

2

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1289

NO: 509 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 1223, APPROVED SEPTEMBER 19, 1958.

APPROVED: September 18, 1959

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1: The number of employees in the DEPARTMENT of CITY
CLERK shall not exceed ten (10). There shall be
no more than:

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

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

- 1 Chairman, Board of Canvassers and Reg. (unc.)
- 2 Members of the Board of Canvassers and Reg. (unc.)
- 1 Clerk IV
- 2 Clerk III
- 2 Clerk I
- 3 Clerk Typist II
- 1 Key Punch Operator

There may be TEMPORARY

Clerk I or Clerk Typist I - unlimited
Primary and Election Officials
Janitors
Equipment Workers
Chauffeurs
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 (unc.)
- 1 Clerk of Probate (unc.)
- 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 twelve (12). There shall be no more than:

- 2 Police Court Judge (unc.)
- 1 Clerk, Police Court
- 1 Deputy Clerk, Police Court
- 1 Clerk Stenographer II
- 3 Clerk IV
- 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 Investigator
- 2 Clerk Stenographer III

SECTION 6: The number of employees in the OFFICE of the RECORDER OF DEEDS shall not exceed seventeen (17). There shall be no more than:

- 1 Recorder of Deeds (unc.)
- 1 Deputy Recorder of Deeds
- 4 Clerk III
- 1 Clerk II
- 3 Clerk I
- 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 Building Custodian III
- 12 Building Custodian I
- 1 Building Maintenance Engineer I
- 2 Stationary Fireman
- 7 Charwoman
- 2 Elevator Operator
- 1 Chief Switchboard Operator
- 3 Switchboard Operator
- 1 Clerk Stenographer I
- 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 Typist II

SECTION 9: The number of employees in the CONTROLLER'S DIVISION shall not exceed twenty-one (21). There shall be no more than:

- 1 City Controller
- 1 Asst. City Controller
- 1 Accountant II
- 1 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 III
- 1 Clerk IV
- 1 Clerk Typist II
- 1 Clerk Typist I

SECTION 11: The number of employees in the TABULATING DIVISION shall not exceed eight (8). There shall be no more than:

- 1 Tabulating Equipment Supervisor
- 2 Tabulating Equipment Operator
- 3 Key Punch Operator
- 1 Asst. Tabulating Equipment Supervisor
- 1 Clerk II

SECTION 12: The number of employees in the CITY COLLECTOR'S DIVISION shall not exceed thirty-six (36). There shall be no more than:

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

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
- 1 Engineering Aide II
- 1 Engineering Aide III
- 2 Clerk IV
- 5 Clerk III
- 1 Clerk Stenographer III
- 3 Clerk Typist II
- 5 Clerk Typist I
- 4 Key Punch Operator
- 1 Clerk II

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
- 2 Clerk III
- 1 Clerk I
- 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
- 1 Clerk II

SECTION 16: The number of employees in the MUNICIPAL GARAGE DIVISION shall not exceed twenty-three (23). There shall be no more than:

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

SECTION 17: The number of employees in the DEPARTMENT of CITY TREASURER shall not exceed seven (7). There shall be no more than:

- 1 City Treasurer (unc.)
- 1 Deputy City Treasurer
- 2 Clerk III
- 1 Accountant II
- 1 Clerk Typist II
- 1 Clerk Typist I

SECTION 18: 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 Board (unc.)
- 1 Secretary (unc.)

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 II
- 1 Clerk Typist II
- 1 Deputy Police Surgeon
- 1 Police Surgeon - First
- 1 Building Maintenance Engineer I
- 4 Building Custodian I
- 1 Building Custodian II

SECTION 20: The number of employees in the POLICE DEPARTMENT shall not exceed seven hundred six (706). There shall be no more than :

- 1 Police Chief
- 3 Police Commander
- 8 Police Captain
- 18 Police Lieutenant
- 53 Police Sergeant
- 426 Police Patrolman
- 7 Detective I
- 4 Police Woman
- 5 Clerk IV
- 11 Clerk III
- 14 Clerk Stenographer III
- 3 Clerk Typist II
- 1 Clerk Typist I
- 4 Police Matron
- 1 Physical Director, Police
- 1 Police Switchboard Chief Operator
- 3 Police Switchboard Operator
- 3 Police Signal Operator
- 4 Mechanic I
- 6 Building Custodian I
- 9 Police Patrol Driver
- 1 Police Equipment Superintendent
- 1 Maintenance Man II

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SECTION 20: (Continued)

- 1 Radio Engineer
- 1 Laborer I
- 12 Woman Parking Checker (unc.)

PART-TIME

- 4 Police Switchboard Operator
- 1 Police Matron
- 70 School Crossing Guard
- 30 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-five (545). There shall be no more than:

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

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 SUPER-INTENDENT 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 thirteen (13). 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
- 2 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 twelve (12). There shall be no more than:

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

SECTION 25: The number of employees in the DEPARTMENT of BUILDING INSPECTION - PLUMBING, DRAINAGE and GAS PIPING DIVISION shall not exceed six (6). There shall be no more than:

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

SECTION 26: The number of employees in the DEPARTMENT of BUILDING INSPECTION - ELECTRICAL INSTALLATIONS DIVISION shall not exceed six (6). There shall be no more than:

- 1 Chief Inspector of Electrical Installations
- 1 Electrical Inspector III
- 4 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 thirty-nine (39). There shall be no more than:

- 1 Traffic Engineer (unc.)
- 1 Traffic Engineer I
- 1 Traffic Engineer II
- 1 Traffic Engineer III
- 1 Clerk Stenographer III
- 1 Clerk Stenographer II
- 1 Clerk Stenographer I
- 1 Clerk IV
- 1 Clerk III
- 2 Maintenance Man II
- 8 Maintenance Man I
- 1 Traffic Signal Maintenance Man II
- 4 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
- 1 Traffic Marker & Sign Man I

TEMPORARY

- 5 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 (unc.)
- 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 Stenographer III
- 1 Clerk I
- 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 I
- 15 Engineering Aide III
- 3 Engineering Aide II
- 5 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 forty-eight (48). There shall be no more than:

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

SECTION 36: The number of employees in the DEPARTMENT of PUBLIC WORKS - SANITATION DIVISION - GARBAGE COLLECTION and DISPOSAL SECTION shall not exceed one hundred twenty (120), 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 (120), 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:

- 1 Superintendent of Incinerator
- 1 Assistant Superintendent of Incinerator
- 1 Superintendent of Garbage Collection
- 2 Labor Foreman General II
- 22 Equipment Operator I (Incinerator)
- 2 Equipment Operator I
- 1 Turbine Operator II

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SECTION 36: (Continued)

- 4 Turbine Operator I
- 2 Mechanic III
- 1 Mechanic II
- 1 Mechanic I
- 9 Stationary Fireman
- 5 Crane Operator
- 4 Boiler Room Foreman (Incinerator)
- 1 Clerk IV
- 1 Clerk Typist II
- 1 Building Custodian I
- 44 Laborer (Garbage Collection)
- 17 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-eight (28); 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-eight (28), five (5) full working days shall be equivalent to one (1) employee. There shall be no more than:

- 1 Supervisor of Refuse Collection
- 1 Equipment Operator II
- 8 Equipment Operator I (Refuse Collection)
- 1 Clerk Typist II
- 1 Laborer I
- 16 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
- 5 Automotive Mechanic I
- 3 Laborer I
- 1 Clerk Typist II

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 Asst. Highway Superintendent
- 1 Highway Yard Foreman

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SECTION 40: (Continued)

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

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
1 Building Custodian I
2 Equipment Operator II
8 Tree Trimmer
8 Laborer 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.
- 1 Engineering Aide II
- 5 Labor Foreman General II
- 2 Clerk III
- 1 Clerk Typist II
- 6 Equipment Operator II
- 5 Equipment Operator I
- 4 Sewer and Drain Inspector
- 2 Sewer Construction Foreman
- 8 Sewer Basin Man
- 8 Sewer Construction Worker
- 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 eighteen (18). There shall be no more than:

- 1 Superintendent of Public Buildings
- 1 City Architect
- 1 Architectural Draftsman I
- 1 Architectural Draftsman II
- 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
- 1 Associate Engineer III
- 1 Clerk IV

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

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 Clerk IV

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 two (2). There shall be no more than:

- 1 Clerk III

TEMPORARY

- 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 eight (8). There shall be no more than:

- 1 Family & Business Relocation Service Administrator
- 4 Social Case Worker
- 1 Housing Inspector II
- 2 Clerk Stenographer I

SECTION 55: The number of employees in the DEPARTMENT of HEALTH ADMINISTRATION shall not exceed four (4). There shall be no more than:

- 1 Superintendent of Health (unc.)
- 1 Deputy Superintendent of Health
- 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 eight (8). There shall be no more than:

- 1 Clerk IV
- 1 Key Punch Operator
- 3 Clerk Typist II
- 3 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

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SECTION 59: (Continued)

- 1 Kosher Food Inspector
- 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-six (26). There shall be no more than:

- 1 Sanitarian
- 2 Sanitarian Aide II
- 2 Sanitarian Aide I
- 1 Labor Foreman General II
- 3 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
- 20 Bath House Attendant II
- 20 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 (unc.)
- 1 Institution Business Manager
- 1 Administrative Aide
- 1 Clinical Director (General)
- 1 Second Asst. Clinical Director (General)
- 1 Clinical Director Psychiatric
- 1 Asst. Clinical Director (General)
- 1 Physical Therapist I
- 1 Physical Therapist II
- 1 Senior Resident Physician
- 3 Resident Physician
- 1 Clinical Psychologist
- 1 X-Ray Technician I
- 2 X-Ray Technician II
- 1 X-Ray Technician III
- 1 Pathologist
- 1 Roentgenologist (Consulting)
- 1 Occupational Therapist
- 1 Occupational Therapy Aide
- 1 Assistant Director of Laboratories
- 1 Laboratory Assistant

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SECTION 62: (Continued)

1 Bacteriologist II
2 Psychiatric Social Worker
2 Bacteriologist I
2 Chemist I
2 Laboratory Technician II
2 Laboratory Technician I
1 Pharmacist II
2 Pharmacist I
1 Medical Record Librarian
1 Director of Nursing Service and School
of Nursing
2 Asst. Director of Nursing Service
4 Supervisor of Nurses
2 Asst. Supervisor of Nurses
1 Instructor of Nurses
1 Asst. Instructor of Nurses
2 Clinical Instructor of Nurses
9 Head Nurse-Wards
9 Asst. Head Nurse - Wards
1 Head Nurse - Operating Room
1 Head Nurse - Out-Patient Department
1 Accountant II
6 Switchboard Operator
4 Clerk IV
1 Clerk III
2 Clerk Stenographer II
9 Clerk Stenographer I
2 Clerk Typist II
5 Clerk Typist I
1 Maintenance Man III
2 Maintenance Man II
1 Maintenance Man I
1 Superintendent of Maintenance & Operation
1 Building Maintenance Engineer I
1 Building Maintenance Engineer II
2 Institution Maintenance Mechanic
4 Stationary Fireman
1 Laborer II
3 Laborer I
2 Watchman
2 Housemother
2 Matron II
48 Institution Utility Worker I
1 Social Case Worker
2 Institution Utility Worker II
1 Dietitian II
1 Dietitian I
1 Cook III
1 Cook II
3 Cook I
2 Baker
1 Laundry Worker III
1 Laundry Worker II
23 Laundry Worker I
6 Automobile Driver
18 Institution Ward Porter
Staff Nurse
Ward Secretary
Practical Nurse
Nurses Aide

SECTION 63: The number of employees in the DEPARTMENT OF PUBLIC WELFARE - WELFARE ADMINISTRATION shall not exceed twelve (12). There shall be no more than:

- 1 Director of Public Welfare (unc.)
- 1 Administrative Assistant (Welfare Admin.)
- 1 Accountant I
- 1 Clerk IV
- 1 Clerk II
- 1 Clerk Stenographer III
- 1 Clerk Stenographer II
- 1 Clerk Typist II
- 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 four (104). There shall be no more than:

- 3 Case Work Supervisor
- 37 Social Case Worker
- 1 Attorney (Welfare)
- 1 Clerk IV
- 1 Clerk I
- 7 Clerk Stenographer II
- 23 Clerk Stenographer I
- 5 Clerk Typist II
- 15 Clerk Typist I
- 6 Building Custodian I
- 1 Equipment Operator I
- 1 Maintenance Man II

TEMPORARY

- 3 Social Case Worker Trainee

SECTION 65: The number of employees in the PARKS COMMISSION - PARKS ADMINISTRATION shall not exceed five (5). There shall be no more than:

- 1 Superintendent of Parks (unc.)
- 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 Park Foreman General
- 5 Labor Foreman General II
- 4 Labor Foreman General I
- 1 Maintenance Man II
- 1 Mechanic III
- 4 Equipment Operator II
- 7 Equipment Operator I
- 1 Mechanic II
- 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 Golf Course Superintendent
- 1 Automotive Mechanic I
- 2 Equipment Operator I
- Laborer I

TEMPORARY

- 1 Clerk II
- 2 Watchman

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 Nature Study
- 1 Clerk Stenographer I
- 1 Charwoman
- 1 Building Custodian I
- 1 Maintenance Man I

SECTION 69: The number of employees in the DEPARTMENT of RECREATION shall not exceed three hundred eighty-five (385). There shall be no more than:

- 1 Director of Recreation (unc.)
- 2 Asst. Director of Recreation
- 1 Maintenance Man III
- 1 Maintenance Man II
- 6 Recreation Center Director
- 2 Labor Foreman General II
- 1 Clerk Typist II
- 1 Clerk I
- 4 Laborer II
- 3 Laborer I
- 7 Recreation Leader
- 3 Recreation Supervisor
- 7 Building Custodian I
- 3 Mechanic II
- 1 Clerk III
- 1 Watchman
- 3 Engineer (Swimming Pools) (unc.)
- 2 Recreation Program Supervisor

TEMPORARY

- 10 Co-Director (Recreation) (Unc.)
- 18 Laborer I
- 3 Watchman
- 91 Playground Director or Recreation Leader
- 41 Referee (unc.)
- 33 School Janitor (unc.)
- 73 Supervisor of Activities (unc.)
- 7 Playground Supervisor
- 1 Supervisor (Swimming Pools)
- 12 Watchman (" ")
- 12 Counter Person (" ")
- 12 Hygiene Inspector (" ")
- 20 Life Guard (" ")
- 3 Checker (" ")

SECTION 70: The number of employees in the ZONING BOARD of REVIEW shall not exceed nine (9). There shall be no more than:

- 1 Chairman of the Board (unc.)
- 4 Members of the Board (unc.)
- 1 Secretary, Board of Review (Zoning)
- 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 Secretary, Board of Review (Building)
- 1 Chairman of the Board (unc.)
- 4 Members of the Board (unc.)

SECTION 72: The number of employees in the CITY PLAN COMMISSION shall not exceed twenty-one (21). There shall be no more than:

- 1 Planning Director (unc.)
- 4 Planner IV
- 5 Planner III
- 3 Planner II
- 4 Engineering Aide III
- 1 Clerk Stenographer III
- 1 Clerk Stenographer II
- 1 Clerk Stenographer I
- 1 Chief of Urban Renewal Planning

SECTION 73: The number of employees in the PROVIDENCE REDEVELOPMENT AGENCY shall not exceed twenty-four (24). There shall be no more than:

- 1 Executive Director (unc.)
- 1 Deputy Director (Redevelopment Agency)
- 1 Assistant to Executive Director
- 1 Chief of Planning
- 1 Planner IV
- 1 Planner III
- 1 Planner II
- 1 Engineering Aide III
- 1 Accountant I
- 1 Accountant II
- 1 Attorney I (Redevelopment Agency) (unc.)
- 1 Attorney II(" ") (unc.)
- 1 Chief of Renewal Services (Redevelopment Agency)
- 1 Real Estate Officer (" ")
- 1 Senior Engineer (" ")
- 2 Project Supervisor (" ")
- 1 Asst. Project Supervisor (" ")
- 2 Clerk Stenographer III
- 1 Clerk Stenographer II
- 2 Clerk Stenographer I
- 1 Chief Industrial Representative (Redev. 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 sixteen (16). There shall be no more than:

- 1 Chairman - Board of Review (unc.)
- 4 Members - Board of Review (unc.)
- 1 Director of Minimum Housing Standards Div.
- 1 Chief Housing Inspector
- 1 Housing Inspector II
- 5 Housing Inspector I
- 1 Clerk Stenographer II
- 1 Clerk Typist II
- 1 Clerk Typist I

SECTION 76: The number of employees in the CIVILIAN DEFENSE COUNCIL shall not exceed three (3). There shall be no more than:

- 1 Director of Civilian Defense (unc.)
- 1 Clerk Stenographer I
- 1 Clerk Typist I

SECTION 77: The number of employees in the WATER SUPPLY BOARD - WATER ADMINISTRATION shall not exceed forty-four (44). There shall be no more than:

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

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

- 1 Supt. of Filtration
- 1 Chief Chemist
- 2 Chemist I
- 1 Bacteriologist II
- 1 Clerk Typist II
- 9 Stationary Equipment Operator
- 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
- 7 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
- 8 Labor Foreman II (Water)
- 3 Labor Foreman I (Water)
- 5 Mechanic II
- 3 Switchboard Operator
- 1 Clerk Typist II
- 1 Clerk Typist I
- 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-two (52). There shall be no more than:

- 1 Meter Superintendent
- 1 Water Service Inspector
- 1 Accountant II
- 4 Clerk III
- 2 Clerk II
- 10 Clerk Typist II
- 3 Clerk Typist I
- 1 Clerk Stenographer II
- 1 Switchboard Operator
- 13 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 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 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 1223 of the Ordinances of the City of Providence as approved September 19, 1958 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 who makes his request within forty days after discharge to return to the employ of the City, if the position occupied or held by such person at the time of his entrance into the service of the United States of America has not been included in the total number of positions or number of any individual class of position in a department, as fixed by this Ordinance.

SECTION 85: This Ordinance shall take effect and become operative as of October 1, 1959.

* * * * *

IN CITY COUNCIL

SEP 3- 1959

FIRST READING
READ AND PASSED

Doverett Whelan
CLERK

APPROVED

SEP 18 1959

Walter H. Reynolds
MAYOR

IN CITY COUNCIL

SEP 17 1959

FINAL READING
READ AND PASSED

Edmund P. Buckley
PRESIDENT
Doverett Whelan
CLERK

**IN CITY
COUNCIL**

AUG 6 - 1959

FIRST HEARING
REFERRED TO COMMITTEE ON
FINANCE

Therese B. C. Lee CLERK

THE CITY OF PROVIDENCE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1290

NO: 510 AN ORDINANCE ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE AND REPEALING CHAPTER 1145 APPROVED SEPTEMBER 20, 1957.

APPROVED: September 18, 1959

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	4,300.40 4,724.20	Asst. City Solicitor (Second)	7,007.00
Accountant II	5,093.40 5,748.60	Asst. City Solicitor (Third)	6,500.00
Admin. Aide (Chapin Hospital)	5,187.00 5,842.20	Asst. City Solieitor (Fourth)	6,006.00
Admin. Asst. to Comm. of Pub. Safety	7,508.80	Asst. Clin. Director General	6,367.40M
Admin. Asst. (Welfare)	5,200.00 5,824.00	Asst. Director of Laboratoræes	6,812.00 7,020.00
Air Poll. & Mech. Equipt. Insp. I	4,695.60	Asst. Director of Nursing Services	5,720.00 6,266.00
Air Poll. & Mech. Equipt. Insp. II	5,161.00	(nt dty 6.30) (eve dty 8.40)	
Air Poll. & Mech. Equipt. Insp. III	6,125.60	Asst. Director of Recreation	5,161.00 5,842.20
Architectural Draftsman I	5,257.20	Asst. to Executive Director (Redev. Ag'y)	7,508.80
Architectural Draftsman II	6,471.40	Asst. Fire Alarm Supt.	5,257.20
Assessment Aide I	4,641.00	Asst. Head Nurse-Wards	4,069.00 4,420.00
Assessment Aide II	5,816.20	(nt dty 6.30) (eve dty 8.40)	
Asst. City Collector	6,487.00	Asst. Highway Supt.	5,556.20
Asst. City Controller	6,487.00	Asst. Instructor of Nurses	4,589.00 4,940.00
Asst. City Solicitor (First)	7,501.00	(nt dty 6.30) (eve dty 8.40)	

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Asst. Master Mechanic (Water)	2.21 hr	Bldg. Custodian I	2,977.00
		Bldg. Custodian II	3,481.40
Asst. Project Supervisor	4,859.40 6,006.00	Bldg. Custodian III	4,014.40
Asst. Supt. of Incinerator	5,951.40	Bldg. Inspector I	4,695.60
Asst. Supervisor of Nurses	4,303.00 4,641.00	Bldg. Inspector II	5,161.00
(nt dty 6.30)		Bldg. Inspector III	7,124.00
(eve dty 8.40)		Bldg. Maint. Engr. I	4,069.00
Asst. Tab. Equipment Supervisor	4,968.60	Bldg. Maint. Engr. II	4,695.60
Associate Engineer I	5,270.20 5,951.40	Bldg. Maintenance Supervisor	5,447.00
Associate Engineer II	6,021.60 6,689.80	Bldg. Tradesworker	Prevailing State Wage
Associate Engineer III	6,968.00 7,672.60	Business Manager (Public Works)	6,487.00
Attorney-Water	4,245.80	Business Office Manager (Water)	6,487.00
Attorney-Welfare	4,245.80	Case Work Supervisor	Prevailing State Wage
Automobile Driver	2,977.00	Caulker	1.73 hr
Automotive Mechanic I	1.86 hr	Cement Finisher	1.81 hr
Automotive Mechanic II	4,178.20	Charwoman	2,074.80
Bacteriologist I	4,492.80 4,929.60	Chemist I	4,383.60 5,038.80
Bacteriologist II	5,270.20 5,707.00	Chief Chemist-Water	6,006.00 6,606.60
Baker	3,153.80	Chief Civil Engineer	8,169.20
Bath House Attendant I	2,129.40	Chief Housing Inspector	7,178.60
Bath House Attendant II	2,581.80	Chief Industrial Representative (Redev. Agency)	7,508.80
Boiler Room Foreman (Incinerator)	1.81 hr	Chief Inspector of Air Poll. & Mech. Equipt. Installations	7,178.60
Bridge Operator	3,208.40	Chief Inspector of Electrical Install- ations	9,310.60
Bridge Supt. I	3,455.40		
Bridge Supt. II	3,632.20		
Budget Officer	9,310.60		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Chief Inspector of Plumbing, Drainage & Gas Piping	7,178.60	Clerk Stenographer I	2,498.60 3,003.00
Chief Inspector of Structures & Zoning	7,178.60	Clerk Stenographer II	3,003.00 3,439.80
Chief of Construction and Maintenance	8,169.20	Clerk Stenographer III	3,439.80 3,783.00
Chief of Licenses	4,383.60	Clerk Typist I	2,184.00 2,691.00
Chief of Operations & Maintenance (Sewage Disposal)	5,376.80	Clerk Typist II	2,691.00 3,208.40
Chief of Planning (Redevelopment Agency)	7,508.80	Clinical Director General	12,253.80M
Chief of Renewal Services (Redevelopment Agency)	7,508.80	Clinical Director Psychiatric	12,253.80M
Chief of Sanitation Div. Division	8,169.20	Clinical Instructor of Nurses	4,420.00 4,758.00 (nt dty 6.30) (eve dty 8.40)
Chief of Urban Renewal Planning	8,400.00	Clinical Psychologist	5,366.40 6,606.60
Chief Switchboard Operator	3,153.80	Cook I	2,813.20
City Architect	7,688.20	Cook II	3,153.80
City Assessor	9,310.60	Cook III	4,568.40M
City Collector	9,310.60	Crane Operator	1.81 hr
City Controller	10,000.00	Curator	5,678.40
City Forester	5,556.20	Deputy Chief Engineer	9,451.00
Claim Investigator	4,586.40	Deputy City Clerk-1st	6,224.40
Clerk I	2,184.00 2,691.00	Deputy City Clerk-2nd	5,488.60
Clerk II	2,691.00 3,208.40	Deputy City Treasurer	6,006.00
Clerk III	3,208.40 3,549.00	Deputy Clerk, Police Court	5,280.60
Clerk IV	3,767.40 4,438.20	Deputy Clerk, Probate Court	3,673.80 4,178.20
Clerk, Police Court	6,224.40		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Deputy Director (Public Works)	10,000.00	Equipment Operator I (Refuse Collection)	13.02 day
Deputy Director (Redevelopment Agency)	8,400.00	Equipment Operator I	1.63 hr
Deputy Insp. of Milk	5,500.00	Equipment Operator II	1.67 hr
Deputy Recorder of Deeds	6,006.00	Family & Business Relocation Service Administrator	8,463.00
Dep. Supt. of Health	9,000.00	Fire Alarm Supt.	6,689.80
Detective I	5,241.60	Fire Alarm Technician	4,409.60
Dietitian I	3,549.00M	Fire Battalion Chief	6,442.80
Dietitian II	4,123.60M	Fire Captain	5,787.60
Director of Bldg. Inspection	10,000.00	Fire Chief	9,282.00
Director of Division of Minimum Housing Standards	9,310.60	Fire Equipt. Supt. I	6,115.20
Director of Nursing Service & School of Nursing	6,240.00 6,786.00	Fire Equipt. Supt. II	6,320.60
	(nt dty 6.30)	Fire Lieutenant	5,241.60
	(eve dty 8.40)	Fireman	4,300.40 4,656.60
Division Engineer (Source of Supply)	8,169.20	First Dep. City Sealer	3,577.60
Division Engineer (Trans. & Distr.)	8,169.20	First Dep. City Sergeant	4,245.80
Duplicating Equipment Operator	4,069.00	First Dep. City Weigher	3,413.80
Electrical Inspector I	4,695.60	Forester (Source of Supply)	5,252.00 5,564.00
Electrical Inspector III	6,125.60	Garage Supt. I	5,106.40
Elevator Operator	2,636.40	Garage Supt. II	6,006.00
Engineering Aide I	2,977.00 3,413.80	Gateman	3,195.40
Engineering Aide II	3,439.80 3,863.60	Golf Course Supt.	4,586.40
Engineering Aide III	4,313.40 4,955.60	Head Nurse-Wards	4,186.00 4,537.00
Engineering Trainee	4,778.80		(nt dty 6.30) (eve dty 8.40)
Equipment Operator I (Incinerator)	14.09 day	Head Nurse-Operating Rm.	4,186.00 4,537.00
			(nt dty 6.30) (eve dty 8.40)

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Head Nurse-Outpatient Dept.	4,186.00	Key Punch Operator	2,867.80
	4,537.00		3,385.20
(nt dty 6.30)		Labor Foreman Gen I.	1.71 hr
(eve dty 8.40)		Labor Foreman Gen II	1.89 hr
Highway Construction Foreman	2.12 hr	Labor Foreman Water I	1.71 hr
Highway Office Manager	5,447.00	Labor Foreman Water II	2.12 hr
Highway Yard Foreman	2.07 hr	Laboratory Assistant	2,839.20
Housekeeper	2,620.80	Laboratory Technician I	3,099.20
Housemother	2,620.80		3,439.80
Housing Inspector I	4,695.60	Laboratory Tech. II	3,468.40
Housing Inspector II	5,161.00		3,809.00
Hydro-Electric Station Operator	2.26 hr	Laborer (Garbage Coll)	13.15 day
Inspector of Kosher Foods	1,692.60	Laborer (Refuse Coll)	12.77 day
Inspector of Sidewalks	4,586.40	Laborer I	1.60 hr
Institution Attendant	2,620.80	Laborer II	1.63 hr
	2,867.80	Laundry Worker I	1.05/1.10/1.14 hr
Institution Business Manager	6,487.00	Laundry Worker II	3,057.60
Inst. Maint. Mechanic	3,673.80	Laundry Worker III	3,603.60
Institution Nurse II (nt dty per mo. extra 15.75)	3,577.60	Maintenance Foreman (Sewage Disp. Wks)	1.81 hr
Institution Utility Worker I	1.05/1.10/1.14 hr	Maintenance Man I	3,385.20
Institution Utility Worker II	2,867.80	Maintenance Man II	3,837.60
	3,127.80	Maintenance Man III	4,778.80
Institution Ward Porter	2,620.80	Master Mechanic-Water	2.73 hr
	2,867.80	Matron I	2,457.00
Instructor of Nature Study	3,673.80		
Instructor of Nurses	4,875.00		
	5,226.00		
(nt dty 6.30)			
(eve dty 8.40)			

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Matron II	2,867.80	Personnel Director	9,310.60
Mechanic I	1.67 hr	Personnel Technician	5,093.40 5,748.60
Mechanic II	1.81 hr	Pharmacist I	3,837.60 4,329.00
Mechanic III	2.05 hr	Pharmacist II	5,392.40
Medical Record Librarian	3,588.00 4,212.00	Physical Director (Police)	3,549.00
Medical Social Worker	Prevailing State Wage	Physical Therapist I	4,258.80M 4,693.00M
Meter Mechanic	3,208.40 3,728.40	Physical Therapist II	4,916.60M 5,574.40M
Meter Reader I	3,153.80 3,549.00	Physician	4,001.40
Meter Reader II	3,577.60 4,014.40	Plan Estimator	7,178.60
Meter Supt.	6,247.80	Planner I	4,178.20 4,778.80
Nurses Aide	1.13/1.19/1.22 hr (wk extra nt dty or eve dty 4.20)	Planner II	4,859.40 6,006.00
Occupational Therapist	3,346.20	Planner III	5,842.20 6,367.40
Occupational Therapy Aide	2,594.80	Planner IV	7,012.20
Park Foreman General	2.12 hr	Playground Director	3,031.60
Parking Meter Coin Collector	3,263.00	Playground Supervisor	3,317.60
Parking Meter Maint. Man I	1.66 hr	Plumbing Inspector I	4,695.60
Parking Meter Maintenance Man II	3,959.80	Plumbing Inspector II	5,161.00
Pathologist	8,920.60M	Plumbing Inspector III	6,125.60
Paver	1.81 hr	Police Captain	6,442.80
Personal Property Assessment Aide	6,487.00	Police Chief	9,282.00
		Police Commander	7,098.00
		Police Equipt. Supt.	5,733.00
		Police Lieutenant	5,787.60
		Police Matron	2,527.20
		Police Patrol Driver	3,494.40

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Police Patrolman	4,300.40	Purchasing Agent I	3,767.40
	4,656.60		4,438.20
Police Sergeant	5,241.60	Purchasing Agent II	6,487.00
		Purchasing Agent III	9,310.60
Police Signal Operator	2,527.20	Radio Engineer	5,257.20
Police Surgeon, Deputy	3,946.80	Rain Gauge Keeper	4.20
		Per inst. wk	
Police Surgeon, First	5,392.40	Real Estate Officer (Redevelopment Agency)	7,508.80
Police Switchboard Chief Operator	3,317.60	Real Property Assessment Aide	6,487.00
Police Switchboard Operator	2,922.40	Recreation Center Director	4,586.40
Police Woman	4,300.40		4,929.60
	4,656.60		
Port Agent	7,178.60	Recreation Leader	2,347.80
Practical Nurse 1.42/1.48/1.54 (wk extra nt or eve duty	hr 4.20)	Recreation Program Supervisor 2,728	3,728.40
		Recreation Supervisor	3,127.80
Project Supervisor (Redevelopment Agency)	5,842.20 6,367.40	Resident Physician	5,748.60M
Psychiatric Social Worker	Prevailing State Wage	Roentgenologist (Consulting)	5,501.60
		Sanitarian	4,531.80
Psychometrist	3,346.20 4,001.40	Sanitarian Aide I	3,699.80
Public Health Nurse (Child Hygiene)	3,523.00 4,056.00	Sanitarian Aide II	4,245.80
		Sanitary Bacteriologist	3,494.40 4,178.20
Public Health Nurse (Communicable Disease)	3,523.00 4,056.00	Screenman	1.63 hr
Public Health Nursing Director	5,200.00 5,876.00	Second Asst. Clinical Director	6,125.60M
Public Health Physician I	3,603.60	Second Dep. City Sealer	3,263.00
Public Health Physician II	5,803.20	Second Dep. City Sergeant	3,577.60
Pumping Station Engineer	4,531.80	Second Dep. City Weigher	2,948.40
		Secretary, Bldg. Bd. of Review	1,939.60

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Secretary, Zoning Bd. of Review	4,531.80	Supt. of Bath Houses & Comfort Stations	5,161.00
Senior Engineer (Redevelopment Agency)	7,508.80	Supt. of Filtration	6,968.00 7,672.60
Senior Resident Physician	4,586.40M	Supt. of Garbage Coll.	5,270.20
Sewage Disposal Works Foreman	1.81 hr	Supt. of Highway	7,178.60
Sewage Disposal Works Operator	1.70 hr	Supt. of Incinerator	7,178.60
Sewer Basin Man	1.81 hr	Supt. of Maintenance & Operation	6,487.00
Sewer Construction Foreman	2.12 hr	Supt. of Municipal Docks	3,783.00
Sewer Construction Worker	1.81 hr	Supt. of Public Bldgs.	8,169.20
Sewer & Drain Inspector	3,728.40	Supt. of Sewage Disposal	7,178.60
Social Case Worker	Prevailing State Wage	Supt. of Sewer Constr. & Maintenance	7,178.60
Staff Nurse	3,900.00 4,251.00	Supt. of Transmission & Distribution	5,951.40
(nt dty (eve dty	6.30 8.40)	Supt. of Warehouse & Inventory	6,112.60
Stationary Equipment Operator	1.70 hr	Supt. of Weights & Measures	4,531.80
Stationary Fireman	1.67 hr	Supervisor of Domestic Relations	4,929.60
Steam Engineering Examiner	5,161.00	Supervising Public Health Nurse (Comm. Dis.)	4,589.00 4,901.00
Stenographic Reporter (City Council)	4,014.40	Supervising Public Health Nurse (Tuberculosis)	4,589.00 4,901.00

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Supervisor of Nurses	4,472.00	Turbine Operator II	1.85 hr
	4,823.00		
(nt dty	6.30)	Ward Secretary	2,184.00
(eve dty	8.40)		2,691.00
Supervisor of Refuse Collection	2.05 hr	Water Service Inspector	4,014.40
Switchboard Operator	11.25 day	Watchman	1.18 hr
Tabulating Equipment Supervisor	5,324.80	X-Ray Technician I	2,691.00M
	6,006.00	X-Ray Technician II	3,263.00M
			3,603.60M
		X-Ray Technician III	3,728.40M
Tabulating Equipment Operator	3,673.80		4,069.00M
	4,355.00		
Traffic Engineer I	5,842.20		
	6,367.40		
Traffic Engineer II	6,367.40		
	6,968.00		
Traffic Engineer III	7,508.80		
Traffic Marker & Sign Man I	1.85 hr		
Traffic Signal Maintenance Man I	1.99 hr		
Traffic Signal Maintenance Man II	2.18 hr		
Tree Trimmer	1.81 hr		
Turbine Operator I	1.81 hr		

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

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, 1959, 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 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 April or October next following the completion of 12 months service by said employee in accordance with the provisions of subsections 1,2,3,5 and 6 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. Any employee who on September 30, 1959 is assigned to a position which does not carry a minimum and maximum salary range and the salary for that position is changed on October 1, 1959 to one carrying a minimum and maximum salary range, shall on October 1, 1959 receive his present salary or the minimum salary for the position, whichever is greater, plus an increment to the next step in the salary range if he has completed at least one year of service on or before October 1, 1959.
7. 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.

8. Any employee in the classified service who is assigned to a position carrying a minimum and maximum range and who on September 30, 1959 is receiving a salary which is in excess of the minimum but less than the maximum salary as established by Chapter 1145, as amended, for such class of position shall on October 1, 1959 have his salary increased by five per centum (5%) or the next higher amount divisible by five (.05) cents plus an increment, if the increment was recommended by his department head and approved by the Finance Director. Any employee who on September 30, 1959 is receiving a salary in excess of the maximum for the class to which he is assigned shall on October 1, 1959 have his salary increased by five per centum (5%) or the next higher amount divisible by five (.05) cents.
9. 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, 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 Subsections 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 \$4,300.40 per annum, and shall automatically increase in accordance with the following schedule:

At the expiration of one (1) year of service -	\$4,414.28 per annum.
At the expiration of eighteen (18) months of service -	\$4,531.80 per annum.
At the expiration of three (3) years of service -	\$4,656.60 per annum.

The entrance rate for Public Health Nurse (Child Hygiene) and Public Health Nurse (Communicable Diseases) shall be \$3,523 per annum, and shall automatically increase in accordance with the following schedule:

At the expiration of one (1) year of service -	\$3,757 per annum.
At the expiration of two (2) years of service -	\$3,900 per annum.
At the expiration of three (3) years of service -	\$4,056 per annum.

The entrance rate for Practical Nurse shall be \$1.42 hr and shall be increased six (\$0.06) cents per hour after each year of service until the maximum rate of \$1.54 per hour as established in Section 1 is attained.

Practical Nurses and Nurses Aides shall receive, in addition to pay as established by Section 1 of this ordinance, four dollars and twenty (\$4.20) 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 thirty (\$6.30) cents extra per week for night duty and eight dollars and forty (\$8.40) 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 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-Out Patient and Staff Nurse shall at the expiration of one (1) year of service receive one hundred fifty-six (\$156.00) dollars 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-five (\$195.00) dollars.

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 sixty-nine (\$169.00) dollars 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 eighty-two (\$182.00) dollars.

Employees in the classification of Clinical Instructor of Nurses shall at the expiration of one (1) year of service receive one hundred fifty-six (\$156.00) dollars above the minimum for the class and at the end of two (2) years service an additional one hundred eighty-two (\$182.00) dollars.

Employees in the classification of Assistant Supervisor of Nurses shall at the expiration of one (1) year of service receive one hundred sixty-nine (\$169.00) dollars above the minimum for the class and at the end of two (2) years of service an additional one hundred sixty-nine (\$169.00) dollars.

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 eighty-two (\$182.00) dollars above the minimum for the class and at the end of each year of service for the following two (2) years an additional one hundred eighty-two (\$182.00) dollars.

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 eight (\$208.00) dollars

above the minimum for the class and at the end of two (2) years of service an additional two hundred eight (\$208.00) dollars and at the end of three (3) years of service an additional two hundred sixty (\$260.00) dollars.

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 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 1145 of the Ordinances of 1957 with all amendments thereto is hereby repealed.

SECTION 10: This Ordinance shall take effect and become operative as of October 1, 1959.

IN CITY COUNCIL

SEP 3- 1959
FIRST READING
READ AND PASSED

Deverett Whelan
CLERK

APPROVED

SEP 18 1959

Walter H. Reynolds
MAYOR

IN CITY COUNCIL

SEP 17 1959

FINAL READING
READ AND PASSED

Edward P. Hughes
PRESIDENT
Deverett Whelan
CLERK

**IN CITY
COUNCIL**

AUG 6 - 1959

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Alfred W. ...
CLERK

*
THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1291

NO: 511 AN ORDINANCE ESTABLISHING THE SALARIES AND
COMPENSATION TO BE PAID TO THE SEVERAL CITY OFFICIALS
and EMPLOYEES HEREIN NAMED, and REPEALING CHAPTER 1146,
APPROVED SEPTEMBER 20, 1957.

APPROVED: September 18, 1959

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

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

Attorney I (Redevelopment Agency)	\$ 6,065.85 per annum
Attorney II (Redevelopment Agency)	7,508.80 " "
Chairman, Board of Canvassers	6,307.60 " "
Chairman, Board of Review (Minimum Housing Standards)	60.00 per mtg. (not to exceed \$1,200 yr.)
Chairman, Bldg. Ordinance Board of Review	1,500.00 per annum
Chairman & Secretary (Bureau of Licenses)	6,606.60 " "
Chief Engineer (Water Supply Board)	11,550.00 " "
City Clerk	9,310.60 " "
City Sergeant	6,427.20 " "
City Solicitor	11,550.00 " "
City Treasurer	9,310.60 " "
Clerk - Part-time (Bd. of Canvassers)	1.58 hr.
Clerk, Probate Court	6,065.85 per annum
Commissioner, Bureau of Licenses	5,106.40 " "
Commissioner, Public Safety	11,550.00 " "
Co-Director, Recreation	9.45 session
Director of Civilian Defense	8,463.00 per annum
Director, Public Welfare	11,550.00 " "
Director, Public Works	11,550.00 " "
Director of Recreation	9,310.60 " "

Executive Director (Redevelopment Agency)	\$ 10,000.00 per annum		
Finance Director	11,550.00	"	"
Fire & Police Trainees	63.00	wk	
Judge, Police Court	2,964.00	per annum	
Judge, Probate Court	9,310.60	"	"
Mayor's Administrative Assistant	9,310.60	"	"
" Executive Secretary	7,425.60	"	"
" Personal Secretary	3,822.00-4,165.20	"	"
" Stenographer	3,439.80-3,783.00	"	"
" Typist	2,691.00-3,208.40	"	"
" Chauffeur	4,219.80	"	"
Member, Board of Canvassers	6,307.60	"	"
Member, Board of Review (Min. Housing Standards)	50.00 mtg. (Not to exceed \$1,000 yr)		
Member, Building Ordinance Board of Review	1,000.00	per annum	
Planning Director (City Plan)	10,000.00	"	"
Recorder of Deeds	7,870.20	"	"
School Crossing Guard	1.50	hr	
Secretary, Board of Tax Assessment Review	3,380.00	per annum	
Social Case Worker Trainee	42.00	wk	
Supt. Charles V. Chapin Hospital	12,914.20	per annum (limited maintenance)	
Supt. Health Department	11,550.00	per annum	
Supt. Roger Williams Park	7,870.20	"	"
Traffic Engineer	10,000.00	"	"
Urban Renewal Co-Ordinator	11,550.00	"	"
Woman Parking Checker	1.58	hr	
Zoning Board of Review, Chairman	1,500.00	per annum	
Zoning Board of Review, Member	1,000.00	"	"

TEMPORARY - RECREATION DEPARTMENT

Physical Instructor	\$	7.35 session
Referee		3.15 game
School Janitor		Prevailing School Dept. Wage
Scorekeeper		3.15 game
Supervisor (Recreation Department)		60.15 week

SWIMMING POOLS

Checker		41.25 week
Counter Person		35.45 "
Engineer		3,777.80 per annum
Hygiene Inspector		47.25 week
Life Guard		Prevailing State Wage
Supervisor		4,409.60 per annum

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

SECTION 3: This Ordinance shall take effect and become operative as of October 1, 1959.

IN CITY COUNCIL
 SEP 3- 1959
 FIRST READING
 READ AND PASSED
Russell Whelan
 CLERK

IN CITY COUNCIL
 SEP 17 1959
 FINAL READING
 READ AND PASSED
Edmund P. Dudley
 PRESIDENT

 CLERK

APPROVED
 SEP 18 1959
Walter H. Rynold
 MAYOR

**IN CITY
COUNCIL**

AUG 6 - 1959

FIRST MEETING
REFERRED TO COMMITTEE ON
FINANCE

Approved by Sec. Clerk

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1292

NO: 512 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING A CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED AUGUST 7, 1953.

Approved: September 18, 1959

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

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

<u>Add:</u>	ADMINISTRATIVE ASSISTANT (Welfare Administration)	(189)
	DEPUTY INSPECTOR OF MILK	(222)
	DEPUTY SUPERINTENDENT OF HEALTH	(265)
	SUPERINTENDENT OF PLANT MAINTENANCE AND OPERATION	(595)
<u>Delete:</u>	DEPUTY HEALTH OFFICER AND DEPUTY INSPECTOR OF MILK	(224)
<u>Change:</u>	PUBLIC HEALTH NURSE	(330 - 332)
	SUPERVISING PUBLIC HEALTH NURSE	(336 - 340)

SECTION 2. This Ordinance shall take effect and become operative as of October 1, 1959.

IN CITY
COUNCIL

SEP 3- 1959

FIRST READING
READ AND PASSED

Waverett Whelan
CLERK

IN CITY
COUNCIL

SEP 17 1959

FINAL READING
READ AND PASSED

Edward P. Dwyer
PRESIDENT
Waverett Whelan
CLERK

APPROVED

SEP 18 1959

Walter H. Reynolds
MAYOR

**IN CITY
COUNCIL**

AUG 6 - 1959

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

W. B. ...
Clerk

**ADMINISTRATIVE ASSISTANT
(Welfare Administration)**

CLASS TITLE: ADMINISTRATIVE ASSISTANT (Welfare Administration)

CLASS DEFINITION: Responsible administrative work relating to management functions of the Department as distinguished from those of social service.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for directing and supervising the fiscal and business management functions of the Department, for planning and developing improved methods and procedures, for personnel supervision and practices.

ILLUSTRATIVE EXAMPLES OF WORK: Maintains or supervises the maintenance of accounting records relating to payrolls, supplies and services. Assists in the exercise of budgetary controls and budget preparation. Supervises management personnel and records relating thereto. Oversees the maintenance of general files, master file and medical plan file. Assists in the planning and management of the maintenance and repair of buildings and equipment. Performs related assignments as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the principles and methods of management. Knowledge of budgetary and cost procedures. Skill to enlist cooperation and good will and to develop harmonious working relationships among staff members. Ability to plan, develop and supervise.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with a concentration in courses of accounting or business management. Preferably previous experience of a responsible nature in private business or public service.

DEPUTY INSPECTOR OF MILK

CLASS TITLE: Deputy Inspector of Milk

CLASS DEFINITION: Highly responsible technical work enforcing the various laws, ordinances and regulations controlling the care, handling, sale and the sanitation of milk and milk products.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for conducting and participating in the sanitary control of pasteurization plants and other processing plants of milk or milk products and directing the activities of a milk laboratory with a staff of technicians, sample collectors and inspectors. The work further involves assistance to the Superintendent of Health in his position of Inspector of Milk and in his responsibilities as to all food sanitation as regards the inspection of food and beverage manufacturing plants, and in the assisting in the prosecution of violations of the various health ordinances involved. General supervision is received from the Superintendent of Health but the incumbent is responsible for technical phases of work.

ILLUSTRATIVE EXAMPLES OF WORK: Checking on the accuracy of laboratory tests made by the department. Supervision of the records of inspection made by the department personnel. Issuing warning notices to violators of health ordinances and collecting evidence for hearing and prosecution. Preparation of quarterly reports of the department of milk inspection. Preparation of lists of applicants for licenses to be granted by the City Council.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the construction and operation of pasteurization plants. Thorough knowledge of the principles of sanitary control of milk and food and beverages. Thorough knowledge of the chemistry and bacteriology involved in the control of purity and wholesomeness of milk, beverages and foodstuffs. Thorough knowledge of the controlling laws and ordinances and ability to enforce these with firmness and tact. Thorough knowledge of general sanitation.

(over)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in chemistry, bacteriology, biology and sanitation. Supervisory experience in public health laboratory work and general familiarity with public health principles and practices.

USUAL LINE OF PROMOTION: From: DAIRY INSPECTOR or SANITARIAN

DEPUTY SUPERINTENDENT OF HEALTH

CLASS TITLE: Deputy Superintendent of Health

CLASS DEFINITION: Highly responsible professional medical work directing the workings of the Vital Statistics section, Communicable Disease Control, Child Hygiene Division and Environmental Sanitation relating to food, nuisances and such, and other Health work as required.

DISTINGUISHING FEATURES OF WORK: Responsible technical professional medical work involving the planning and supervising of assigned public health services. Supervising birth, death and marriage registration and child hygiene services, communicable disease and sanitation control. Work assignments are received from the Superintendent of Health and work is reviewed through reports and conferences.

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.) (1) Investigates or supervises the investigation of reported communicable disease cases to determine the source of infection. (2) Institutes control measures to prevent spread and plans and executes communicable disease prevention methods. (3) Supervises the work of a group of public health nurses making home visits in the interests of communicable disease control. (4) Supervises the planning and execution of a child hygiene program and gives technical advice and assistance to a group of nurses making home visits in the interest of child care. (5) Supervises the registration of births, deaths and marriages, the issuance of certified copies and the preservation and analysis of these records. (6) Lays out and supervises the work of public health sanitary inspections, except milk inspection. (7) Instructs inspectors in work, reviews inspection reports and determines necessary steps to correct unsanitary conditions. (8) Keeps records and makes periodic and special reports. (9) Assists in planning and participates in public health education programs.

(over)

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of medical science and its application. Thorough knowledge of modern approved methods of vital statistics registration and ability to plan and supervise a vital statistics registration program. Knowledge of pediatrics sufficient to plan and technically supervise a child hygiene program. Thorough knowledge of the procedures and techniques involved in epidemiological investigations and in the prevention and control of epidemic conditions. Thorough knowledge of public health sanitation and ability to plan and execute a program of sanitary control. Ability to lay out and supervise the work of others. Ability to analyze pertinent data and evaluate procedures and results. Ability to participate in public health education programs.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Professional medical experience preferable in public health, that shall have resulted in the knowledge of and in the ability to supervise vital statistics registration, communicable disease control and epidemiological research, sanitation control or a child hygiene home nursing program depending upon need for such. Graduation from a medical school of Class A standing and completion of an accredited internship and preferably completion of post-graduate work in public health.

SPECIAL REQUIREMENT: Licensed to practice medicine in Rhode Island, or qualified for same.

SUPERINTENDENT OF PLANT MAINTENANCE & OPERATION

CLASS TITLE: Superintendent of Plant Maintenance & Operation

CLASS DEFINITION: Technical supervision of all types of maintenance work involved in operation of a hospital with a large number of separate buildings. Supervision and maintenance of special equipment involved in hospital operation.

DISTINGUISHING FEATURES OF WORK: Responsibility for scheduling, assigning, and supervising the work of various skilled, semi-skilled, and unskilled workers in repairing, maintaining, and renovating various hospital buildings. Responsibility for the necessary approval of official agencies of new hospital projects. Responsibility for check on all new installations, with workable knowledge of installation of new equipment.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules works 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 plumbers, painters, carpenters, electricians masons, other tradesmen, helpers and laborers. Interprets plans and blueprints and makes sketches for use by subordinates. Preparation of project specifications for bids by private contractors. Requisitions supplies and materials and ascertains that they are used efficiently and economically. Consults with supervisors and department heads and advises on work methods to be followed. Keeps records and makes reports.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS: 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 prepare material specifications for projects to be bid upon by private contractors. 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. Workable knowledge of the various specialized equipment in hospital operation with expert knowledge of certain equipment such as poliomyelitis respirators. Responsibility for fire prevention, checking on all electrical apparatus brought to hospital by visitors, and supervision and maintenance of extensive hospital grounds.

(Over)

**SUPERINTENDENT OF PLANT MAINTENANCE
AND OPERATION (cont'd)**

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or vocational school. Considerable experience in supervision of large scale building repair and construction activities. Considerable experience in heating equipment as needed in a large building with diversified types of operative use, and experience in hospital operation desirable.

PUBLIC HEALTH NURSE

CLASS TITLE: Public Health Nurse
Group of Classes
(Acute Communicable Disease and Tuberculosis)
(Child Hygiene)

CLASS DEFINITION: Performs varied nursing duties in the course of acute communicable disease, tuberculosis control, school health program in schools as required and supervision of licensed day nurseries.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for professional nursing service in making home visits and giving instruction in the care and control of acute communicable diseases and tuberculosis. On a rotating basis serves at the Health Department Pulmonary Clinic. Gives leadership and guidance in the development and maintenance of a total school health program as required. Supervises health of children and is concerned with the environment and the health of personnel in day nurseries. Assists at department's polio vaccine and small-pox vaccination clinics. General assignments and instructions are received from a superior, but field visits are made independently. Clinic work is under immediate supervision of a physician.

ILLUSTRATIVE EXAMPLES OF WORK:

ACUTE COMMUNICABLE DISEASE AND TUBERCULOSIS: Makes home visits to obtain epidemiological data on known or suspected cases and contacts. Instructs patient and families in aseptic technique, on quarantine regulations and patient care. Excludes children from school as necessary and issues the permits for their return to school. Takes nose and throat cultures and collects other laboratory specimens as the case requires. When food handlers are involved she reports this immediately to a superior.

CHILD HYGIENE: Gives leadership and guidance in a total school health program as required. This includes health education, health services and a healthy environment. Is responsible for health supervision of children, personnel and environment in licensed day nurseries. Instructs teachers in technique of visual acuity testing for screening. Retests all referred by the teachers and refers those suspected of having visual defects to their physicians. Prepares children for and assists the school physician at physical
(over)

PUBLIC HEALTH NURSE (cont'd)

CHILD HYGIENE (cont'd) examinations. Stimulates parent co-operation in this and other school health programs.

ACTIVITIES: Assists audiologist at time of hearing testing. Visits homes to interpret findings and recommendations of the audiologist. Home visits also made to interpret school physicians' findings and recommendations if parent was not present at examination. Does follow-up on all recommendations. Holds group health conferences with students. Stimulates interest in health teaching. Visits day nurseries and consults with those in charge regarding children's health diet, rest and play. Is responsible for reports on all phases of her work.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of public health nursing. Familiarity with public health nursing methods as applied to all of her assignments. Pleasing personality, well groomed and an ability to develop and maintain the confidence and co-operation of persons among whom work is performed. Ability to instruct persons effectively in the care of diseases, although clients may be apathetic or antagonistic. A knowledge of community resources and how they may be utilized is desirable.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from an accredited school of nursing and preferably completion in a program of public health nursing. Experience in communicable disease, tuberculosis or school nursing desirable.

SPECIAL REQUIREMENTS: Rhode Island registration (or eligibility)

USUAL LINE OF PROMOTION: To Supervising Public Health Nurse.

SUPERVISING PUBLIC HEALTH NURSE

CLASS TITLES: Supervising Public Health Nurse
Group of Classes
(Communicable Disease)
(Tuberculosis)
(Child Hygiene)

CLASS DEFINITION: Responsible professional public health nursing work scheduling and supervising professional public health nursing services in handling the administrative details of public health nursing programs - supervising subordinates in methods and techniques of public health nursing. Assignments are received from a public health nursing director. Supervision is exercised over a nursing staff.

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.)

COMMUNICABLE DISEASE: Under supervision, plans, assigns and supervises work of nurses engaged in the communicable disease and tuberculosis control, child hygiene and school health programs. Reviews reports of staff nurses. Advises on case problems and occasionally accompanies nurses on home visits for evaluation of performance and for guidance. Has knowledge of community health, recreation and welfare organizations and assists the nurses in determining how they may best be utilized. Participates in staff education programs.

TUBERCULOSIS: Prepare and assists in health department tuberculosis clinics. Maintains register of all newly reported cases, admissions and discharges to sanitorium and deaths. Assists at food handlers clinic.

NECESSARY KNOWLEDGES, SKILLS and ABILITIES: Thorough knowledge of public health nursing methods and techniques and procedures as applied to tuberculosis, acute communicable diseases and school nursing, depending upon assignments. Advanced skill in applying this knowledge. Ability to obtain good rapport with and instruct subordinates in public health nursing methods and techniques. Ability to evaluate and plan public health nursing programs. Keeps abreast with newer methods and philosophies.

(over)

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SUPERVISING PUBLIC HEALTH NURSE (cont'd)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from an accredited school of nursing, preferably graduation from a college of recognized standing involving a program of study in public health nursing, or 10 years experience in communicable disease, tuberculosis and school nursing.

SPECIAL REQUIREMENT: Rhode Island registration

USUAL LINE OF PROMOTION: From Supervisor to Public Health Nursing Director