

City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1981-12

No. 159 **AN ORDINANCE** ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS AND REPEALING ORDINANCE CHAPTER 1980-5 APPROVED MARCH 14, 1980, AS AMENDED.

Effective: ~~Approved~~ March 23, 1981

Be it ordained by the City of Providence:

SECTION 1. The number of employees in the Mayor's Office shall not exceed seven (7). There shall be no more than:

- 1 Mayor's Administrative Assistant
- 1 Mayor's Administrative Aide II
- 1 Mayor's Executive Secretary
- 3 Secretary to Mayor
- 1 Clerk IV

SECTION 2. The number of employees in the Department of City Clerk shall not exceed ten (10). There shall be no more than:

- 1 City Clerk - Registrar of Vital Statistics
- 1 Deputy City Clerk - First
- 1 Deputy City Clerk - Second
- 1 Stenographic Reporter
- 1 Clerk IV
- 1 Stenographic Reporter I
- 1 Deputy City Registrar - Vital Statistics
- 1 Clerk III
- 1 Clerk-Typist II

SECTION 3. The number of employees in the Department of City Sergeant shall not exceed one (1). There shall be no more than:

- 1 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 Deputy City Solicitor
- 5 Assistant City Solicitor
- 1 Paralegal I
- 1 Legal Secretary (Law Department)
- 1 Assistant Legal Secretary
- 3 Special Counsel

SECTION 5. The number of employees in Providence Municipal Court shall not exceed ten (10). There shall be no more than:

- 3 Judge, Providence Municipal Court
- 1 Clerk, Providence Municipal Court
- 2 Deputy Clerk, Providence Municipal Court
- 3 Clerk IV
- 1 Clerk-Stenographer II

No.

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SECTION 6. The number of employees in the Probate Court shall not exceed five (5). 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 Typist 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
- 1 Personnel Director
- 1 Personnel Technician
- 1 Accountant I
- 1 Equal Employment Opportunity Officer
- 1 Clerk IV
- 1 Internal Auditor
- 1 Systems Analyst
- 2 Assistant-Finance Director
- 1 Clerk II

SECTION 8. The number of employees in the Controllers Division shall not exceed nineteen (19). There shall be no more than:

- 1 Accountant I
- 1 City Controller
- 1 Assistant City Controller
- 1 Administrative Assistant to Controller
- 1 Chief Supervisor, Payroll
- 1 Federal Programs Supervisor
- 1 Senior Accountant
- 1 Accountant III
- 2 Accountant I
- 1 Clerk IV
- 1 Clerk III
- 1 Accounts Payable Supervisor
- 3 Payroll Clerk II
- 3 Accounts Payable Clerk

SECTION 9. The number of employees in the Employees Retirement Division shall not exceed four (4). There shall be no more than:

- 1 Pension Administrator
- 2 Accountant III
- 1 Accountant I

SECTION 10. 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 11. The number of employees in the City Collectors Division shall not exceed twenty (20). There shall be no more than:

- 1 City Collector
- 1 Assistant City Collector
- 1 Special Assistant (Collectors)
- 1 Chief Clerk, Collectors
- 5 Teller
- 1 Automobile Driver
- 1 Accountant III
- 1 Supervisor, Personal Property Tax
- 1 Supervisor, Property Tax & Real Estate
- 3 Clerk IV
- 2 Clerk III
- 1 Counter Clerk, Collectors
- 1 Clerk II

SECTION 12. The number of employees in the City Assessors Office shall not exceed twenty-five (25). There shall be no more than:

- 1 Senior Appraiser
- 1 City Assessor
- 1 Administrative Assistant-Assessors
- 1 Secretary to Assessor
- 1 Chief Appraiser
- 1 Draftsman - Assessors Real Estate
- 3 Clerk IV
- 7 Clerk III
- 1 Clerk Stenographer III
- 7 Appraiser
- 1 Accountant II

SECTION 13. 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, Board of Tax Assessment Review

SECTION 14. The number of employees in the Department of Finance - Purchasing shall not exceed eight (8). There shall be no more than:

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

SECTION 15. The number of employees in the Department of Finance - Treasury shall not exceed four (4). There shall be no more than:

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

SECTION 16. The number of employees in the Department of Commissioner of Public Safety shall not exceed seven (7). There shall be no more than:

- 1 Commissioner of Public Safety and Director-Civilian Defense
- 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

SECTION 17. The number of employees in the Police Department shall not exceed five hundred ninety-four (594). 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 Women
- 1 Offset Pressman
- 22 Control Center Operator
- 3 Dog Officer

SECTION 17. (CONTINUED)

- 18 Clerk IV
- 5 Clerk III
- 8 Clerk-Stenographer III
- 10 Woman Parking Checker
- 4 Detention Officer
- 97 School Crossing Guard
- 1 Automotive Equipment Superintendent
- 1 Police Legal Adviser
- 12 Police Department Dispatchers
- 1 Police Sergeant - Special Force

SECTION 18. The number of employees in the Fire Department shall not exceed four hundred ninety-eight (498). 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
- 70 Fire Lieutenant
- 2 Fire Prevention Lieutenant
- 1 Fire Equipment Superintendent I
- 1 Fire Equipment Superintendent II
- 1 Man-in-Charge - Carpenter Shop
- 5 Man in Charge - Bureau of Operational Control
- 12 Rescue Lieutenant
- 12 Rescue Truck Driver
- 332 Fireman
- 1 Clerk IV
- 2 Clerk-Stenographer III
- 1 Automotive Equipment Superintendent
- 15 Senior Mechanic

SECTION 19. The number of employees in the Department of Communications shall not exceed twenty-seven (27). 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
- 7 Fire Alarm Technician
- 10 Fire Department Dispatchers
- 1 Switchboard Operator I
- 1 Clerk IV
- 1 Switchboard Operator II

SECTION 20. The number of employees in the Department of Traffic Engineering shall not exceed twenty-two (22). There shall be no more than:

- 1 Traffic Engineer
- 1 Assistant Traffic Engineer
- 1 Traffic Systems Analyst
- 3 Engineering Aide III
- 4 Traffic Signal Maint. Man II
- 1 Parking Meter Maint. Man II
- 1 Parking Meter Maint. Man I
- 1 Traffic Marker & Sign Man I

SECTION 20. (CONTINUED)

- 4 Traffic Signal Maint. Man
- 1 Traffic Signal Maint. Man Helper
- 1 Foreman
- 1 General Foreman
- 1 Clerk IV
- 1 Clerk II

SECTION 21. The number of employees in the Department of Building Inspection-Administration shall not exceed nine (9). There shall be no more than:

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

SECTION 22. The number of employees in the Department of Building Inspection Structures & Zoning shall not exceed nine (9). There shall be no more than:

- 2 Building Inspector III
- 3 Building Inspector II
- 4 Building Inspector I

SECTION 23. 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 24. 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 25. The number of employees in the Department of Building Inspection - Mechanical Equipment and Installations Division shall not exceed four (4). There shall be no more than:

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

SECTION 26. 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 Auxiliary Member
- 1 Secretary, Zoning Board of Review
- 1 Zoning Assistant
- 1 Clerk-Stenographer III
- 1 Clerk IV

- SECTION 27. The number of employees in the Building Board of Review shall not exceed six (6). There shall be no more than:
- 1 Chairman of the Board
 - 4 Members of the Board
 - 1 Secretary, Building Board of Review
- SECTION 28. 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
- SECTION 29. The number of employees in the Department of Public Works - General Administration shall not exceed eleven (11). There shall be no more than:
- 1 Director of Public Works
 - 1 Deputy Director & City Engineer (Public Works)
 - 1 Secretary to Director (Public Works)
 - 3 Accountant III
 - 2 Clerk IV
 - 2 Clerk III
 - 1 Clerk II
- SECTION 30. The number of employees in the Department of Public Works - Engineering Office shall not exceed twenty (20). There shall be no more than:
- 3 Associate Engineer III
 - 6 Associate Engineer II
 - 8 Associate Engineer I
 - 2 Engineering Aide III
 - 1 Clerk-Stenographer III
- SECTION 31. The number of employees in the Department of Public Works-Sanitation Administration Office shall not exceed one (1). There shall be no more than:
- 1 Principal Engineer
- SECTION 32. The number of employees in the Department of Public Works - Street Cleaning shall not exceed twenty-five (25). There shall be no more than:
- 1 Foreman, Street Cleaning
 - 8 Equipment Operator
 - 16 Laborer
- SECTION 33. The number of employees in the Department of Public Works - Sewage Pumping Station shall not exceed eleven(11). There shall be no more than:
- 1 Foreman
 - 8 Stationary Equipment Operator
 - 2 Laborer

SECTION 34. The number of employees in the Department of Public Works-Sewage Disposal shall not exceed sixty-one (61). There shall be no more than:

- 1 Superintendent of Sewage Disposal
- 1 Bacteriologist II
- 5 Foreman
- 1 Heavy Equipment Operator
- 3 Mechanic
- * 20 Stationary Equipment Operator
- * 21 Laborer
- * 1 Assistant Superintendent (Sewage Disposal)
- * 1 Operations Supervisor (Sewage Disposal)
- * 1 Maintenance Supervisor (Sewage Disposal)
- * 3 Shift Supervisor (Sewage Disposal)
- * 1 Bacteriologist III (Sewage Disposal)
- * 1 Clerk Stenographer III
- * 1 Clerk III

*Mandated by Federal Order -Per E.P.A. Regulations of 21 Laborer positions (7) are E.P.A. Regulations

SECTION 35. The number of employees in the Department of Public Works-Waste Collection and Processing shall not exceed seventy-five (75). There shall be no more than:

- 1 Superintendent of Garbage Collection
- 2 Foreman
- 2 Stationary Equipment Operator
- 21 Equipment Operator
- 49 Laborer

SECTION 36. The number of employees in the Department of Public Works-Highway Section shall not exceed eighty-four (84). There shall be no more than:

- 1 Highway Superintendent (Days)
- 1 Public Works Inspector II
- 3 General Foreman
- 6 Foreman
- 15 Heavy Equipment Operator
- 3 Cement Finisher
- 1 Mechanic
- 11 Curb Setter
- 27 Equipment Operator
- 15 Laborer
- 1 Stone Cutter

SECTION 37. The number of employees in the Department of Public Works-Bridge Maintenance shall not exceed twelve (12). There shall be no more than:

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

SECTION 38. The number of employees in the Department of Public Works-Sewer Construction and Maintenance shall not exceed Thirty-three (33). There shall be no more than:

- 2 General Foreman
- 2 Foreman
- 1 Heavy Equipment Operator
- 1 Sewer & Drain Inspector
- 10 Equipment Operator - Sewer

- 2 Sewer Construction Worker
- 1 Equipment Operator
- 13 Laborer
- 1 Dispatcher

SECTION 39. The number of employees in the Department of Public Works-Municipal Docks shall not exceed thirty (30). 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)
- 1 Foreman
- 5 Port Security Officer
- 2 Watchman
- 4 Laborer
- 1 Clerk IV
- 1 Clerk III

TEMPORARY

11 Port Security Officer

SECTION 40. The number of employees in the Department of Public Works-Environment Control shall not exceed six (6). There shall be no more than:

- 4 Laborer
- 1 Clerk IV
- 1 General Foreman

SECTION 41. The number of employees in the Department of Public Works-Garage Maintenance & Repair shall not exceed seventeen (17). There shall be no more than:

- 1 Shop Supervisor
- 5 Senior Mechanic
- 9 Mechanic
- 1 Stationary Equipment Operator
- 1 Laborer

SECTION 42. The number of employees in the Department of Public Works-Public Buildings shall not exceed thirty-four (34). There shall be no more than:

- 1 Director of Public Buildings
- 1 Chief, Division of Public Buildings
- 1 Inspector of Public Properties (OSHA)
- 2 Associate Engineer IV
- 1 Associate Engineer III
- 1 Associate Engineer II
- 1 Clerk IV
- 1 Building Custodian III
- 20 Building Custodian
- 1 Mail Room Supervisor
- 2 Stationary Equipment Operator
- 1 Elevator Operator
- 1 Laborer

SECTION 43. The number of employees in the Department of Public Parks -Division of the Office of Superintendent shall not exceed five (5). There shall be no more than:

- 1 Superintendent of Dept. of Public Parks
- 1 Secretary to the Superintendent
- 1 Accountant II
- 1 Executive Assistant
- 1 Switchboard Operator

SECTION 44. The number of employees in the Department of Public Parks - Division of 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 Zoo Keeper
- 2 Zoo Curators (part-time)
- 2 Senior Security Guards
- 4 Security Guards

SECTION 45. The number of employees in the Department of Public Parks - Division of Public Programming Services shall not exceed thirteen (13). There shall be no more than:

- 1 Director Division of Programming Services
- 1 Activities Manager
- 1 Program Manager
- 1 Activities Specialist
- 1 Alternate Needs Coordinator
- 1 Museum Curator
- 1 Cultural Affairs Officer
- 1 Operations Aide
- 1 Equipment Operator
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk II
- 1 Clerk-Steno II

SECTION 46. The number of employees in the Department of Public Parks - Division of Public Programming Services - Seasonal employees shall not exceed ninety-five (95). There shall be no more than:

- 15 Site Managers
- 21 Activities Monitor
- 18 Life Guard
- 36 Activities Supervisor
- 2 Temporary Equipment Operator
- 3 Maintenance/Security Personnel

SECTION 47. The number of employees in the Department of Public Parks - Division of Grounds Maintenance Services shall not exceed ninety-eight (98). There shall be no more than:

- 1 Director, Div. of Grounds Maintenance Services
- 1 Supervisor of Inspections
- 1 Pesticide Coordinator
- 1 Public Grounds Inspector
- 1 Administrative Aide
- 2 Clerk IV
- 1 Clerk III - Steno
- 6 General Foreman
- 5 Foreman
- 3 Heavy Equipment Operators
- 4 Tree Trimmers
- 3 Cement Finishers
- 44 Equipment Operator
- 10 Laborers
- 1 Electrician
- 1 Shop Supervisor
- 3 Maintenance Man III
- 6 Maintenance Man II
- 1 Senior Mechanic
- 2 Mechanics II
- 2 Mechanics

SECTION 48. The number of employees in the Department of Public Parks - Division of Development Environmental Services shall not exceed twenty-three (23). There shall be no more than:

- 1 Director, Division of Dev. and Environmental Services
- 1 Chief, Design Services
- 1 Chief of Gardens
- 1 Chief of Greenhouses
- 1 Development Coordinator
- 1 Grants Manager
- 1 Project Manager
- 1 Supervisor of Word Processing
- 2 Horticultural Supervisors
- 12 Landscape Gardeners
- 1 Supervisor Construction

SECTION 49. The number of employees in the Department of Recorder of Deeds shall not exceed ten (10). There shall be no more than:

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

SECTION 50. The number of employees in the Department of Administration to the City Council shall not exceed one (1). There shall be no more than:

- 1 Administrative Assistant to the City Council

SECTION 51. The number of employees in the Department of Superintendent of Weights & Measures shall not exceed two (2). There shall be no more than:

- 1 Superintendent of Weights & Measures
- 1 Clerk IV

SECTION 52. The number of employees in the Board of Canvassers and Registration shall not exceed eight (8). 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

SECTION 53. The number of employees in the Bureau of Licenses shall not exceed six (6). There shall be no more than:

- 1 Chairman & Secretary, Bureau of Licenses
- 2 Commissioner, Bureau of Licenses
- 3 Clerk IV

SECTION 54. The number of employees in the Providence Human Relations Commission shall not exceed four (4). There shall be no more than:

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

SECTION 55. The number of employees in the Office of Civil Defense Preparedness Agency shall not exceed one (1). There shall be no more than:

SECTION 55. (CONTINUED)

- 1 Director of Civil Defense Preparedness Agency (who is the Commissioner of Public Safety)

SECTION 56. The number of employees in the Department of Planning and Urban Development shall not exceed eighty-two (82). 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 Code Enforcement
- 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
- 1 Supervisor of Real Estate
- 1 Supervisor (Long Range Planning)
- 1 Supervisor (Current Planning)
- 1 Supervisor (Project Planning)
- 1 Supervisor (Graphics)
- 1 Supervisor (Traffic Planning)
- 2 Supervisor of Rehabilitation Services
- 1 Supervisor of Enforcement
- 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
- 4 Rehabilitation Specialist
- 1 Financial Specialist
- 1 Senior Draftsman
- 1 Assistant Planner
- 1 Real Estate Aide II
- 1 Case Work Supervisor (DPUD)
- 1 Social Case Worker (DPUD)
- 3 Renewal Inspector III
- 5 Renewal Inspector II
- 5 Renewal Inspector I
- 3 Clerk IV
- 1 Accountant I
- 1 Accountant III (DPUD)
- 4 Clerk-Stenographer III
- 2 Clerk-Stenographer II
- 1 Supervisor, Program Specialist
- 1 Council Code Enforcement
- 1 Secretary to Director (DPUD)
- 3 Legal Secretary
- 1 Draftsman
- 1 Receptionist

SECTION 57. The number of employees in the Department of Emergency-Temporary & Seasonal Employees shall not exceed:

Unlimited Primary & Election Officials

SECTION 58. The number of employees in the Water Supply Board Administration shall not exceed twenty-six (26). There shall be no more than:

- 1 Chairman
- 3 Members of Water Supply Board
- 1 Chief Engineer
- 1 Deputy Chief Engineer
- 1 Principal Engineer
- 1 Administrative Assistant to Chief Engineer
- 3 Associate Engineer II
- 4 Engineering Aide III
- 1 Attorney (Water)
- 2 Draftsman
- 2 Clerk IV
- 1 Switchboard Operator I
- 1 Automobile Driver
- 1 Charwoman
- 1 Clerk III
- 2 Accountant II

SECTION 59. The number of employees in the Water Supply Board - Source of Supply shall not exceed forty-six(46). There shall be no more than:

- 1 Chemist II
- 1 Principal Engineer
- 1 Laboratory Technician II
- 1 Master Mechanic (Water)
- 1 Bacteriologist II
- 9 Stationary Equipment Operator
- 3 Equipment Operator
- 9 Laborer
- 7 Rain Gauge Keeper
- 1 Clerk-Typist II
- 3 Heavy Equipment Operator
- 1 Assistant Master Mechanic (Water)
- 1 Accountant II
- 1 Associate Engineer II
- 1 Superintendent - Water Resource
- 1 Superintendent - Quality Control
- 1 Superintendent - Water Plant Operation
- 1 Land Management Specialist
- 1 Superintendent of Filtration
- 1 General Foreman

SECTION 60. The number of employees in the Department Water Supply Board - Transmission & Distribution shall not exceed sixty (60). There shall be no more than:

- 1 Principal Engineer
- 2 General Foreman
- 10 Senior Mechanic
- 8 Supervisor, Water Maintenance Crew
- 7 Water Systems Mechanic
- 3 Heavy Equipment Operator
- 10 Equipment Operator
- 2 Stationary Equipment Operator
- 8 Laborer
- 2 Account Collector
- 1 Clerk-Typist II
- 1 Clerk-Typist I
- 2 Switchboard Operator I
- 1 Clerk IV
- 2 Foreman

SECTION 61. The number of employees in the Water Supply Board - Accounting & Commercial shall not exceed twenty-six (26). There shall be no more than:

- 1 Fiscal Officer
- 1 Meter Superintendent
- 5 Meter Reader I
- 1 Meter Reader II
- 2 Accountant II
- 1 Accountant III
- 1 General Foreman
- 5 Clerk IV
- 1 Clerk II
- 5 Clerk III
- 2 Clerk-Typist II
- 1 Clerk-Stenographer III

SECTION 62. 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 and 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 position provided herein for the particular department, provided; however, that with the approval of the Department Head, the Internal Auditor, 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 63. 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 64. Chapter 1979-32 of the Ordinances of the City of Providence as approved June 22, 1979, with all amendments and additions thereto, is hereby repealed and all other Ordinances or parts thereof, inconsistent herewith, are likewise repealed.

SECTION 65. PERSONNEL CONTROL PROCEDURE. All personnel transactions in the City of Providence regarding the 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 written 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 to the Director of Finance.

4. The Director of Finance shall also recommend rejection of any requests for hiring, reinstatement, 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 consistent with the Mayor's Executive Order of February 6, 1981.

6. Concurrently with the making of any certification 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 Providence Fiscal Commission.

SECTION 66.

This Ordinance shall take effect upon its passage, except that any positions 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.

IN CITY COUNCIL
MAR 5 1981
FIRST READING
READ AND PASSED

Rose M. Mendonca CLERK

IN CITY COUNCIL
MAR 12 1981
FINAL READING
READ AND PASSED

Ralph Fargnoli PRESIDENT
Rose M. Mendonca CLERK

Effective without the Mayor's signature March 23, 1981.

Rose M. Mendonca

THE COMMITTEE ON
FINANCE

Approves Passage of
The Within Ordinance

Rose M. Mendonca
Clerk Chairman

March 5, 1981

RECEIVED
COUNCIL
CITY

RECEIVED