

CHAPTER

No. AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE,
CHAPTER 1644, BY APPROPRIATING THE SUM OF FIVE THOUSAND
FIVE HUNDRED FIFTY SIX (\$5,556) DOLLARS TO FIRE DEPART-
MENT, ITEM 0.

Approved

Be it ordained by the City of Providence:

SECTION 1. Chapter 1644 of the Ordinances of the City of
Providence as approved September 23, 1964 entitled: "An Ordinance
Making Appropriation of \$46,159,931.36 for the Support of the City
Government for the Fiscal Year Ending September 30, 1965", as amended,
is hereby further amended by appropriating the sum of Five Thousand
Five Hundred Fifty Six (\$5,556) Dollars to FIRE DEPARTMENT, ITEM 0.

SECTION 2. The said sum of Five Thousand Five Hundred Fifty
Six: (\$5,556) Dollars as thus added and appropriated shall be charged
to the General Fund from Funds Not Otherwise Appropriated.

SECTION 3. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL

OCT 15 1964

Back First Reading Read and Passed
Referred to Committee on

FINANCE

Vincent Vespa
Clerk

IN CITY
COUNCIL

DEC 17 1964

READ AND NOT PASSED

Vincent Vespa
CLERK

CHAPTER

No. AN ORDINANCE AMENDING SECTION 21 of CHAPTER 1645,
"ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM
NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN
CERTAIN CLASSES IN THE CITY DEPARTMENTS", AS APPROVED
SEPTEMBER 23, 1964.

Approved

Be it ordained by the City of Providence:

SECTION 1. Chapter 1645 of the Ordinances of the City of
Providence, approved September 23, 1964, as amended, is hereby further
amended to read as follows:

SECTION 21: FIRE DEPARTMENT

That part which has heretofore read: "The
number of employees in the FIRE DEPARTMENT
shall not exceed five hundred forty-four (544)";
shall hereafter read: "The number of employees
in the FIRE DEPARTMENT shall not exceed five
hundred forty-five (545)".

Add: One (1) Personnel Aide-Fire Department

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL
OCT 15 1964

Back First Reading Read and Passed
Referred to Committee on

FINANCE

Vincent Vespi
Clerk

IN CITY
COUNCIL

DEC 17 1964

READ AND NOT PASSED

Vincent Vespi
CLERK

No.

CHAPTER
AN ORDINANCE

THE COMMITTEE ON
FINANCE

Approves Passage of
The Within Ordinance

Wm. H. H. H. H. H.
10-9-64
Chairman

THE COMMITTEE ON

Finance
Recommends
Be Continued

Wm. H. H. H. H. H.
10-30-64
Chairman

THE COMMITTEE ON

Finance
Recommends Be Not Passed

12-11-64
Chairman

CHAPTER

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

Approved

Be it ordained by the City of Providence:

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 Providence", as
amended, is hereby further amended in the following respect:

Add: Personnel Aide - Fire Department (411)

SECTION 2. This Ordinance shall take effect upon its
passage.

IN CITY COUNCIL

OCT 15 1964

Back First Reading Read and Passed
Referred to Committee on

FINANCE

Vincent Vespia
Clerk

IN CITY
COUNCIL

DEC 17 1964

READ AND NOT PASSED

Vincent Vespia
CLERK

No.

CHAPTER
AN ORDINANCE

THE COMMITTEE ON

FINANCE

Approves Passage of
the Within Ordinances

Lawrence T. Roberts
Chairman
10-9-64
Cleek
Clerk

THE COMMITTEE ON

Recommends

Harold
10-30-64
Lawrence T. Roberts
Chairman
Clerk

THE COMMITTEE ON

Recommends

Harold
12-11-64
Chairman
Clerk

PERSONNEL AIDE - - FIRE DEPARTMENT

CLASS TITLE: Personnel Aide-Fire Department

CLASS DEFINITION: Aid and assist the Chief of Department in personnel, administrative, and operational matters concerning the Fire Department.

DISTINGUISHING FEATURES AND ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigate, inspect, report and record, and administer various personnel and operational aspects of the Fire Department resulting from the application of the Rules and Regulations of the Department and the Union Contract.
2. Examine personnel reports and records required and submitted within the Department in order that recommendations can be made that are fair and just to the City and to personnel involved, to wit: sections of the Union Contract such as clothing replacement, injury, sickness and its allied categories, overtime work, recall to duty, and acting out of rank.
3. Assist the Chief of Department in his administration of the Fire Department by various recommendations concerning personnel matters.
4. Aid the Chief of Department in the deployment of personnel at the scene of multiple alarm fires and other emergencies. Also assist the Chief of Department in the coordination of operations at the scene of such fires or emergencies.
5. Instruct officers and prospective officers of the Department in administrative details of the Department such as reports, records, filing, new administrative procedures concerning the Department, or any other subject which the Chief of Department may require or direct.

DESIRABLE KNOWLEDGES, SKILLS & ABILITIES:

1. Must have a complete and thorough knowledge of the organization and operations of the Fire Department; of the rules, regulations, orders, and policies governing the Fire Department; and of the Union Contract.
2. Must be capable of making recommendations that are fair to the parties concerned.
3. Must have initiative, resourcefulness and good judgment.
4. Must have the ability to express oneself clearly and concisely, orally and in writing.

(OVER)

411 (cont'd)

QUALIFICATIONS DESIRED:

1. Should have at least two years of college, preferably a college graduate.
2. Experience in the military service in a supervisory capacity would be desirable.
3. Should have a knowledge of staff functioning.

10/64

CHAPTER

No. AN ORDINANCE AMENDING CHAPTER 1646, "ESTABLISHING
A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS
APPROVED SEPTEMBER 23, 1964, RELATIVE TO THE FIRE
DEPARTMENT.

Approved

Be it ordained by the City of Providence:

SECTION 1. Section 1 of Chapter 1646 of the Ordinances of the
City of Providence, approved September 23, 1964, as amended, is hereby
further amended to read as follows:

Add: Personnel Aide-Fire Department \$6,146.40 per yr.

SECTION 2. This Ordinance shall take effect upon its passage.

IN CITY COUNCIL

OCT 15 1964

First Reading Read and Passed

Back Referred to Committee on

FINANCE

Vincent Vespia
Clerk

IN CITY
COUNCIL

DEC 17 1964

READ AND NOT PASSED

Vincent Vespia
CLERK

