief, Fiscal Affairs
- 1 Supervisor of Engineering (DPUD)
- 1 Supervisor of Business Relocation & Property Management
- 1 Supervisor of Real Estate
- 1 Receptionist (DPUD)
- 1 Supervisor, Long Range Planning
- 1 Supervisor, Current Planning
- 1 Supervisor, Project Planning
- 1 Supervisor, Graphics
- 1 Supervisor, Traffic Planning
- 1 Supervisor, Rehabilitation Services
- 3 Project Supervisor
- 1 Senior Research Assistant
- 1 Research Assistant
- 1 Business Relocation Officer
- 1 Land Disposition Officer
- 1 Management Officer
- 1 Fiscal Officer
- 1 Principal Planner
- 3 Senior Planner
- 1 Associate Planner
- 1 Associate Engineer IV
- 2 Engineers Associate
- 2 Project Counsel
- 1 Rehabilitation Specialist
- 1 Senior Draftsman
- 1 Associate Planner
- 1 Real Estate Aide II
- 1 Case Work Supervisor (DPUD)
- 1 Social Case Worker
- 3 Clerk IV
- 1 Accountant I
- 1 Accountant III (DPUD)
- 1 Clerk Stenographer III
- 1 Supervisor, Program Specialist

<sup>58</sup>  
SECTION 59.

(CONTINUED)

- 1 Secretary to Director (DPUD)
- 2 Legal Secretary
- 1 Draftsman

<sup>59</sup>  
SECTION 60.

The number of employees in the Department of Emergency, Temporary & Seasonal Employees shall not exceed:

- |           |                           |
|-----------|---------------------------|
| Unlimited | Janitors                  |
| Unlimited | Laborers                  |
| Unlimited | Primary & Election Clerks |
| Unlimited | Clerk I                   |

<sup>60</sup>  
SECTION 61.

The number of employees in the Water Supply Board-Administration shall not exceed nine (9). There shall be no more than:

- 1 Chairman
- 3 Board Members
- 1 Chief Engineer/General Manager, W.S.B.
- 1 Attorney, Water
- 1 Principal Engineer, System (Water)
- 1 Land Management Specialist (Water)
- 1 Accountant II

<sup>61</sup>  
SECTION 62.

The number of employees in the Water Supply Board- Commercial shall not exceed thirty-two (32). There shall be no more than:

- 1 Comptroller, Water
- 1 Switchboard Operator I
- 1 Manager-Accounting (Water)
- 1 Accountant III
- 9 Clerk IV
- 3 Accountant II
- 1 Manager, Income (Water)
- 3 Clerk III
- 2 Accounts Collector
- 1 General Foreman
- 1 Meter Reader II
- 7 Meter Reader I
- 1 Manager, Data Processing (Water)

<sup>62</sup>  
SECTION 63.

The number of employees in the Water Supply Board - Operations shall not exceed one hundred twenty-three (123). There shall be no more than:

- 1 Director of Operations/Deputy Chief Engineer (WSB)
- 2 Accountant II
- 1 Automobile Driver
- 1 Assistant Director of Operations, (WSB)
- 1 Clerk III
- 2 Clerk Typist II
- 1 Superintendent, Water Resource (WSB)
- 1 Forester
- 1 Supervisor- Watershed Maintenance (WSB)
- 11 Mechanic
- 5 Heavy Equipment Operator
- 26 Laborer
- 3 Watershed Inspector
- 10 Equipment Operator
- 7 Raingauge Keeper
- 1 Superintendent Water Plant Operations
- 10 Stationary Equipment Operator
- 1 Master Mechanic
- 1 Assistant Master Mechanic
- 1 Water Plant Electronic Repairman II
- 1 Superintendent Water Quality
- 1 Bacteriologist II
- 1 Chemist II
- 1 Laboratory Technician II
- 1 Assistant Director of Operations, Water Distribution
- 1 Scheduler/Dispatcher, Water

SECTION <sup>62</sup>63.

(CONTINUED)

- 2 Switchboard Operator I
- 3 Clerk IV
- 1 Superintendent Water Distribution Maintenance, Water
- 7 Supervisor, Water Maintenance Crews
- 7 Water System Mechanic
- 2 General Foreman
- 1 Charwoman
- 1 Assistant Director of Operations, Construction (Water)
- 2 Engineering Aide III
- 1 Engineering Aide Layout Helper II (Water)
- 1 Equipment Mechanic
- 1 Building Inspector III
- 1 Associate Engineer III

SECTION <sup>63</sup>64.

The number of employees in the Water Supply Board - Planning and Engineering shall not exceed nine (9). There shall be no more than:

- 1 Director, Planning and Engineering (Water)
- 1 Senior Principal Engineer (Water)
- 1 Principal Engineer (Water)
- 1 Associate Engineer II
- 1 Engineering Aide III
- 2 Draftsman
- 1 Clerk Stenographer III
- 1 Engineer's Associate

SECTION <sup>64</sup>65.

No person shall be appointed to, and the City Treasurer shall not pay, nor shall an officer or employee of the City issue a check for the payment of, nor pay any salary or compensation to a person holding or claiming to hold a position in the classified service in any department which is in excess of the total number of positions or the number of any individual class of positions provided herein for the particular department, provided; however, that with the approval of the head and the Director of Finance, said maximum may be exceeded temporarily when regular employees are absent on vacation and the excess employees do not aggregate more than the number on vacation or during the absence of employees due to injuries received while discharging their duties as employees, or during absences of employees on sick leave and it is necessary to employ temporary employees for the duration of the employees sick leave, or during the absence of employees who have been granted a temporary leave of absence, or when in the opinion of the Director of Finance, a temporary emergency exists.

SECTION <sup>65</sup>66.

Where no maximum limit is fixed on the total number of positions or the number of any individual class of position in a department, the number of persons appointed and employees shall be determined by the unexpended appropriation available.

SECTION <sup>66</sup>67.

Chapter 1981-40 of the Ordinances of the City of Providence effective July 20, 1981, with all amendments and additions thereto, is hereby repealed and all other Ordinances or parts thereof inconsistent herewith, are likewise repealed.

SECTION 68.

PERSONNEL CONTROL PROCEDURE. All personnel transactions in the City of Providence regarding he hiring, reinstatement, transfer, and/or adjustments in compensation and benefits shall be carried out in accordance with the following procedures:

1. Department Heads may submit requests only to the Director of Finance along with writted justification.
2. The Director of Finance shall certify whether or not:
  - a. Funds are included in the budget;
  - b. The position is authorized.
3. If funds are not available and/or the position is not authorized, the Director of Finance shall automatically reject the requested personnel change unless an emergency exists as to the filling of the position and the Mayor so certifies in writing ti the Director of Finance.
4. The Director of Finance shall also recommend rejection of any requests for hiring; rein-statement, transfer, etc., if in his opinion such requests are not justified in view of the City's current financial emergency.
5. The Director of Finance shall make such recommendations directly to the Mayor, who shall either personally approve or reject (in writing) the recommendations of the Finance Director consistant with the Mayor's Executive Order of February 6, 1981.
6. Concurrently with the making of any certifi-cation under paragraph (3), above and concurrently with any approval or rejection under paragraph (5), above, the Mayor shall cause a true copy of any such certification, approval or rejection to be properly forwarded to the Chairperson of the Finance Committee of the Providence City Council and to the Prov- isence Fiscal Commission.

SECTION 69.

Chapter 17 of Article III of the Code of Ordinances of the City of Providence is hereby amended by adding Section 17-27, which will read as follows:

"Section 17-27. Providing for ratification of Collective Bargaining Agreements. No Collective Bargaining agreement between the City of Providence and any labor organization shall become effective unless and until ratified by the Providence City Council. Each contract, before submission to the City Council, shall contain a fiscal note. At least one Public Hearing shall be held prior to City Council ratification of any contract.

SECTION 70.

This Ordinance shall take effect upon its passage, except that any position abolished by adoption of this Ordinance shall not take effect unless there is compliance with the State Labor Relations Act and/or any valid collective bargaining agreement between the City of Providence and Laborers International Union on behalf of Public Employees Local Union 1033.

Greenman CLERK

61104

Green members  
 Clerk <sup>Committee</sup>  
 June 19, 1982

Rose M Henderson CLERK

Univ. of Chicago  
MAYOR

Councilman Earleman and Councilman Turner (By Request)