

505

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1450

No. 505 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 1425 APPROVED SEPTEMBER 21, 1961.

APPROVED: September 21, 1962

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1: The number of employees in the DEPARTMENT OF CITY CLERK shall not exceed nine (9). There shall be no more than:

- 1 City Clerk (unclassified)
- 1 Deputy City Clerk - First
- 1 Deputy City Clerk - Second
- 1 Stenographic Reporter (City Council)
- 2 Clerk Stenographer III
- 2 Clerk Stenographer II
- 1 Clerk II

SECTION 2: In the BOARD OF CANVASSERS AND REGISTRATION there shall be no more than:

- 1 Chairman, Bd of Canvassers and Registration (unc.)
- 2 Members of Bd of Canvassers and Registration (unc.)
- 1 Clerk IV
- 2 Clerk III
- 1 Clerk I
- 3 Clerk Typist II
- 1 Clerk Stenographer I
- 1 Key Punch Operator

There may be TEMPORARY

Clerk I or Clerk Typist I - unlimited  
Primary and Election Officials  
Janitors  
Equipment Workers  
Automobile Driver (Part-Time)  
Part-Time Clerks  
2 Key Punch Operators

SECTION 3: The number of employees in PROBATE COURT shall not exceed ten (10). There shall be no more than:

- 1 Judge of Probate (unclassified)
- 1 Clerk of Probate (unclassified)
- 1 Deputy Clerk, Probate Court
- 2 Clerk Stenographer II
- 2 Clerk Stenographer I
- 1 Clerk Typist II
- 1 Clerk Typist I
- 1 Clerk III

SECTION 4: The number of employees in the POLICE COURT shall not exceed thirteen (13). There shall be no more than:

- 2 Police Court Judge (unc.)
- 1 Clerk, Police Court
- 1 Deputy Clerk, Police Court
- 3 Clerk IV
- 1 Clerk Stenographer II
- 1 Clerk Typist II
- 4 Clerk Typist I

SECTION 5: The number of employees in the DEPARTMENT OF LAW shall not exceed eight (8). There shall be no more than:

- 1 City Solicitor (unc.)
- 1 Assistant City Solicitor - First
- 1 Assistant City Solicitor - Second
- 1 Assistant City Solicitor - Third
- 1 Assistant City Solicitor - Fourth
- 1 Claim Adjuster
- 2 Clerk Stenographer III

SECTION 6: The number of employees in the OFFICE OF THE RECORDER OF DEEDS shall not exceed fourteen (14). There shall be no more than:

- 1 Recorder of Deeds (unc.)
- 1 Deputy Recorder of Deeds
- 4 Clerk III
- 1 Clerk II
- 5 Clerk Typist II
- 1 Clerk Typist I
- 1 Building Custodian I

SECTION 7: The number of employees in the DEPARTMENT OF CITY SERGEANT shall not exceed forty-two (42). There shall be no more than:

- 1 City Sergeant (unc.)
- 1 First Deputy City Sergeant
- 1 Second Deputy City Sergeant
- 1 Clerk Stenographer I
- 1 Building Maintenance Supervisor
- 12 Building Custodian I
- 1 Building Maintenance Engineer I
- 2 Stationary Fireman
- 7 Charwoman
- 2 Elevator Operator
- 4 Switchboard Operator
- 3 Automobile Driver
- 2 Watchman

TEMPORARY

- 2 Stationary Fireman
- 1 Watchman
- 1 Switchboard Operator

SECTION 8: The number of employees in the DEPARTMENT OF FINANCE DIRECTOR shall not exceed seven (7). There shall be no more than:

- 1 Finance Director (unc.)
- 1 Personnel Director
- 1 Budget Officer
- 1 Personnel Technician
- 2 Clerk Stenographer III
- 1 Clerk III

SECTION 9: The number of employees in the CONTROLLER'S DIVISION shall not exceed twenty-two (22). There shall be no more than:

- 1 City Controller
- 1 Asst. City Controller
- 1 Asst. City Controller (Second)
- 2 Accountant I
- 1 Clerk IV
- 3 Clerk III
- 6 Clerk II
- 6 Clerk Typist II
- 1 Clerk Typist I

SECTION 10: The number of employees in the EMPLOYEES' RETIREMENT DIVISION shall not exceed five (5). There shall be no more than:

- 1 Accountant II
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Typist II
- 1 Clerk Typist I

SECTION 11: The number of employees in the TABULATING DIVISION shall not exceed nine (9). There shall be no more than:

- 1 Data Processing Coordinator
- 1 Tabulating Machine Supervisor
- 1 Electronic Data Processing Programmer
- 2 Tabulating Equipment Operator
- 3 Key Punch Operator
- 1 Clerk II

SECTION 12: The number of employees in the CITY COLLECTOR'S DIVISION SHALL NOT EXCEED thirty-one (31). There shall be no more than:

- 1 City Collector
- 1 Asst. City Collector
- 7 Clerk IV
- 3 Clerk III
- 3 Clerk II
- 1 Clerk I
- 1 Clerk Stenographer III
- 1 Clerk Stenographer I
- 2 Clerk Typist I
- 4 Key Punch Operator
- 1 Automobile Driver

TEMPORARY

- 6 Clerk Typist I

SECTION 13: The number of employees in the DEPARTMENT OF CITY COLLECTOR, WATER BOARD COLLECTIONS shall not exceed seven (7). There shall be no more than:

- 1 Clerk IV
- 4 Clerk Typist II
- 2 Clerk Typist I

SECTION 14: The number of employees in the CITY ASSESSOR'S DIVISION shall be no more than:

- 1 City Assessor
- 1 Real Property Assessment Aide
- 1 Personal Property Assessment Aide
- 3 Assessment Aide I
- 1 Assessment Aide II
- 2 Engineering Aide III
- 2 Clerk IV
- 5 Clerk III
- 1 Clerk II
- 1 Clerk Stenographer III
- 3 Clerk Typist II
- 6 Clerk Typist I
- 4 Key Punch Operator

TEMPORARY

Clerk I or Clerk Typist I with the approval of the Finance Director.

SECTION 15: The number of employees in the PURCHASING DIVISION shall not exceed eighteen (18). There shall be no more than:

- 1 Purchasing Agent III
- 1 Purchasing Agent II
- 4 Purchasing Agent I
- 1 Clerk III
- 1 Clerk II
- 1 Clerk I
- 1 Clerk Stenographer III
- 1 Clerk Stenographer II
- 1 Clerk Stenographer I
- 3 Clerk Typist I
- 1 Supervisor - Warehouse and Inventory
- 1 Duplicating Equipment Operator
- 1 Key Punch Operator

SECTION 16: The number of employees in the MUNICIPAL GARAGE DIVISION shall not exceed twenty-two (22). There shall be no more than:

- 1 Garage Superintendent II
- 2 Clerk IV
- 1 Clerk III
- 2 Clerk II
- 1 Mechanic III
- 8 Automotive Mechanic I
- 3 Laborer II
- 3 Laborer I
- 1 Stationary Fireman

SECTION 17: The number of employees in the DEPARTMENT OF CITY TREASURER shall not exceed six (6). There shall be no more than:

- 1 City Treasurer (Unc.)
- 1 Deputy City Treasurer
- 2 Clerk III
- 2 Clerk Typist I

SECTION 18: The number of employees in the BOARD OF TAX ASSESSMENT REVIEW shall not exceed five (5). There shall be no more than:

- 3 Members of Board (unc.)
- 1 Secretary (unc.)
- 1 Clerk Stenographer I

SECTION 19: The number of employees in the DEPARTMENT OF COMMISSIONER OF PUBLIC SAFETY shall not exceed fifteen (15). There shall be no more than:

- 1 Commissioner of Public Safety (unc.)
- 1 Administrative Assistant to Commissioner
- 1 Accountant I
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Stenographer III
- 1 Clerk Typist II
- 1 Police Surgeon - First
- 1 Deputy Police Surgeon
- 1 Building Maintenance Engineer I
- 1 Building Custodian II
- 4 Building Custodian I

SECTION 20: The number of employees in the POLICE DEPARTMENT shall not exceed seven hundred eleven (711). There shall be no more than:

- 1 Police Chief
- 3 Police Commander
- 8 Police Captain
- 18 Police Lieutenant
- 60 Police Sergeant or Detective I
- 1 Police Dog Specialist
- 425 Police Patrolman
- 4 Police Woman
- 4 Police Matron
- 7 Police Patrol Driver
- 1 Radio Engineer
- 3 Police Signal Operator
- 1 Police Switchboard Chief Operator
- 3 Police Switchboard Operator
- 1 Physical Director, Police
- 1 Police Equipment Superintendent
- 5 Clerk IV
- 11 Clerk III
- 16 Clerk Stenographer III
- 3 Clerk Typist II
- 1 Clerk Typist I
- 1 Dog Officer
- 1 Assistant Dog Officer

(Section 20 continued on next page)

SECTION 20: (Continued)

- 1 Maintenance Man II
- 6 Building Custodian I
- 1 Laborer I
- 12 Woman Parking Checker (unc.)

PART-TIME

- 4 Police Switchboard Operator
- 1 Police Matron
- 87 School Crossing Guard
- 20 Police Trainee

The number of policemen allowed may be increased by the number of graduate trainees, not to exceed 8, for whom there are no immediate vacancies.

SECTION 21: The number of employees in the FIRE DEPARTMENT shall not exceed five hundred forty-six (546). There shall be no more than:

- 1 Fire Chief
- 16 Battalion Chief
- 31 Fire Captain
- 56 Fire Lieutenant
- 391 Fireman
- 1 Fire Alarm Superintendent
- 1 Assistant Fire Alarm Superintendent
- 8 Fire Alarm Technician
- 1 Radio Engineer
- 1 Fire Equipment Superintendent II
- 1 Fire Equipment Superintendent I
- 1 Clerk Stenographer III
- 1 Clerk III
- 1 Superintendent of Building Maintenance and Operation
- 5 Automotive Mechanic I
- 2 Mechanic I
- 1 Maintenance Man III
- 4 Maintenance Man I
- 1 Equipment Operator I
- 2 Building Custodian I

PART-TIME

- 20 Fire Trainees

The number of firemen allowed may be increased by the number of graduate trainees, not to exceed 8, for whom there are no immediate vacancies.

SECTION 22: The number of employees in the DEPARTMENT OF SUPERINTENDENT OF WEIGHTS AND MEASURES shall not exceed five (5). There shall be no more than:

- 1 Superintendent of Weights and Measures
- 1 First Deputy City Sealer
- 1 Second Deputy City Sealer
- 1 First Deputy City Weigher
- 1 Second Deputy City Weigher

SECTION 23: The number of employees in the DEPARTMENT OF BUILDING INSPECTION ADMINISTRATION shall not exceed fourteen (14). There shall be no more than:

- 1 Director of Building Inspection
- 1 Plan Estimator
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Stenographer III
- 2 Clerk Stenographer II
- 1 Clerk Stenographer I
- 2 Clerk Typist II
- 3 Clerk Typist I
- 1 Automobile Driver

SECTION 24: The number of employees in the DEPARTMENT OF BUILDING INSPECTION - STRUCTURES AND ZONING DIVISION shall not exceed fourteen (14). There shall be no more than:

- 1 Chief Inspector of Structures and Zoning
- 1 Building Inspector III
- 2 Building Inspector II
- 10 Building Inspector I

SECTION 25: The number of employees in the DEPARTMENT OF BUILDING INSPECTION - PLUMBING, DRAINAGE AND GAS PIPING DIVISION shall not exceed eight (8). There shall be no more than:

- 1 Chief Inspector of Plumbing, Drainage and Gas Piping
- 1 Plumbing Inspector III
- 6 Plumbing Inspector I

SECTION 26: The number of employees in the DEPARTMENT OF BUILDING INSPECTION - ELECTRICAL INSTALLATIONS DIVISION shall not exceed eight (8). There shall be no more than:

- 1 Chief Inspector of Electrical Installations
- 1 Electrical Inspector III
- 1 Electrical Inspector II
- 5 Electrical Inspector I

SECTION 27: The number of employees in the DEPARTMENT OF BUILDING INSPECTION - AIR POLLUTION, MECHANICAL EQUIPMENT AND INSTALLATIONS DIVISION shall not exceed nine (9). There shall be no more than:

- 1 Chief Inspector of Air Pollution, Mechanical Equipment and Installations
- 1 Air Pollution & Mechanical Equipment Inspector III
- 3 Air Pollution & Mechanical Equipment Inspector II
- 3 Air Pollution & Mechanical Equipment Inspector I
- 1 Steam Engineering Examiner

SECTION 28: The number of employees in the DEPARTMENT OF TRAFFIC ENGINEER shall not exceed forty-one (41). There shall be no more than:

- 1 Traffic Engineer (unclassified)
- 1 Traffic Engineer III
- 1 Traffic Engineer II
- 1 Traffic Engineer I
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Stenographer III
- 1 Clerk Stenographer II
- 1 Clerk Stenographer I
- 2 Maintenance Man II
- 8 Maintenance Man I
- 1 Traffic Marker & Sign Man I
- 1 Traffic Signal Maintenance Man II
- 5 Traffic Signal Maintenance Man I
- 1 Parking Meter Maintenance Man II
- 2 Parking Meter Maintenance Man I
- 3 Engineering Aide III
- 3 Engineering Aide II

TEMPORARY

- 6 Laborer I

SECTION 29: The number of employees in the DEPARTMENT OF PUBLIC WORKS - GENERAL ADMINISTRATION shall not exceed four (4). There shall be no more than:

- 1 Director of Public Works (unclassified)
- 1 Deputy Director of Public Works
- 1 Clerk Stenographer III
- 1 Automobile Driver

SECTION 30: The number of employees in the DEPARTMENT OF PUBLIC WORKS - BUSINESS MANAGEMENT OFFICE shall not exceed ten (10). There shall be no more than:

- 1 Business Manager
- 2 Clerk IV
- 2 Clerk III
- 1 Clerk I
- 1 Clerk Stenographer III
- 1 Clerk Typist II
- 2 Key Punch Operator

SECTION 31: The number of employees in the DEPARTMENT OF PUBLIC WORKS - ENGINEERING OFFICE shall not exceed thirty-two (32). There shall be no more than:

- 1 Chief Civil Engineer
- 3 Associate Engineer III
- 3 Associate Engineer II
- 10 Associate Engineer I
- 5 Engineering Aide III
- 5 Engineering Aide II
- 3 Engineering Aide I
- 2 Automobile Driver

SECTION 32: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION ADMINISTRATION OFFICE shall not exceed two (2). There shall be no more than:

- 1 Chief of Sanitation Division
- 1 Clerk III

SECTION 33: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION DIVISION - STREET CLEANING SECTION shall not exceed:

- 2 Labor Foreman General II
- 5 Labor Foreman General I
- 16 Equipment Operator II
- 8 Equipment Operator I
- Laborer II
- Laborer I

SECTION 34: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION DIVISION - SEWAGE PUMPING STATION SECTION shall not exceed fourteen (14). There shall be no more than:

- 1 Pumping Station Engineer
- 4 Stationary Equipment Operator
- 9 Screenman

SECTION 35: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION DIVISION - SEWAGE DISPOSAL SECTION shall not exceed fifty-nine (59). There shall be no more than:

- 1 Chief of Operations & Maintenance
- 1 Superintendent of Sewage Disposal
- 1 Bacteriologist II
- 1 Bacteriologist I
- 1 Clerk III
- 4 Sewage Disposal Works Foreman
- 1 Maintenance Foreman
- 3 Mechanic II
- 2 Mechanic I
- 21 Sewage Disposal Works Operator
- 9 Laborer II
- 6 Laborer I

TEMPORARY

- 8 Laborer I

SECTION 36: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION DIVISION - GARBAGE COLLECTION AND DISPOSAL SECTION shall not exceed one hundred seventeen (117), provided, however, that in case of any emergency requiring immediate action the Superintendent of the Incinerator may, with the approval of the Director of Public Works and the Finance Director of the City of Providence hire and employ in excess of the total number of positions or the number of any individual class of position provided herein; provided, further that the total so employed shall in no case exceed fifteen (15), and shall be assigned to one or more classes designated herein. In arriving at the above total (117), six (6) full working days shall be equivalent to one (1) employee, in respect to employees paid on a daily basis. There shall be no more than:

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SECTION 36: (Continued)

- 1 Superintendent of Incinerator
- 1 Assistant Superintendent of Incinerator
- 1 Superintendent of Garbage Collection
- 1 Clerk IV
- 1 Clerk Typist II
- 2 Labor Foreman General II
- 4 Boiler Room Foreman (Incinerator)
- 2 Mechanic III
- 1 Mechanic II
- 1 Mechanic I
- 1 Turbine Operator II
- 4 Turbine Operator I
- 5 Crane Operator
- 8 Stationary Fireman
- 1 Building Custodian I
- 20 Equipment Operator I (Incinerator)
- 4 Equipment Operator I
- 44 Laborer (Garbage Collection)
- 15 Laborer I

SECTION 37: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION DIVISION - REFUSE COLLECTION AND DISPOSAL SECTION shall not exceed twenty-five (25) provided, however, that in case of any emergency requiring immediate action the Director of Public Works may with the approval of the Finance Director of the City of Providence, hire and employ Equipment Operator I, Equipment Operator II and Laborer I in excess of the number allowed herein; provided further that the total so employed shall in no case exceed five (5) and shall be assigned to one of the above designated classes. In arriving at the total of these classes twenty-five (25), five (5) full working days shall be equivalent to one (1) employee. There shall be no more than:

- 1 Supervisor of Refuse Collection
- 1 Clerk Typist II
- 1 Equipment Operator II
- 7 Equipment Operator I (Refuse Collection)
- 1 Laborer I
- 14 Laborer (Refuse Collection)

SECTION 38: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SANITATION DIVISION - EQUIPMENT, SHOP & STORES REVOLVING FUND shall not exceed ten (10). There shall be no more than:

- 1 Garage Superintendent I
- 1 Clerk Typist II
- 5 Automotive Mechanic I
- 3 Laborer I

SECTION 39: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - ADMINISTRATION shall not exceed one (1). There shall be no more than:

- 1 Chief of Construction and Maintenance

SECTION 40: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - HIGHWAY SECTION shall be no more than:

- 1 Superintendent of Highways
- 1 Assistant Highway Superintendent
- 1 Highway Office Manager
- 1 Clerk IV
- 1 Clerk III
- 3 Clerk II
- 4 Clerk Typist II
- 3 Clerk Typist I
- 1 Switchboard Operator
- 1 Automobile Driver
- 3 Highway Construction Foreman
- 1 Highway Yard Foreman
- 10 Labor Foreman General II
- 7 Labor Foreman General I
- 1 Mechanic II
- 1 Stationary Fireman
- 1 Charwoman
- 31 Paver
  - Cement Finisher
  - Equipment Operator II
  - Equipment Operator I
  - Laborer II
  - Laborer I
  - Watchman

TEMPORARY

- Laborer I

SECTION 41: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - BRIDGE MAINTENANCE SECTION shall not exceed fourteen (14). There shall be no more than:

- 1 Labor Foreman General II
- 1 Labor Foreman General I
- 1 Equipment Operator I
- 11 Laborer II

SECTION 42: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - SIDEWALKS AND CURBING SECTION shall not exceed five (5). There shall be no more than:

- 1 Inspector of Sidewalks
- 2 Engineering Aide I
- 1 Clerk Stenographer II
- 1 Labor Foreman General I

SECTION 43: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - FORESTRY SECTION shall not exceed twenty-one (21). There shall be no more than:

- 1 City Forester
- 1 Labor Foreman General II
- 2 Equipment Operator II
- 8 Tree Trimmer
- 8 Laborer I
- 1 Building Custodian I

SECTION 44: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - SNOW REMOVAL SECTION shall be:

Unlimited (except by appropriation)

SECTION 45: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - SEWER CONSTRUCTION AND MAINTENANCE SECTION shall be no more than:

- 1 Superintendent of Sewer Construction and Maint.
- 2 Clerk III
- 1 Clerk Typist II
- 2 Sewer Construction Foreman
- 5 Labor Foreman General II
- 8 Sewer Construction Worker
- 8 Sewer Basin Man
- 4 Sewer and Drain Inspector
- 6 Equipment Operator II
- 5 Equipment Operator I
- 1 Watchman
- Laborer II
- Laborer I

SECTION 46: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - PUBLIC BUILDINGS SECTION shall not exceed nineteen (19). There shall be no more than:

- 1 Superintendent of Public Buildings
- 1 City Architect
- 1 Associate Engineer III
- 2 Architectural Draftsman II
- 1 Architectural Draftsman I
- 1 Clerk IV
- 2 Clerk III
- 1 Clerk Stenographer III
- 1 Clerk Stenographer I
- 1 Clerk Typist I
- 2 Building Maintenance Supervisor
- 1 Maintenance Man III
- 1 Laborer II
- 2 Building Tradesworker
- 1 Automobile Driver

SECTION 47: The number of employees in the DEPARTMENT OF PUBLIC WORKS - SEWER CONSTRUCTION AND MAINTENANCE SECTION - EQUIPMENT SHOP AND STORES REVOLVING FUND shall not exceed nine (9). There shall be no more than:

- 1 Clerk III
- 2 Automotive Mechanic II
- 1 Mechanic III
- 1 Mechanic II
- 1 Maintenance Man II
- 1 Equipment Operator II
- 1 Laborer II
- 1 Laborer I

SECTION 48: The number of employees in the DEPARTMENT OF PUBLIC WORKS - CONSTRUCTION AND MAINTENANCE DIVISION - EQUIPMENT SHOP AND STORES REVOLVING FUND shall not exceed thirty-five (35). There shall be no more than:

- 1 Garage Superintendent I
- 1 Labor Foreman General I
- 10 Mechanic III
- 10 Mechanic II
- 3 Mechanic I
- 8 Laborer II
- 2 Equipment Operator II

SECTION 49: The number of employees in the DEPARTMENT OF PUBLIC WORKS - PUBLIC SERVICE DIVISION - ADMINISTRATION SECTION shall not exceed one (1). There shall be no more than:

- 1 Public Service Engineer

SECTION 50: The number of employees in the DEPARTMENT OF PUBLIC WORKS - PUBLIC SERVICE DIVISION - STREET LIGHTING SECTION shall not exceed one (1). There shall be no more than:

- 1 Utility Inspector

SECTION 51: The number of employees in the DEPARTMENT OF PUBLIC WORKS - PUBLIC SERVICE DIVISION - MUNICIPAL DOCK SECTION shall not exceed ten (10). There shall be no more than:

- 1 Port Agent
- 1 Superintendent of Municipal Docks
- 1 Labor Foreman General I
- 3 Laborer II
- 3 Laborer I
- 1 Watchman

SECTION 52: The number of employees in the DEPARTMENT OF PUBLIC WORKS - PUBLIC SERVICE DIVISION - DRAW BRIDGE OPERATION SECTION, shall not exceed twelve (12). There shall be no more than:

- 1 Bridge Superintendent II
- 2 Bridge Superintendent I
- 4 Bridge Operator
- 5 Gateman

SECTION 53: The number of employees in the DEPARTMENT OF PUBLIC WORKS - PUBLIC SERVICE DIVISION - HARBORMASTER SECTION shall not exceed one (1). There shall be no more than:

1 Clerk III

SECTION 54: The number of employees in the DEPARTMENT OF PUBLIC WORKS - PUBLIC SERVICE DIVISION - FAMILY AND BUSINESS RELOCATION SERVICE SECTION shall not exceed nineteen (19). There shall be no more than:

1 Family & Business Relocation Administrator  
1 Assistant Administrator of Relocation  
1 Intergroup Specialist  
1 Housing Inspector II  
4 Housing Inspector I  
1 Case Work Supervisor  
6 Social Case Worker  
1 Clerk III  
1 Clerk Stenographer II  
1 Clerk Stenographer I  
1 Clerk Typist I

SECTION 55: The number of employees in the DEPARTMENT OF HEALTH ADMINISTRATION shall not exceed five (5). There shall be no more than:

1 Superintendent of Health (unclassified)  
1 Deputy Superintendent of Health  
1 Asst. Administrator & Deputy Registrar of Vital Statistics  
1 Clerk Stenographer III

PART-TIME

1 Clerk I

SECTION 56: The number of employees in the DEPARTMENT OF HEALTH - VITAL STATISTICS shall not exceed seven (7). There shall be no more than:

2 Key Punch Operator  
3 Clerk Typist II  
2 Clerk Typist I

SECTION 57: The number of employees in the DEPARTMENT OF HEALTH - MEDICAL - COMMUNICABLE DISEASES shall not exceed twenty (20). There shall be no more than:

2 Public Health Physician II  
1 Public Health Physician I  
1 Supervising Public Health Nurse (T.B.)  
2 Supervising Public Health Nurse (Comm. Disease)  
9 Public Health Nurse (Comm. Disease)  
1 X-Ray Technician I  
2 Clerk Typist II  
1 Clerk Typist I  
1 Clerk Stenographer II

SECTION 58: The number of employees in the DEPARTMENT OF HEALTH - MEDICAL - CHILD HYGIENE shall not exceed eleven (11). There shall be no more than:

- 1 Public Health Nursing Director
- 1 Clerk Stenographer II
- 1 Clerk Typist I
- 1 Clerk I
- 7 Public Health Nurse (Child Hygiene)

SECTION 59: The number of employees in the DEPARTMENT OF HEALTH - SANITATION - FOOD AND MILK INSPECTION shall not exceed eighteen (18). There shall be no more than:

- 1 Deputy Inspector of Milk
- 1 Chief of Licenses
- 2 Sanitary Bacteriologist
- 1 Chemist I
- 1 Inspector of Kosher Foods
- 1 Sanitarian
- 5 Sanitarian Aide II
- 4 Sanitarian Aide I
- 1 Clerk Stenographer II
- 1 Building Custodian I

SECTION 60: The number of employees in the DEPARTMENT OF HEALTH - SANITATION - ENVIRONMENT CONTROL shall not exceed twenty-five (25). There shall be no more than:

- 1 Sanitarian
- 3 Sanitarian Aide II
- 1 Sanitarian Aide I
- 1 Labor Foreman General II
- 2 Equipment Operator I
- 11 Laborer I
- 2 Clerk Typist I

TEMPORARY

- 4 Laborer I

SECTION 61: The number of employees in the DEPARTMENT OF HEALTH - BATH HOUSES AND COMFORT STATIONS shall not exceed:

- 1 Superintendent of Bath Houses & Comfort Stations
- 1 Maintenance Man I
- 11 Bath House Attendant II
- 11 Bath House Attendant I
- 1 Clerk Typist II

PART TIME

- Bath House Attendant II
- Bath House Attendant I

SECTION 62: The number of employees in the CHARLES V. CHAPIN HOSPITAL shall not exceed:

1 Hospital Superintendent  
1 Clerk III  
5 Clerk IV  
9 Clerk Stenographer I  
2 Clerk Stenographer II  
5 Clerk Typist I  
2 Clerk Typist II  
1 Medical Record Librarian  
6 Switchboard Operator  
1 Accountant II  
1 Institution Business Manager  
2 Baker  
3 Cook I  
1 Cook II  
1 Cook III  
1 Dietitian I  
1 Dietitian II  
2 Housemother  
18 Institutional Ward Porter  
23 Laundry Worker I  
1 Laundry Worker II  
1 Laundry Worker III  
2 Matron II  
48 Institution Utility Worker I  
2 Institution Utility Worker II  
1 Clinical Director (General)  
1 Asst. Clinical Director (General)  
1 Second Asst. Clinical Director (General)  
1 Clinical Director (Psychiatric)  
1 Clinical Psychologist  
1 Senior Resident Physician  
3 Resident Physician  
2 Bacteriologist I  
1 Bacteriologist II  
1 Chemist I  
1 Chemist II  
1 Asst Director of Laboratories  
1 Laboratory Assistant  
2 Laboratory Technician I  
2 Laboratory Technician II  
1 Occupational Therapist  
1 Occupational Therapy Aide  
1 Pathologist  
2 Pharmacist I  
1 Pharmacist II  
1 Roentgenologist (Consulting)  
1 X-Ray Technician III  
2 X-Ray Technician II  
1 X-Ray Technician I  
1 Physical Therapist I  
1 Physical Therapist II  
9 Head Nurse - Wards  
9 Asst. Head Nurse - Wards  
1 Head Nurse - Operating Room  
1 Head Nurse - Outpatient Dept.  
Staff Nurse  
Ward Secretary  
Practical Nurse  
Nurses Aide  
4 Supervisor of Nurses

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SECTION 62: (Continued)

- 2 Asst. Supervisor of Nurses
- 2 Clinical Instructor of Nurses
- 1 Director of Nursing Services & School of Nursing
- 2 Asst. Director of Nursing Services
- 1 Instructor of Nurses
- 1 Asst. Instructor of Nurses
- 3 Psychiatric Social Worker
- 1 Case Work Supervisor (Psychiatric)
- 1 Social Case Worker
- 1 Supervisor of Volunteer Services
- 1 Administrative Aide
- 6 Automobile Driver
- 3 Laborer I
- 1 Laborer II
- 2 Watchman
- 1 Bldg Maintenance Supervisor
- 1 Supt of Plant Maintenance & Operation
- 1 Maintenance Man I
- 2 Maintenance Man II
- 2 Institution Maintenance Mechanic
- 1 Bldg Maintenance Engineer I
- 1 Bldg Maintenance Engineer II
- 4 Stationary Fireman

SECTION 63: The number of employees in the DEPARTMENT OF PUBLIC WELFARE - WELFARE ADMINISTRATION shall not exceed eleven (11). There shall be no more than:

- 1 Director of Public Welfare (unclassified)
- 1 Administrative Assistant (Welfare Admin)
- 1 Accountant I
- 1 Clerk III
- 1 Clerk II
- 2 Clerk Stenographer III
- 1 Switchboard Operator
- 1 Supervisor of Domestic Relations
- 2 Building Custodian I

SECTION 64: The number of employees in the DEPARTMENT OF PUBLIC WELFARE - GENERAL PUBLIC ASSISTANCE ADMINISTRATION shall not exceed one hundred fourteen (114). There shall be no more than:

- 3 Case Work Supervisor (Public Assistance)
- 39 Social Case Worker
- 1 Attorney (Welfare)
- 5 Principal Clerk (General Public Assistance)
- 1 Clerk IV
- 1 Clerk I
- 7 Clerk Stenographer II
- 12 Clerk Stenographer I
- 20 Clerk Typist II
- 13 Clerk Typist I
- 6 Building Custodian I
- 1 Equipment Operator I
- 1 Maintenance Man II
- 1 Laborer I

TEMPORARY

- 3 Social Case Worker Trainee

SECTION 65: The number of employees in the PARK COMMISSION - PARKS ADMINISTRATION shall not exceed six (6). There shall be no more than:

- 1 Superintendent of Parks (unclassified)
- 1 Asst. Superintendent of Parks
- 1 Clerk Stenographer III
- 1 Clerk III
- 2 Clerk II

SECTION 66: The number of employees in the PARK COMMISSION - PARKS GENERAL and ROGER WILLIAMS PARK combined shall be no more than:

- 1 Horticultural Supervisor
- 2 Park Foreman General
- 2 Labor Foreman General II
- 5 Labor Foreman General I
- 1 Maintenance Man II
- 2 Mechanic III
- 1 Mechanic II
- 4 Equipment Operator II
- 7 Equipment Operator I
- 1 Tree Trimmer
- 4 Watchman
- 1 Bath House Attendant I
- Laborer II
- Laborer I

SECTION 67: The number of employees in the PARK COMMISSION - MUNICIPAL GOLF COURSE shall not exceed:

- 1 Automotive Mechanic I
- 2 Equipment Operator I
- Laborer I

TEMPORARY

- 1 Clerk II
- 2 Building Custodian I

SECTION 68: The number of employees in the PARK COMMISSION - PARK MUSEUM shall not exceed six (6). There shall be no more than:

- 1 Curator
- 1 Instructor of Nature Study
- 1 Clerk Stenographer II
- 1 Maintenance Man II
- 1 Charwoman
- 1 Building Custodian I

SECTION 69: The number of employees in the DEPARTMENT OF RECREATION shall not exceed four hundred thirty-nine (439). There shall be no more than:

- 1 Director of Recreation (unclassified)
- 2 Assistant Director of Recreation
- 8 Recreation Center Director
- 1 Recreation Program Supervisor
- 3 Recreation Supervisor
- 9 Recreation Leader

(Section 69 continued on next page)

SECTION 69: (Continued)

- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Typist II
- 1 Maintenance Man III
- 1 Maintenance Man II
- 3 Mechanic II
- 2 Labor Foreman General II
- 4 Laborer II
- 3 Laborer I
- 8 Building Custodian I
- 1 Watchman
- 4 Engineer (Swimming Pools) (unclassified)

TEMPORARY

- 10 Co-Director (Recreation)
- 18 Laborer I
- 3 Watchman
- 91 Playground Director or Recreation Leader
- 41 Referee (unclassified)
- 33 School Janitor (unclassified)
- 73 Supervisor of Activities (unclassified)
- 7 Playground Supervisor
- 1 Supervisor Swimming Pools
- 2 Small Pool Manager " "
- 2 Assistant Small Pool Manager " "
- 21 Watchman " "
- 20 Counter Person " "
- 20 Hygiene Inspector " "
- 34 Life Guard " "
- 9 Checker " "

SECTION 70: The number of employees in the ZONING BOARD OF REVIEW shall not exceed ten (10). There shall be no more than:

- 1 Chairman of the Board (unclassified)
- 4 Members of the Board (unclassified)
- 1 Secretary, Board of Review (Zoning)
- 1 Zoning Assistant
- 1 Clerk Stenographer II
- 1 Clerk Stenographer I
- 1 Clerk Typist I

SECTION 71: 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 (unclassified)
- 4 Members of the Board (unclassified)
- 1 Secretary, Board of Review (Building)

SECTION 72: The number of employees in the CITY PLAN COMMISSION shall not exceed twenty-two (22). There shall be no more than:

- 1 Planning Director (unclassified)
- 1 Deputy Planning Director
- 3 Principal Planner
- 3 Senior Planner
- 5 Associate Planner
- 3 Assistant Planner
- 4 Planning Aide
- 1 Clerk IV
- 1 Clerk Stenographer II

SECTION 73: The number of employees in the PROVIDENCE REDEVELOPMENT AGENCY shall not exceed fifty-four (54). There shall be no more than:

- 1 Executive Director (unclassified)
- 1 Chief Council (unclassified)
- 2 Attorney I (Redevelopment Agency)
- 1 Deputy Director (Redevelopment Agency)
- 1 Special Administrative Assistant  
(Redevelopment Agency)
- 1 Clerk I
- 5 Clerk Stenographer I
- 3 Clerk Stenographer II
- 2 Clerk Stenographer III
- 1 Asst. to Executive Director (Redevelopment Agency)
- 1 Accountant II
- 1 Housing Inspector I
- 1 Engineering Aide III
- 1 Senior Engineer (Redevelopment Agency)
- 1 Associate Engineer II
- 3 Project Director (Redevelopment Agency)
- 1 Research Officer (Redevelopment Agency)
- 1 Chief of Redevelopment Project Planning  
(Redevelopment Agency)
- 3 Senior Redevelopment Project Planner  
(Redevelopment Agency)
- 3 Associate Redevelopment Project Planner  
(Redevelopment Agency)
- 4 Redevelopment Project Planner
- 2 Asst. Research Officer (Redevelopment Agency)
- 3 Draftsman (Redevelopment Agency)
- 1 Management Agent (Redevelopment Agency)
- 2 Management Aide (Redevelopment Agency)
- 2 Industrial Representative (Redevelopment Agency)
- 1 Fiscal Officer (Redevelopment Agency)
- 1 Real Estate Officer
- 2 Assistant Real Estate Officer (Redevelopment Agency)
- 1 Chief Industrial Representative (Redev. Agency)
- 1 Chief of Renewal Services (Redevelopment Agency)

SECTION 74: The number of employees in the BUREAU OF LICENSES shall not exceed eight (8). There shall be no more than:

- 1 Chairman and Secretary, Bureau of Licenses (unc.)
- 2 Commissioner, Bureau of Licenses (unc.)
- 1 Clerk Stenographer III
- 1 Clerk Typist I
- 1 Clerk IV
- 1 Clerk III
- 1 Automobile Driver

SECTION 75: The number of employees in the MINIMUM HOUSING STANDARDS DIVISION shall not exceed twenty (20). There shall be no more than:

- 1 Chairman, Board of Review (unclassified)
- 4 Members, Board of Review (unclassified)
- 1 Director of Minimum Housing Standards Div.
- 1 Chief Housing Inspector

(Section 75 continued on next page)

SECTION 75: (Continued)

- 1 Housing Inspector II
- 7 Housing Inspector I
- 1 Clerk Stenographer III
- 1 Clerk Stenographer I
- 1 Clerk Typist II
- 2 Clerk Typist I

SECTION 76: The number of employees in the CIVILIAN DEFENSE COUNCIL shall not exceed nine (9). There shall be no more than:

- 1 Director of Civilian Defense (unclassified)
- 1 Deputy Director of Civilian Defense
- 1 Operations and Planning Officer (Civilian Defense)
- 1 Training and Public Information Officer  
(Civilian Defense)
- 1 Civilian Defense Supply Officer
- 1 Clerk Stenographer I
- 1 Clerk Typist II
- 1 Clerk Typist I
- 1 Building Custodian II

SECTION 77: The number of employees in the WATER SUPPLY BOARD - WATER ADMINISTRATION shall not exceed forty-three (43). There shall be no more than:

- 1 Chairman (unclassified)
- 3 Members of Water Supply Board (unclassified)
- 1 Chief Engineer (unclassified)
- 1 Deputy Chief Engineer
- 1 Attorney (Water)
- 1 Business Office Manager
- 3 Clerk IV
- 1 Clerk III
- 1 Clerk Stenographer III
- 6 Clerk Typist II
- 1 Clerk Typist I
- 1 Accountant I
- 1 Switchboard Operator
- 1 Automobile Driver
- 4 Engineering Aide III
- 2 Engineering Aide II
- 1 Engineer Trainee
- 3 Associate Engineer III
- 2 Associate Engineer II
- 5 Associate Engineer I
- 1 Charwoman
- 2 Building Custodian II

SECTION 78: The number of employees in the WATER SUPPLY BOARD - SOURCE OF SUPPLY shall not exceed:

- 1 Superintendent of Filtration
- 1 Chief Chemist
- 2 Chemist I
- 1 Bacteriologist II
- 1 Clerk Stenographer I
- 1 Clerk Typist II
- 9 Stationary Equipment Operator

(Section 78 continued on next page)

SECTION 78: (Continued)

- 1 Master Mechanic
- 1 Asst. Master Mechanic
- 1 Forester (Source of Supply)
- 1 Labor Foreman II (Water)
- 6 Rain Gauge Keeper
- 1 Hydro-Electric Station Operator
- 8 Laborer II
- Laborer I

SECTION 79: The number of employees in the WATER SUPPLY BOARD - TRANSMISSION AND DISTRIBUTION shall be no more than:

- 1 Division Engineer (Trans. & Distr.)
- 1 Clerk III
- 1 Clerk Typist II
- 1 Clerk Typist I
- 8 Labor Foreman II (Water)
- 3 Labor Foreman I (Water)
- 6 Mechanic II
- 3 Switchboard Operator
- 3 Watchman
- 1 Automotive Mechanic I
- 4 Stationary Equipment Operator
- 1 Stationary Fireman
- Laborer II
- Laborer I
- Equipment Operator II
- Equipment Operator I
- Caulker

SECTION 80: The number of employees in the WATER SUPPLY BOARD - METER DIVISION shall not exceed fifty-five (55). There shall be no more than:

- 1 Meter Superintendent
- 1 Water Service Inspector
- 1 Accountant II
- 4 Clerk III
- 2 Clerk II
- 12 Clerk Typist II
- 2 Clerk Typist I
- 1 Clerk Stenographer II
- 1 Switchboard Operator
- 15 Meter Mechanic
- 1 Meter Reader II
- 12 Meter Reader I
- 2 Labor Foreman (Water) II

SECTION 81: 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 position provided herein for the particular department, provided, however, that with the approval of the Department Head and the Finance Director, said

(Section 81 continued on next page)

SECTION 81: (Continued)

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 the absence of employees on sick leave and it is necessary to employ temporary employees for the duration of the employee's sick leave, or during the absence of employees who have been granted a temporary leave of absence, or when in the opinion of the Finance Director, a temporary emergency exists.

SECTION 82: 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 employed shall be determined by the unexpended appropriation available.

SECTION 83: Chapter 1425 of the Ordinances of the City of Providence as approved September 21, 1961 with all amendments and additions thereto, is hereby repealed and all other Ordinances or parts thereof inconsistent herewith are likewise repealed.

SECTION 84: The limitations imposed by this Ordinance as to the total number of persons or number of any individual class of positions in a department shall not apply to those members of the armed forces of the United States of America and of the Merchant Marine who have been honorably discharged therefrom and who at the time of their induction or enlistment were employees of the City of Providence, and request within forty days after discharge to return to the employ of the City, if the positions occupied or held by such persons at the time of their entrance into the service of the United States of America have not been included in the total number of positions or number of any individual class of positions in a department, as fixed by this Ordinance.

SECTION 85: This Ordinance shall take effect and become operative as of October 1, 1962.

IN CITY COUNCIL  
SEP 6 - 1962  
FIRST READING  
READ AND PASSED  
*Robert Whelan*  
CLERK

IN CITY COUNCIL  
SEP 20 1962  
FINAL READING  
READ AND PASSED  
*Edward P. Duggley*  
PRESIDENT  
*Robert Whelan*  
CLERK

APPROVED

SEP 21 1962  
*Walter Reynolds*  
MAYOR

**IN CITY  
COUNCIL**

AUG 2- 1962

FIRST READING  
REFERRED TO COMMITTEE ON  
FINANCE

*Devereux Whalon* CLERK

506

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1491

NO: 506 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1  
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY  
OF PROVIDENCE", APPROVED AUGUST 7, 1953.

Approved: September 21, 1962

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, en-  
titled: "An Ordinance Establishing a Classification Plan for  
the City of Providence", as amended, is hereby further amended  
in the following respects:

<u>DELETE:</u>	Claim Investigator	(179)
	Parking Meter Coin Collector	(478)
<u>ADD:</u>	Claim Adjustor	(105)
	Principal Clerk (General Public Assistance)	(135)
	Chemist II	(275)
	Case Work Supervisor (Psychiatric)	(362)
	Police Dog Specialist	(453)
	Supt of Bldg Maintenance and Operation	(593)
	Horticultural Supervisor	(703)

SECTION 2. This Ordinance shall take effect and  
become operative as of October 1, 1962.

APPROVED

IN CITY  
COUNCIL

SEP 6 - 1962

FIRST READING  
READ AND PASSED

*Deverett Whelan*  
CLERK

SEP 21 1962

*Walter H. Reynolds*  
MAYOR

IN CITY  
COUNCIL

SEP 20 1962

FINAL READING  
READ AND PASSED

*Edward P. Quigley*  
PRESIDENT  
*Deverett Whelan*  
CLERK

**IN CITY  
COUNCIL**

**AUG 2- 1962**

**FIRST READING  
REFERRED TO COMMITTEE ON  
FINANCE**

*Harriet Wilson* CLERK

CLAIM ADJUSTER

CLASS TITLE: Claim Adjuster

CLASS DEFINITION: Responsible work investigating and preparing for settlement of claims for and against the City of Providence.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for investigating and preparing for settlement of all claims filed, investigated or settled by the City Council Committee on Claims. Work is performed under the direction of the City Solicitor. Instructions may be detailed or general depending upon nature of individual claim but field work is performed independently and checked through conference or written reports.

ILLUSTRATIVE EXAMPLES OF WORK: Investigates claims brought against the City as assigned. Takes pictures at scene of alleged accidents, interviews witnesses and takes statements, obtains police, hospital and doctor's reports. Obtains hospital and medical bills and other relevant information. Contacts individuals involved in accidents causing damage to City of Providence, attorneys who may be retained by them or insurance carriers for settlement. Keeps records of accident reports and petitions filed. Determines probable liability after completing investigations; recommends issuance of writs where necessary. Has property damage appraised by competent authorities. Makes reports on all investigations, attends trials on cases pertaining to claims and is present at meetings of the City Council Committee on Claims when reports are presented by the Law Department.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the laws and regulations relating to the settlement of claims against the City. Working knowledge of the law and rules of evidence and of the general principles of law governing claims for injury or loss. Skill in ascertaining and organizing facts by personal contact and observation. Ability to write clear and concise reports. Ability to meet with the general public successfully and establish satisfactory relations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of two years standard high school and preferably graduation from a standard high school. Preferably some experience in claim investigation or claim adjustment involving extensive public contact.

Oct 1, 1962

PRINCIPAL CLERK (General Public Assistance)

CLASS TITLE: Principal Clerk (General Public Assistance)

CLASS DEFINITION: To be responsible for the clerical work of subordinates in an office of medium size, or to supervise the clerical work of a subdivision of a central office engaged in the performance of varied and routine clerical tasks; and to do related work as required.

DISTINGUISHING FEATURES OF WORK: Works under the general supervision of a superior and exercises supervision of clerical subordinates, assigning tasks and reviewing work performed for conformance to procedures and directives. Employee is required to perform clerical functions in addition to carrying supervisory responsibility.

EXAMPLES OF WORK: Processing time, leave, travel, appointment and other personnel and related records, forms or reports; indexing and filing records, forms or reports; taking telephone calls, performing receptionist duties; processing incoming and outgoing mail; preparing, verifying, processing and maintaining numerous varied and important records and reports; proof reading; compiling, verifying and analyzing routine statistical clerical data; typing records, forms and reports; supervising work of clerical subordinates in their performance of general office clerical procedures.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A working knowledge of office practices, business english, commercial arithmetic and typing, considerable knowledge of departmental programs, policies and operations; knowledge of the principles and practice of modern office procedures; ability to understand and follow verbal and written instructions; ability to establish and maintain effective working relationships with other employees and the public; the ability to interpret and apply departmental policies and procedures; and related capacities and abilities.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a senior high school with a concentration in commercial courses or a senior high school training supplemented with business school training; experience gained through employment in a position involving the exercise of independent judgment in the performance of varied and responsible clerical tasks.

October 1, 1962

CHEMIST II

CLASS TITLE: Chemist II

CLASS DEFINITION: Supervises the work of assistant chemists and personally performs the more difficult examinations; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising the work of assistants and personally performing the more difficult examinations. Administrative supervision is received from a superior and technical supervision is available but the incumbent is generally technically responsible for the chemical work of the laboratory.

EXAMPLES OF WORK: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive.) Plans, assigns and supervises chemical and serological work in the laboratory. Checks the work of subordinates and personally performs the more difficult examinations. Prepares and standardizes solutions. Keeps records and makes reports.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the field of chemistry. Advanced technical knowledge of, and ability in scientific laboratory methods and techniques. Ability to instruct others and supervise their work. Familiarity with the literature in chemistry and related fields. Ability to analyze data and present conclusions in acceptable reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable responsible experience as a chemist in a medical or public health laboratory. Graduation from a college or university of recognized standing with major courses in chemistry and courses in serology and biology, preferably supplemented by graduate work in the field of chemistry.

USUAL LINE OF PROMOTION: From: Chemist I

To: Asst. Director of Laboratories

October 1, 1962

CASE WORK SUPERVISOR (PSYCHIATRIC)

CLASS TITLE: Case work Supervisor (Psychiatric)

CLASS DEFINITION: Supervises the work of psychiatric social workers in Charles V. Chapin Hospital; performs more specialized psychiatric social work duties and does related work as required.

DISTINGUISHING FEATURES OF WORK: Works under the general supervision of a psychiatrist from whom general and specific assignments and instructions are received with latitude for the exercise of initiative and independent action; through regularly scheduled conferences, work is reviewed for conformance to established principles, policies and procedures, and for compliance with assignments and instructions; plans, organizes and directs the work of a professional staff of psychiatric social workers; reviews their work for conformance to hospital policy and professional standards of performance.

ILLUSTRATIVE EXAMPLES OF WORK: To supervise the work of psychiatric social workers in Charles V. Chapin Hospital. To assign case work schedules to psychiatric social workers, give instructions and review their work for conformance to accepted case work practice. To perform the more specialized psychiatric social work duties. To participate in staff conferences and to present social history data and suggestions for social treatment. In a hospital, to assist in the formulation of plans for the aftercare of patients, with special emphasis on the use of community resources. To supervise the investigations of home conditions of patients. To supervise the psychiatric case work services for children and adults. To cooperate with other public and private agencies in the furtherance of community adjustment of patients. To participate in the supervision of various phases of staff development program for individual and group improvement. To assist in the preparation of material for information to the public relative to mental health services. To make periodic and special reports. To do related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of, and the ability to apply, the principles, methods and techniques of psychiatric social case work; a thorough knowledge of individual emotional and behavior patterns, as well as social and economic factors that contribute to personal maladjustment and dependency; a thorough knowledge of community resources and how to utilize them effectively; a working knowledge of the various types of mental diseases; the ability to plan, organize, assign, supervise and review the work of a

CASE WORK SUPERVISOR (PSYCHIATRIC) (Cont'd)DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: (Cont'd)

professional staff; the ability to instruct and train employees in the application of psychiatric social case work principles, methods and techniques; the ability to establish and maintain effective working relationships with patients, supervisors and associates, other public and private agencies, the community and the public; and related capacities and abilities.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a college of recognized standing supplemented by the completion of graduate courses in psychiatric social work in a school of social work of recognized standing. Considerable experience as a psychiatric social worker in a mental hospital, or psychiatric clinic, including some experience at the supervisory level.

October 1, 1962

POLICE DOG SPECIALIST

CLASS TITLE: Police Dog Specialist

NOTE: The job description below is in addition to all of the qualifications and requirements of title: Police Sergeant - "450"

CLASS DEFINITION: Supervisory work involving procurement, training, and associated care of dogs, and related police work as required.

DISTINGUISHING FEATURES OF WORK: Work involves the supervision and procurement and training of dogs used in the Police Department; oversee the care, conditioning and general welfare of these dogs, advising the field superiors in the tactical use of the unit; assisting the Chief in the selection and training of patrolmen for assignment as handlers.

ILLUSTRATIVE EXAMPLES OF WORK: Training dogs for the Police Department unit so that this unit will provide a striking and crime deterrent force which will assist both the department and individual police officers in the apprehension of criminals and the prevention of crime; training both dogs and handlers in this regard in crime scene searches for offenders and in searches for lost persons and in building searches and crowd control; training in the proper handling, grooming and well-being of dogs; and providing proper training to members of other departments of law enforcement in the use of dogs and the training of their dogs.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of approved methods and practices of police work. Thorough knowledge of approved methods and practices of criminal investigation. Good working knowledge of controlling laws and city ordinances. Ability to lead and direct men. (Same as Police Sergeant)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Satisfactory completion of at least three years service as a sworn member of the Police Department; be otherwise qualified for the grade of Sergeant as prescribed in department general orders; have certificate of qualification as a trainer of dogs issued by one of the military services or by a recognized Police Department training course.

October 1, 1962

SUPERINTENDENT OF BUILDING MAINTENANCE  
AND OPERATION

CLASS TITLE: Superintendent of Building Maintenance and Operation

CLASS DEFINITION: Direct supervision of Police and Fire Building maintenance workers engaged by the Commissioner of Public Safety, for the repair, alteration, construction of city buildings and structures.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for scheduling, assigning and supervising the work of various skilled, semi-skilled and unskilled workers, in repairing and maintaining the physical plants of Police and Fire Departments. Assignments are received from the Commissioner of Public Safety in the form of oral orders, sketches or blueprints.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules work according to approved work orders and the urgency of the repairs, lays out work and assigns it to subordinates, inspects their work in progress and upon completion. Plans, assigns and supervises the work of employees in his departments. Interprets plans and blue prints and makes sketches for use by subordinates. Requisitions supplies and materials and ascertains that they are used efficiently and economically. Consults with department heads and advises on work methods to be followed. Keeps records and makes reports.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Ability to plan, assign and supervise the work of a number of subordinates. Ability to estimate needs for supplies and labor on building alteration and repair projects. Ability to interpret plans and blueprints and to make working sketches. Ability to express oneself clearly and concisely, orally and in writing. Thorough knowledge of the methods, materials, tools and equipment used by the various tradesmen in building repair and maintenance work.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience as a journeyman in the building trades. Considerable experience in the supervision of large scale building repair or construction activities. Shall be available at all times for emergency repairs that are necessary to efficient operation of the Police and Fire Departments.

HORTICULTURAL SUPERVISOR

CLASS TITLE: Horticultural Supervisor

CLASS DEFINITION: This is responsible and technical work in supervising Park Department horticultural activities. Work involves responsibility for planning, assigning, and supervising all horticultural and floricultural operations and activities of Providence Park Department. Work is performed with technical independence in accordance with departmental policy and accepted horticultural practices and procedures under general direction of the department head who reviews work through reports, conferences, and occasional inspections. Supervision is exercised, directly or through subordinates, over all divisional employees.

ILLUSTRATIVE EXAMPLES OF WORK: Plans and supervises the propagation and cultivation of flowers and ornamental gardens, including the rose garden.

Determines propagation methods, soil preparation, bed ingredients, seed selection, type and quantity of fertilizer, kind of insecticide, and temperature and humidity most suitable to varieties under cultivation.

Plans and supervises the maintenance, care and treatment of soil preparation, seeding, fertilization and related activities; provides advice and assistance on similar work.

Plans and supervises the construction, maintenance, and repair of small parks and terraces.

Diagnoses deteriorative, pathological, and entomological conditions of plants, flowers, turf; prescribes procedures for control and correction.

Makes regular rounds of areas to inspect conditions and insure compliance with established methods and procedures; provides advice and assistance to subordinates in difficult or unusual situations.

Provides authoritative advice and information in the field of horticulture to other municipal departments and the general public.

(over)

ILLUSTRATIVE EXAMPLES OF WORK: (cont'd)

May design and supervise preparation of floral displays for special events.

Prepares the annual divisional report and estimates for horticultural sections of the department. Keeps employee time and related records, divisional equipment, supplies and material. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles, procedures, techniques, and materials involved in the propagation and cultivation of flowers and ornamental plants. Thorough knowledge of the principles, procedures, techniques, and materials involved in the construction, maintenance, care, and treatment of turf areas. Thorough knowledge of the diseases, insects, and vermin attacking plants and accepted methods for control of correction. Considerable knowledge of the principles and practices as applied to work supervised. Ability to plan, assign, supervise, and review the work of divisional employees. Ability to diagnose and prescribe treatment for diseases and pests of plants, flowers and turf. 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. Skill in working with plants and flowers.

DESIRABLE EXPERIENCE AND TRAINING: Thorough experience in horticultural and floricultural work, including considerable supervisory experience. Graduation from a standard high school and preferably supplemented by college level courses in horticulture, floriculture, and related subjects.

October 1, 1962

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509

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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CHAPTER: 1492

NO: 507 AN ORDINANCE ESTABLISHING A COMPENSATION PLAN  
FOR THE CITY OF PROVIDENCE AND REPEALING CHAPTER 1426  
APPROVED SEPTEMBER 21, 1961.

Approved: September 21, 1962

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	4,644.64	Assessment Aide I	5,012.28
	5,102.24		
		Assessment Aide II	6,281.60
Accountant II	5,501.08		
	6,208.80	Asst Admin of Relocation	7,500.00
Admin Aide (Chapin Hosp)	5,601.96		
	6,309.68	Asst City Collector	7,317.96
Admin Asst to Comm of Public Safety	8,109.92	Asst City Controller	8,867.56
Admin Asst & Deputy Registrar of Vital Statics	7,020.00	Asst City Controller (Second)	6,770.40
Admin Asst - Welfare	5,616.00	Asst City Solicitor (First)	8,101.08
	6,289.92	Asst City Solicitor (Second)	7,567.56
Air Poll & Mech Equipt Inspector I	5,071.56	Asst City Solicitor (Third)	7,020.00
Air Poll & Mech Equipt Inspector II	5,573.88	Asst City Solicitor (Fourth)	6,486.48
Air Poll & Mech Equipt Inspector III	6,615.96	Asst Clinicial Director (General)	8,172.84M
Architectural Draftsman I	5,677.88	Asst Director of Laboratories	6,795.36
Architectural Draftsman II	6,989.32		7,581.60

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Asst Director of Nursing Services	6,177.60	Associate Engineer I	5,772.00
(nt duty)	6,767.28		6,682.00
(even duty)	6.81	Associate Engineer II	6,682.00
	9.08		7,488.00
Asst Director of Recreation	5,573.88	Associate Engineer III	7,618.00
	6,309.68		8,580.00
Asst Dog Officer	5,029.44	Associate Planner	6,209.68
			6,877.00
Asst to Executive Director (Redev Agency)	8,649.68	Associate Redevelopment Project Planner (Redev Agency)	6,309.68
Asst Fire Alarm Supt	6,197.88		6,877.00
Asst Head Nurse-Wards	4,394.52	Attorney - Water	4,585.88
(nt duty)	4,773.60	Attorney - Welfare	4,585.88
(even duty)	6.81		
	9.08		
Asst Highway Supt	6,364.80	Automobile Driver	3,215.16
Asst Instructor of Nurses	4,956.12	Automotive Mechanic I	2.01 hr
(nt duty)	5,335.20	Automotive Mechanic II	4,512.56
(even duty)	6.81		
	9.08		
Asst Master Mechanic (Water)	2.39 hr	Bacteriologist I	4,852.64
			5,324.28
Asst Planner	5,248.36	Bacteriologist II	5,694.00
	6,486.48		6,422.00
Asst Real Estate Officer (Redev Agency)	6,309.68	Baker	3,406.52
	6,877.00	Bath House Attendant I	2,422.16
Asst Research Officer (Redev Agency)	7,020.00	Bath House Attendant II	2,788.76
Asst Supt of Incinerator	6,791.72	Boiler Room Foreman (Incinerator)	1.96 hr
Asst Supt of Parks	6,500.00	Bridge Operator	11.88 day
Asst Supervisor of Nurses	4,647.24	Bridge Superintendent I	12.62 day
(nt duty)	5,012.28		
(even duty)	6.81		
	9.08		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Bridge Superintendent II	13.25 day	Cement Finisher	1.96 hr
Budget Officer	10,055.76	Charwoman	2,241.20
Bldg Custodian I	3,215.16	Chemist I	4,734.60 5,442.32
Bldg Custodian II	3,760.12	Chemist II	5,694.00 6,422.00
Bldg Custodian III	4,335.76	Chief Chemist - Water	6,500.00 7,436.00
Bldg Inspector I	5,071.56	Chief Civil Engineer	9,490.00
Bldg Inspector II	5,573.88	Chief Housing Inspector	7,753.20
Bldg Inspector III	7,693.92	Chief Industrial Representative (Redev Agency)	8,649.68
Bldg Maint Engineer I	4,394.52	Chief Inspector of Air Poll & Mech Equipt Installations	7,753.20
Bldg Maint Engineer II	2.44 hr	Chief Inspector of Electrical Install'ns	10,755.76
Bldg Maint Supervisor	5,882.76	Chief Inspector of Plumb, Drain & Gas Piping	7,753.20
Bldg Tradesworker (Prev Wage)		Chief Inspector of Struc & Zoning	7,753.20
Business Manager (Public Works)	7,005.96	Chief of Construction & Maintenance	9,490.00
Business Office Manager (Water)	7,317.96	Chief of Licenses	4,734.60
Case Work Supervisor (Prev State Wage)		Chief of Operations & (Maint (Sewage Disp)	5,691.56 6,163.56
Case Work Supervisor (Psychiatric) (Prev State Wage)		Chief of Redev Project Planning (Redev Agency)	8,649.68
Case Work Supervisor (Public Assistance) (Prev State Wage)		Chief of Renewal Services (Redev Agency)	8,649.68
haulker	1.87 hr		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Chief of Sanitation Division	9,490.00	Clinical Director Gen	13,234.52M
City Architect	8,303.36	Clinical Director Psychiatric	13,234.52M
City Assessor	10,055.76	Clinical Instructor of Nurses	4,773.60 5,138.64
City Collector	10,055.76	(nt duty	6.81
		(even duty	9.08
City Controller	10,800.00	Clinical Psychologist	5,795.92 7,135.44
City Forester	6,364.80	Cook I	3,038.36
Civilian Defense Supply Officer	5,616.00	Cook II	3,406.52
Claim Adjustor	5,677.88	Cook III	4,953.52M
Clerk I	2,358.72 2,906.28	Crane Operator	1.96 hr
Clerk II	2,906.28 3,465.28	Curator	6,132.88
Clerk III	3,465.28 3,832.92	Data Processing Co-ordinator	6,656.00
Clerk IV	4,069.00 4,793.36	Deputy Chief Engineer (Water)	10,504.00
Clerk, Police Court	7,138.56	Deputy City Clerk-1st	7,138.56
Clerk Stenographer I	2,698.80 3,243.24	Deputy City Clerk-2nd	6,292.00
Clerk Stenographer II	3,243.24 3,715.40	Deputy City Treasurer	6,486.48
Clerk Stenographer III	3,715.40 4,085.64	Deputy Clerk, Police Ct.	6,067.36
Clerk Typist I	2,358.72 2,906.28	Deputy Clerk, Probate Court	3,968.12 4,512.56
Clerk Typist II	2,906.28 3,465.28	Deputy Director of Civilian Defense (Prev State Wage)	

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Deputy Director- (Public Works)	11,880.00	Duplicating Equipt Operator	4,394.52
Deputy Director (Redev Agncy)	10,800.00	Electrical Inspector I	5,071.56
Deputy Inspector of Milk	6,162.00	Electrical Inspector II	5,573.88
Deputy Planning Director	10,800.00	Electrical Inspector III	6,615.96
Deputy Recorder of Deeds	6,486.48	Electronic Data Pro- cessing Programmer	4,680.00 5,200.00
Deputy Supt of Health	9,719.84	Elevator Operator	2,847.52
Detective I	5,661.24	Engineering Aide I	3,198.00 3,705.00
Dietitian I	4,320.16M 4,751.76M	Engineering Aide II	3,796.00 4,316.00
Dietitian II	4,968.08M 5,400.20M	Engineering Aide III	4,680.00 5,460.00
Director of Bldg Insp.	11,500.00	Engineering Trainee	5,161.52
Director of Division of Minimum Housing Standards	10,800.00	Equipment Operator I (Incinerator)	15.22 day
Director of Nursing Service & School of Nursing	6,739.20 7,328.88 (nt duty 6.81 (even duty 9.08)	Equipment Operator I (Refuse Collection)	14.07 day
Division Engineer (Source of Supply)	9,490.00	Equipment Operator I	1.77 hr
Division Engineer (Trans & Distr)	9,490.00	Equipment Operator II	1.81 hr
Dog Officer	5,627.96	Family & Business Relocation Service Administrator	10,000.00
Draftsman	4,512.56 5,110.56	Fire Alarm Supt	7,225.40
		Fire Alarm Technician	4,762.68

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Fire Battalion Chief	6,958.64	Head Nurse - Outpatient Dept	4,520.88
			4,899.96
Fire Captain	6,250.92	(nt duty	6.81
		(even duty	9.08
Fire Chief	10,024.56	Highway Construction Foreman	2.29 hr
Fire Equipt Supt I	6,604.52		
Fire Equipt Supt II	6,826.56	Highway Office Manager	6,246.76
Fire Lieutenant	5,661.24	Highway Yard Foreman	2.24 hr
Fireman	4,644.64	Horticultural Supervisor	4,680.00
			5,408.00
First Deputy City Sealer	3,864.12	Housekeeper	2,830.88
First Deputy City Sergeant	4,585.88	Housemother	2,830.88
First Deputy City Weigher	3,687.32	Housing Inspector I	5,071.56
		Housing Inspector II	5,573.88
Fiscal Officer (Redev Agncy)	6,309.68	Hydro-Electric Station Operator	2.45 hr
	6,877.00		
Forester (Source of Supply)	5,672.16	Industrial Representative (Redev Agncy)	6,309.68
	6,009.12		6,877.00
Garage Supt I	5,840.64	Inspector of Kosher Foods	1,828.32
Garage Supt II	6,486.48		
Gateman	11.63 day	Inspector of Sidewalks	5,265.52
Head Nurse - Wards	4,520.88	Institution Attendant	2,830.88
	4,899.96		3,097.64
	(nt duty 6.81	Institution Business Manager	7,005.96
	(even duty 9.08		
Head Nurse - Operating Room	4,520.88	Institution. Maintenance Mechanic	1.91 hr
	4,899.96		
	(nt duty 6.81		
	(even duty 9.08		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Institution Nurse II	3,864.12	Laborer (Refuse Coll)	13.80
(nt duty	6.81		day
(even duty	9.08		
		Laborer I	1.73
Institution Utility			hr
Worker I	1.15/1.20/1.25 hr		
		Laborer II	1.77
			hr
Institution Utility			
Worker II	1.25/1.29/1.34/ 1.40 hr		
		Laundry Worker I	1.15/1.20/1.25
			hr
Institution Ward Porter	1.15/1.19/ 1.24/1.31		
	hr	Laundry Worker II	3,302.52
Instructor of Nature		Laundry Worker III	3,892.20
Study	3,968.12		
		Maintenance Foreman	
Instructor of Nurses	5,265.00	(Sewage Disp Wks)	2.05
	5,644.08		hr
Intergroup Specialist	6,500.00	Maintenance Man I	3,656.12
Key Punch Operator	3,097.64	Maintenance Man II	4,144.92
	3,656.12		
		Maintenance Man III	5,161.52
Labor Foreman Gen I	1.85		
	hr	Management Agent	
		(Redev Agency)	7,573.28
Labor Foreman Gen II	2.05		
	hr	Management Aide	6,309.68
		(Redev Agency)	6,877.00
Labor Foreman Water I	1.85		
	hr	Master Mechanic - Water	2.95
			hr
Labor Foreman Water II	2.29		
	hr	Matron I	2,653.56
Laboratory Assistant	3,066.44	Matron II	3,097.64
Laboratory Technician I	3,347.24		
	3,715.40	Mechanic I	1.81
			hr
Laboratory Technician II	3,746.08		
	4,113.72	Mechanic II	1.96
			hr
Laborer (Garbage Coll)	14.21		
	day	Mechanic III	2.22
			hr

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Medical Record Librarian	3,875.04 4,548.96	Personal Property Assessment Aide	7,005.96
Medical Social Worker (Prev State Wage)		Personnel Director	10,055.76
Meter Mechanic	3,465.28 4,026.88	Personnel Technician	5,501.08 6,208.80
Meter Reader I	3,406.52 3,832.92	Pharmacist I	4,144.92 4,675.32
Meter Reader II	3,864.12 4,335.76	Pharmacist II	5,824.00
Meter Superintendent	6,748.04	Physical Director (Police)	3,832.92
Nurses Aide	1.23/1.29/1.34 hr (nt or even duty 4.54)	Physical Therapist I	4,599.92 5,068.44
Occupational Therapist	3,614.00	Physical Therapist II	5,310.24 6,020.56
Occupational Therapy Aide	2,802.80	Physician	4,321.72
Occupational Therapy Aide		Plan Estimator	7,753.20
Operations & Planning Officer (Civil Defense)	(Prev State Wage)	Planning Aide	4,658.68 5,352.36
Park Foreman General	2.29 hr	Playground Director	3,274.44
		Playground Supervisor	3,583.32
Parking Meter Maintenance Man I	1.80 hr	Plumbing Inspector I	5,071.56
		Plumbing Inspector II	5,573.88
Parking Meter Maintenance Man II	4,277.00	Plumbing Inspector III	6,615.96
Pathologist	9,634.56M	Police Captain	6,958.64
Paver	1.96 hr	Police Chief	10,024.56
		Police Commander	7,665.84

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Police Dog Specialist	5,661.24	Psychometrist	3,614.00 4,321.72
Police Equipt Supt	6,191.64	Public Health Nurse (Child Hygiene)	3,804.84 4,380.48
Police Lieutenant	6,250.92	Public Health Nurse (Communicable Dis.)	3,804.84 4,380.48
Police Matron	2,729.48	Public Health Nursing Director	5,616.00 6,346.08
Police Patrol Driver	3,774.16	Public Health Physician I	3,892.20
Police Patrolman	4,644.64 5,029.44	Public Health Physician II	6,267.56
Police Sergeant	5,661.24	Pumping Station Engr	5,301.92
Police Signal Operator	2,729.48	Purchasing Agent I	4,069.00 4,793.36
Police Surgeon, Deputy	4,262.96	Purchasing Agent II	7,005.96
Police Surgeon, First	5,824.00	Purchasing Agent III	10,055.76
Police Switchboard Chief Operator	3,583.32	Radio Engineer	5,677.88
Police Switchboard Oprtr	3,156.40	Rain Gauge Keeper	7.00 (per instr per week)
Police Woman	4,644.64 5,029.44	Real Estate Officer (Redev Agncy)	8,649.68
Port Agent	7,753.20	Real Property Assessment Aide	7,005.96
Practical Nurse 1.54/1.60/1.67 hr (nt or even duty 4.54		Recreation Center Director	4,953.52 5,324.28
Principal Clerk (Prev State (Gen. Pub. Assistance) Wage)		Recreation Leader	2,536.04
Principal Planner	9,180.00	Recreation Program Supervisor	4,026.88
Project Director (Redev Agncy)	9,504.04		
Psychiatric Social Worker	(Prev State Wage)		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Recreation Supervisor	3,378.44	Senior Redev Project Planner (Redev Agency)	7,573.28 8,093.28
Redevelopment Project Planner (Redev Agency)	5,248.36 6,486.48	Senior Resident Physician	6,208.80M
Research Officer (Redev. Agency)	8,649.68	Sewage Disposal Works Foreman	2.05 hr
Resident Physician	7,288.88M	Sewage Disposal Works Operator	1.84 hr
Roentgenologist (Consulting)	5,942.04	Sewer Basin Man	1.96 hr
Sanitarian	4,894.76	Sewer Construction Foreman	2.29 hr
Sanitarian Aide I	3,996.20	Sewer Construction Worker	1.96 hr
Sanitarian Aide II	4,585.88	Sewer & Drain Inspector	4,026.88
Sanitary Bacteriologist	3,774.16 4,512.56	Social Case Worker	(Prev State Wage)
Screenman	1.77 hr	Special Admin Asst (Redev Agency)	5,616.00
Second Asst Clinical Director General	7,911.28M	Staff Nurse	4,212.00 4,591.08
Second Deputy City Sealer	3,524.04	(nt duty even duty)	6.81 9.08
Second Deputy City Sergeant	3,864.12	Stationary Equipt Opertr.	1.84 hr
Second Deputy City Weigher	3,184.48	Stationary Fireman	1.81 hr
Secretary, Bldg Bd of Review	2,095.08	Steam Engineering Examiner	5,573.88
Secretary, Zoning Bd of Review	4,894.76		
Senior Engineer (Redev Agency)	8,649.68		
Senior Planner	7,573.28 8,093.28		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Stenographic Reporter (City Council)	4,335.76	Supervising Public Health Nurse (T.B.)	4,981.08 5,293.08
Supt of Bath Houses & Comfort Stations	5,573.88	Supervisor of Nurses	4,829.76 5,208.84
Supt of Building Maint- enance & Operations	6,402.76	(nt duty	6.81
		(even duty	9.08
Supt of Filtration	7,748.00	Supervisor of Refuse Collection	2.22 hr
Supt of Garbage Coll.	6,480.24	Supervisor of Volunteer Services	3,229.20 4,125.68
Supt of Highway	7,753.20	Switchboard Operator	12.15 day
Supt of Incinerator	7,753.20	Tabulating Equipt Operator	3,968.16 4,703.40
Supt of Plant Maint & Operation	7,005.96	Tabulating Machine Supervisor	5,366.40 5,782.40
Supt of Municipal Docks	4,085.64	Traffic Engineer I	6,309.68 6,877.00
Supt of Public Bldgs	9,490.00	Traffic Engineer II	6,877.00 7,525.44
Supt of Sewage Disposal	7,753.20	Traffic Engineer III	8,109.92
Supt of Sewer Constr & Maintenance	7,753.20	Traffic Marker & Sign Man I	2.00 hr
Supt of Transmission & Distribution	6,427.72	Traffic Signal Maint Man I	2.15 hr
Supt of Warehouse & Inventory	6,601.92	Traffic Signal Maint Man II	2.36 hr
Supt of Weights & Measures	5,426.20	Supervising Public Health Nurse (Comm Diseases)	4,981.08 5,293.08
Supervisor of Domestic Relations	5,324.28	Training & Public Inform- ation Officer (C.D.) (Prev (State Wage)	

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Tree Trimmer	1.96 hr		
Turbine Operator I	1.96 hr		
Turbine Operator II	2.00 hr		
Utility Inspector	5,408.00		
Ward Secretary	2,358.72 2,906.28		
Water Service Inspector	4,335.76		
Watchman	1.28 hr		
X-Ray Technician I	2,906.28M		
X-Ray Technician II	3,524.04M 3,892.20M		
X-Ray Technician III	4,026.88M 4,394.52M		
Zoning Assistant	4,212.00		

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, 1962 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 <sup>CHAIRMAN</sup> ~~Chairmen~~ 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 subsections, 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 Patrol Woman, Fireman, Public Health Nurse (Communicable Disease), Public Health Nurse (Child Hygiene), 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, and part of 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 Patrolwoman, and Fireman shall be \$4,644.64 per annum, and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -  
\$4,767.88 per annum.
- At the expiration of eighteen (18) months of service -  
\$4,894.76 per annum.
- At the expiration of three (3) years of service -  
\$5,029.44 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 six (6%) percentum of their salary during such assignment.

The entrance rate for Public Health Nurse (Child Hygiene) and Public Health Nurse (Communicable Disease) shall be \$3,804.84 per annum, and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -  
\$4,057.56 per annum.
- At the expiration of two (2) years of service -  
\$4,212.00 per annum.
- At the expiration of three (3) years of service -  
\$4,380.48 per annum.

The entrance rate for Practical Nurse shall be \$1.54 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 Aides shall receive, in addition to pay as established by Section 1 of this ordinance, four dollars and fifty-four (\$4.54) 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, six dollars and eighty-one (\$6.81) cents extra per week for night duty and nine dollars and eight cents (\$9.08) 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 following classifications: Supervisor of Nurses, Head Nurse-Wards, Head Nurse-Operating Room, Head Nurse-Outpatient and Staff Nurse shall at the expiration of One (1) year of service receive one hundred sixty-eight dollars and forty-eight (\$168.48) 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 ten dollars and sixty (\$210.60) cents.

Employees in the following classifications: Instructor of Nurses, Assistant Instructor of Nurses and Assistant Head Nurse-Wards shall at the expiration of one (1) year of service receive one hundred eight-two dollars and fifty-two (\$182.52) cents above the minimum for the class to which they are assigned and at the end of two (2) years of service an additional one hundred ninety-six dollars and fifty-six (\$196.56) cents.

Employees in the classification of Clinical Instructor of Nurses shall at the expiration of one (1) year of service receive one hundred sixty-eight dollars and forty-eight (\$168.48) cents above the minimum for the class and at the end of two (2) years service an additional one hundred ninety six dollars and fifty-six (\$196.56) cents.

Employees in the classification of Assistant Supervisor of Nurses shall at the expiration of one (1) year of service receive one hundred eight-two dollars and fifty-two (\$182.52) cents above the minimum for the class and at the end of two (2) years of service an additional one hundred eight-two dollars and fifty-two (\$182.52) cents.

Employees who are assigned to the classification 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 one hundred ninety-six dollars and fifty-six (\$196.56) cents above the minimum for the class, and at the end of each year of service for the following two (2) years and additional one hundred ninety-six dollars and fifty-six (\$196.56) cents.

An employee who is assigned to the classification of Public Health Nursing Director shall at the expiration of one (1) year of service receive two hundred twenty-four dollars and sixty-four (\$224.64) cents above the minimum for the class at the end of two (2) years of service an additional two hundred twenty-four dollars and sixty-four (\$224.64) cents and at the end of three (3) years of service an additional two hundred eight dollars and eighty (\$280.80) cents.

Employees who are assigned to the classification of Supervising Public Health Nurse shall at the expiration of one (1) year of service receive one hundred four (\$104.00) dollars above the minimum for the class and at the end of each year of service for the following two (2) years of service an additional one hundred four (\$104.00) dollars.

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 in 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 1426 of the Ordinances of 1961 with all amendments thereto is hereby repealed.

SECTION 10. This Ordinance shall take effect and become operative as of October 1, 1962.

\* \* \* \* \*

APPROVED

IN CITY COUNCIL

SEP 6 - 1962

FIRST READING READ AND PASSED

*Russell Whelan*  
CLERK

SEP 21 1962

*Walter H. Reynolds*  
MAYOR

IN CITY COUNCIL

SEP 20 1962

FINAL READING READ AND PASSED

*Edward P. Deedley*  
PRESIDENT  
*Russell Whelan*  
CLERK

**FILED**

**JUL 30 4 09 PM '62**

**CITY CLERK'S OFFICE  
PROVIDENCE, R. I.**

RECEIVED  
CITY CLERK'S OFFICE  
PROVIDENCE, R. I.

RECEIVED  
CITY CLERK'S OFFICE  
PROVIDENCE, R. I.

**IN CITY  
COUNCIL**

**AUG 2 - 1962**

**FIRST READING  
REFERRED TO COMMITTEE ON  
FINANCE**

*Deverett Whelan* CLERK