THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1871

NO: 542 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 1789, APPROVED SEPTEMBER 26, 1966.

Approved: September 25, 1967

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

SECTION 2. The number of employees in the BOARD OF CANVASSERS and REGISTRATION shall not exceed:

1 Chairman, Bd. of Canvassers & Registration (unc.)
2 Members of Bd. of Canvassers & Registration (unc.)
1 Clerk I
3 Clerk III
1 Clerk IV
1 Clerk Stenographer I
2 Clerk Typist II

There may be TEMPORARY:
Primary & Election Officials
Janitors
Equipment Workers
Automobile Driver (Part-time)
Part-time Clerks
Clerk I

SECTION 3: The number of employees in PROBATE COURT shall not exceed nine (9). There shall be no more than:

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

SECTION 4: The number of employees in the POLICE COURT shall not exceed fifteen (15). There shall be no more than:

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

SECTION 5: The number of employees in the DEPARTMENT of LAW shall not exceed nine (9). There shall be no more than:

1 City Solicitor (unc.)
3 Assistant City Solicitor
2 Special Counsel
1 Claims Adjuster
2 Clerk Stenographer III

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

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

SECTION 7: The number of employees in the DEPARTMENT of CITY SERGEANT shall not exceed forty-one (41). 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 Photographer
4 Switchboard Operator
1 Building Maintenance Supervisor
1 Building Maintenance Engineer I
2 Stationary Fireman
12 Building Custodian I
1 Building Custodian III
8 Charwoman
2 Elevator Operator
2 Watchman

<u>TEMPORARY</u>

1 Switchboard Operator
2 Stationary Fireman

SECTION 8: The number of employees in the DEPARTMENT of FINANCE DIRECTOR shall not exceed nine (9). There shall be no more than:

1 Finance Director (unc.)
1 Personnel Director
1 Budget Officer
1 Administrative Assistant to Finance Director
1 Personnel Technician
2 Clerk IV
1 Clerk Stenographer III
1 Clerk III

SECTION 9: The Number of employees in the CONTROLLER'S DIVISION shall not exceed twenty-seven (27). There shall be no more than:

1 City Controller
1 Assistant City Controller
1 Assistant City Controller-Second
1 Accountant II
4 Accountant I
5 Clerk IV
2 Clerk III
6 Clerk II
6 Clerk Typist II

SECTION 10: The number of employees in the EMPLOYEES' RETIREMENT DIVISION shall not exceed seven (7). There shall be no more than:

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

SECTION 11: The number of employees in the CITY COLLECTOR'S DIVISION shall not exceed twenty-two (22). There shall be no more than:

1 City Collector
1 Assistant City Collector
7 Clerk IV
2 Clerk III
3 Clerk II
1 Clerk I
1 Automobile Driver
2 Clerk Typist I

TEMPORARY

4 Clerk Typist I

SECTION 12: 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 13: The number of employees in the CITY ASSESSOR'S DIVISION shall not exceed thirty (30). There shall be no more than:

1 City Assessor
1 Deputy City Assessor
1 Assessment Aide III
2 Assessment Aide II
4 Assessment Aide I
2 Clerk IV
1 Clerk Stenographer III
1 Clerk Stenographer I
5 Clerk III
1 Clerk II
3 Clerk Typist II
6 Clerk Typist I
2 Engineering Aide III

TEMPORARY

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

SECTION 14: 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 IV
1 Clerk III
1 Clerk II
1 Clerk I
1 Clerk Stenographer II
1 Clerk Stenographer I
3 Clerk Typist I
1 Duplicating Equipment Operator
1 Supervisor-Warehouse & Inventory

SECTION 15: 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
8 Automotive Mechanic I
1 Mechanic III
1 Stationary Fireman
2 Clerk IV
1 Clerk III
2 Clerk II
3 Laborer II
3 Laborer I

SECTION 16: The number of employees in the DEPARTMENT of CITY TREASURER shall not exceed five (5). There shall be no more than:

1 City Treasurer (unc.)
2 Clerk III
1 Clerk Typist II
1 Clerk II

SECTION 17: 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 18: The number of employees in the DEPARTMENT of COMMISSIONER of PUBLIC SAFETY shall not exceed thirteen (13). There shall be no more than:

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

SECTION 19: The number of employees in the POLICE DEPARTMENT shall not exceed six hundred eighty-five (685). There shall be no more than:

1 Police Chief
3 Police Commander
8 Police Captain
18 Police Lieutenant
60 Police Sergeant or Detective I
390 Police Patrolman
4 Police Woman
4 Police Matron
1 Narcotics Inspector
8 Control Center Operator
1 Dog Officer
1 Assistant Dog Officer
1 Police Equipment Superintendent
4 Police Switchboard Operator
3 Police Signal Operator
1 Radio Engineer
4 Police Patrol Driver
1 Maintenance Man II
6 Building Custodian I
18 Clerk IV
8 Clerk III
8 Clerk Stenographer III
1 Laborer I
12 Woman Parking Checker (unc.)

<u>PART-TIME</u>

94 School Crossing Guard (unc.)
20 Police Trainee (unc.)
4 Police Switchboard Operator
1 Police Matron

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 20: The number of employees in the FIRE DEPARTMENT shall not exceed five hundred forty-seven (547). There shall be no more than:

1 Fire Chief
20 Fire Battalion Chief
31 Fire Captain
56 Fire Lieutenant
373 Fireman
1 Fire Alarm Superintendent
6 Fire Alarm Technician
1 Fire Equipment Superintendent II
1 Fire Equipment Superintendent I
1 Foreman Cable Crew
1 Foreman Line Crew
1 Radio Engineer
9 Rescue Truck Driver
9 Rescueman In Charge
5 Automotive Mechanic I
2 Mechanic I
1 Maintenance Man III
4 Maintenance Man I
1 Equipment Operator I
2 Building Custodian I
1 Clerk Stenographer III

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 21: 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 Clerk IV

SECTION 22: 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 23: The number of employees in the DEPARTMENT of BUILDING INSPECTION-STRUCTURES and ZONING DIVISION shall not exceed fifteen (15). There shall be no more than:

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

SECTION 24: 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 25: 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 26: 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 Steam Engineering Examiner
1 Air Pollution & Mechanical Equipment Inspector III
3 Air Pollution & Mechanical Equipment Inspector II
3 Air Pollution & Mechanical Equipment Inspector I

SECTION 27: 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 (unc.)
1 Traffic Engineer III
1 Traffic Engineer I
3 Engineering Aide III
3 Engineering Aide II
1 Traffic Signal Maintenance Man II

(SECTION 27: continued on next page)

SECTION 27: (continued)

4 Traffic Signal Maintenance Man I
1 Traffic Marker & Sign Man I
2 Maintenance Man II
9 Maintenance Man I
1 Parking Meter Maintenance Man II
2 Parking Meter Maintenance Man I
1 Clerk IV
1 Clerk III
1 Clerk Stenographer III
1 Clerk Stenographer II

TEMPORARY

8 Laborer I

SECTION 28: The number of employees in the DEPARTMENT of PUBLIC WORKS-GENERAL ADMINISTRATION shall not exceed twenty-eight (28). There shall be no more than:

1 Director of Public Works (unc.)
1 Administrative Assistant (Public Works)
1 Deputy Director of Public Works
1 Accountant II
5 Clerk IV
5 Clerk III
3 Clerk II
5 Clerk Typist II
3 Clerk Typist I
1 Switchboard Operator
2 Building Custodian II

SECTION 29: The number of employees in the DEPARTMENT of PUBLIC WORKS-ENGINEERING OFFICE shall not exceed thirty-five (35). There shall be no more than:

1 Chief Civil Engineer
4 Associate Engineer III
6 Associate Engineer II
5 Engineering Aide III
5 Engineering Aide II
3 Engineering Aide I
10 Engineer's Associate
1 Clerk Stenographer II

SECTION 30: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION ADMINISTRATION OFFICE shall not exceed three (3). There shall be no more than:

1 Chief of Sanitation Division
1 Mechanical Engineer
1 Clerk III

SECTION 31: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-STREET CLEANING SECTION shall not exceed fifty-nine (59). There shall be no more than:

2 Labor Foreman General II
2 Labor Foreman General I
14 Equipment Operator II
3 Equipment Operator I
38 Laborer I

SECTION 32: 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 33: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-SEWAGE DISPOSAL SECTION shall not exceed fifty-eight (58). There shall be no more than:

1 Superintendent of Sewage Disposal
1 Chief of Operations & Maintenance (Sewage Disposal Works)
1 Assistant Superintendent (Sewage Disposal)
1 Bacteriologist II
1 Maintenance Foreman (Sewage Disposal Works)
4 Sewage Disposal Works Foreman
20 Sewage Disposal Works Operator
1 Utility Operator, Crane & Equipment
3 Mechanic II
2 Mechanic I
9 Laborer II
6 Laborer I

<u>TEMPORARY</u>

8 Laborer I

SECTION 34: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-GARBAGE COLLECTION and DISPOSAL SECTION shall not exceed one hundred fourteen (114), 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

(continued)

SECTION 34: (continued)

above total (114) 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
1 Clerk IV
1 Building Custodian I
5 Crane Operator
4 Equipment Operator I
20 Equipment Operator I (Incinerator)
15 Laborer I
42 Laborer (Garbage Collection)
2 Labor Foreman General II
4 Boiler Room Foreman (Incinerator)
1 Mechanic I
1 Mechanic II
2 Mechanic III
8 Staionary Fireman
4 Turbine Operator I
1 Turbine Operator II

SECTION 35: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-REFUSE COLLECTION and DISPOSAL SECTION shall not exceed twenty-one (21), 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 (Refuse Collection), Equipment Operator II, Laborer I and Laborer (Refuse Collection) 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, five (5) full working days shall be equivalent to one (1) employee. There shall be no more than:

1 Supervisor of Refuse Collection
6 Equipment Operator I (Refuse Collection)
1 Heavy Equipment Operator
1 Laborer I
12 Laborer (Refuse Collection)

SECTION 36: 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 37: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-HIGHWAY SECTION shall not exceed:

1 Highway Superintendent
1 Clerk Stenographer II
2 Public Works Inspector I
1 Public Works Inspector II
9 Cement Finisher
29 Equipment Operator I
17 Equipment Operator II
15 Heavy Equipment Operator
6 Labor Foreman General I
8 Labor Foreman General II
45 Laborer I
1 Laborer II
3 Highway Construction Foreman
22 Paver
1 Mechanic II
1 Stationary Fireman
1 Highway Field Supervisor
1 Highway Yard Supervisor
4 Laborer II - Hurricane Dam

TEMPORARY

Laborer I

SECTION 38: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-BRIDGE MAINTENANCE SECTION shall not exceed eleven (11). There shall be no more than:

1 Labor Foreman General II
1 Labor Foreman General I
1 Equipment Operator I
8 Laborer II

SECTION 39: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-SNOW REMOVAL SECTION shall be:

Unlimited (except by appropriation)

SECTION 40: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-SEWER CONSTRUCTION and MAINTENANCE SECTION shall not exceed sixty-one (61). There shall be no more than:

1 Superintendent of Sewer Construction and Maintenance
1 Heavy Equipment Operator
2 Sewer & Drain Inspector
2 Equipment Operator I
5 Equipment Operator II
1 Laborer I

(SECTION 40: continued on next page)

SECTION 40: (continued)

33 Laborer II
4 Labor Foreman General II
2 Sewer Construction Foreman
2 Sewer Construction Worker
8 Sewer Basin Man

SECTION 41: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-PUBLIC BUILDINGS SECTION shall not exceed fifteen (15). There shall be no more than:

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

SECTION 42: The number of employees in the DEPARTMENT of PUBLIC WORKS-STORES REVOLVING FUND shall not exceed sixteen (16). There shall be no more than:

3 Automotive Mechanic I
1 Automotive Mechanic II
6 Mechanic III
5 Mechanic II
1 Mechanic I

SECTION 43: 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 44: 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 45: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-MUNICIPAL DOCK SECTION shall not exceed eleven (11). There shall be no more than:

1 Port Agent
1 Municipal Dock Superintendent
1 Labor Foreman General II
3 Laborer I
3 Laborer II
1 Clerk III
1 Watchman

SECTION 46: 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 47: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-ENVIRONMENT CONTROL SECTION shall not exceed seventeen (17). There shall be no more than:

1 Vermin Control Officer
1 Labor Foreman General II
1 Equipment Operator I
1 Clerk Typist I
9 Laborer I

TEMPORARY

4 Laborer I

SECTION 48: The number of employees in the DEPARTMENT of HEALTH-VITAL STATISTICS shall not exceed seven (7). There shall be no more than:

1 City Registrar of Vital Statistics
1 Clerk Stenographer II
4 Clerk Typist I
1 Clerk Typist II

SECTION 49: The number of employees in the DEPARTMENT of HEALTH BATH HOUSES and COMFORT STATIONS shall not exceed twenty-one (21). There shall be no more than:

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

PART-TIME

Bath House Attendant I
Bath House Attendant II

SECTION 50: The number of employees in the DEPARTMENT of PUBLIC WELFARE-WELFARE ADMINISTRATION shall not exceed six (6). There shall be no more than:

1 Director of Public Welfare (unc.)
2 Clerk IV
1 Clerk Stenographer III
1 Clerk II
1 Switchboard Operator

SECTION 51: The number of employees in the DEPARTMENT of PUBLIC WELFARE-GENERAL PUBLIC ASSISTANCE-ADMINISTRATION shall not exceed one hundred nineteen (119). There shall be no more than:

5 Principal Clerk (G.P.A.)
7 Clerk Stenographer I
2 Clerk Stenographer II
8 Clerk Typist I
36 Clerk Typist II
1 Attorney (Welfare)
39 Social Case Worker
2 Case Work Supervisor (Public Assistance)
2 Professionally Trained Case Work Supervisor
2 Professionally Trained Social Case Worker
8 Building Custodian I
1 Equipment Operator I
1 Laborer I
1 Maintenance Man II
1 Supervisor of Domestic Relations

TEMPORARY

3 Social Case Worker Trainee (unc.)

SECTION 52: The number of employees in the PARK COMMISSION-PARKS ADMINISTRATION shall not exceed five (5). There shall be no more than:

1 Superintendent of Parks (unc.)
1 Clerk Stenographer III
2 Clerk III
1 Clerk II

SECTION 53: The number of employees in the PARK COMMISSION-PARKS GENERAL & ROGER WILLIAMS PARK combined shall not exceed:

2 Park Foreman General
3 Labor Foreman General I
3 Labor Foreman General II
6 Equipment Operator I
3 Equipment Operator II
6 Maintenance Man II
1 Maintenance Man III
1 Mechanic II
2 Mechanic III
10 Bird & Animal Handler
2 Horticultural Supervisor
1 Bath House Attendant I

(SECTION 53: (continued on next page)

SECTION 53: (continued)

4 Watchman
2 Zoo Curator (unc.)
Laborer I
Laborer II
1 Animal & Bird Curator

SECTION 54: The number of employees in the PARK COMMISSION-MUNICIPAL GOLF COURSE shall not exceed:

2 Equipment Operator I
1 Automotive Mechanic I
1 Golf Course Superintendent
Laborer I

TEMPORARY

2 Building Custodian I

SECTION 55: The number of employees in the PARK COMMISSION-FORESTRY SECTION shall not exceed twenty-three (23). There shall be no more than:

1 City Forester
1 Building Custodian I
2 Equipment Operator II
4 Laborer I
3 Laborer II
2 Labor Foreman General II
7 Tree Trimmer

TEMPORARY

3 Laborer I

SECTION 56: 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 Building Custodian I
1 Building Custodian III
1 Charwoman

SECTION 57: The number of employees in the DEPARTMENT of RECREATION shall not exceed four hundred forty-five (445). There shall be no more than:

1 Director of Recreation (unc.)
2 Assistant Director of Recreation
1 Recreation Supervisor
8 Recreation Center Director

(SECTION 57: continued on next page)

SECTION 57: (continued)

1 Clerk IV
1 Clerk III
1 Clerk Typist II
8 Building Custodian I
2 Laborer I
6 Laborer II
2 Labor Foreman General II
1 Watchman
1 Maintenance Man III
2 Mechanic II
9 Recreation Leader
4 Engineer (Swimming Pools) (unc.)
1 Mechanic III

TEMPORARY

10 Co-Director (Recreation)
41 Referee (unc.)
33 School Janitor (unc.)
73 Supervisor of Activities (unc.)
18 Laborer I
3 Watchman
7 Playground Supervisor
91 Playground Director or Recreation Leader

SWIMMING POOLS

1 Supervisor
3 Small Pool Manager
3 Assistant Small Pool Manager
21 Watchman
30 Counter Person
24 Hygiene Inspector
36 Lifeguard

SECTION 58: 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 (unc.)
4 Members of the Board (unc.)
1 Zoning Assistant
1 Secretary, Board of Review (Zoning)
1 Clerk Stenographer I
1 Clerk Stenographer III
1 Clerk Typist I

SECTION 59: 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 (unc.)
4 Members of the Board (unc.)
1 Secretary, Board of Review (Building)

SECTION 60: The number of employees in the BUREAU of LICENSES shall not exceed nine (9). There shall be no more than:

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

SECTION 61: The number of employees in the DEPARTMENT of PLANNING and URBAN DEVELOPMENT shall not exceed one hundred fifty-three (153). There shall be no more than:

1 Director of Planning & Urban Development
1 Assistant to Director,(Dept of Planning & Urban Development)
1 Deputy Director, & Chief of Project Development
1 Supervisor of Business Relocation and Property Management
1 Business Relocation Officer
1 Management Officer
2 Management Aide (Dept of Planning & Urban Development)
1 Public Information Officer
1 Supervisor of Real Estate
1 Land Disposition Officer
1 Real Estate Officer
1 Real Estate Aide
1 Supervisor of Engineering (Dept of Planning & Urban Development)
1 Associate Engineer III
2 Engineering Aide (Dept of Planning & Urban Development)
1 Engineer's Associate
1 Chief, Division of Planning
1 Supervisor (Long Range Planning)
1 Supervisor (Current Planning)
1 Supervisor (Project Planning)
1 Supervisor (Graphics)
1 Supervisor (Traffic Planning)
11 Senior Planner
7 Associate Planner
5 Assistant Planner
1 Senior Draftsman (Dept of Planning & Urban Development)
6 Draftsman (Dept of Planning & Urban Development)
2 Traffic Planner
1 Chief, Division of Research
2 Senior Research Assistant
3 Research Assistant
1 Librarian
1 Chief, Fiscal Affairs
1 Fiscal Officer
1 Accountant I
1 Accountant II

SECTION 61: continued on next page)

SECTION 61: (continued)

1 Chief, Division of Code Enforcement
14 Renewal Inspector I
4 Renewal Inspector II
2 Renewal Inspector III
1 Chief, Division of Economic Development
1 Supervisor of Port Development
1 Supervisor of Office and Service Industry
1 Supervisor of Industrial and Wholesale Development

1 Chief,Division of Community Services
1 Supervisor of Family Relocation
1 Case Work Supervisor (Dept of Planning & Urban Development)

6 Social Case Worker (Dept of Planning & Urban Development)

1 Intergroup Specialist
1 Supervisor of Rehabilitation Services
6 Rehabilitation Specialist
3 Program Specialist
3 Financial Specialist
1 Chief, Division of Legal Services
1 Assistant Chief, Division of Legal Services
1 Project Counsel
1 Clerk IV
3 Clerk Stenographer I
12 Clerk Stenographer II
8 Clerk Stenographer III
2 Clerk Typist I
3 Clerk Typist II
1 Chairman, Board of Review (Minimum Housing (Standards)

4 Member, Board of Review (Minimum Housing Standards)

1 Supervisor of Enforcement

SECTION 62: The number of employees in the CIVILIAN DEFENSE COUNCIL shall not exceed ten (10). There shall be no more than:

1 Director of Civilian Defense (unc.)
1 Administrative Officer (Civ. Def.)
1 Deputy Director of Civilian Defense
1 Operations & Planning Officer (Civ. Def.)
1 Training & Public Information Officer (Civ. Def.)
1 Communications Officer (Civ. Def.)
1 Fallout Shelter Coordinator (Civ. Def.)
1 Clerk Stenographer I
1 Clerk Typist II
1 Building Custodian III

SECTION 63: The number of employees in the PROVIDENCE HUMAN RELATIONS COMMISSION shall not exceed five (5). There shall be no more than:

1 Executive Director (unc.)
1 Assistant Director (unc.)
1 Field Worker (unc.)
1 Part-time Field Worker (unc.)
1 Clerk Stenographer I

SECTION 64: The number of employees in the WATER SUPPLY BOARD-ADMINISTRATION shall not exceed thirty-four (34). There shall be no more than:

1 Chairman (unc.)
3 Members of Water Supply Board (unc.)
1 Chief Engineer (unc.)
1 Deputy Chief Engineer (Water)
2 Principal Engineer (Water)
1 Administrative Assistant to Chief Engineer
2 Clerk IV
1 Clerk Typist I
4 Clerk Typist II
1 Switchboard Operator
1 Attorney (Water)
1 Building Custodian II
1 Charwoman
1 Engineering Aide II
3 Engineering Aide III
2 Engineer's Associate
4 Associate Engineer II
2 Associate Engineer III
1 Automobile Driver
1 Stationary Fireman

SECTION 65: The number of employees in the WATER SUPPLY BOARD-SOURCE of SUPPLY shall not exceed forty-nine (49). There shall be no more than:

1 Supertinendent of Filtration
1 Watershed Manager (Source of Supply)
1 Chief Chemist (Water)
1 Forester (Source of Supply)
1 Principal Engineer (Water)
1 Bacteriologist II
1 Laboratory Technician I
7 Rain Gauge Keeper
1 Labor Foreman II (Water)
9 Stationary Equipment Operator
1 Master Mechanic (Water)
1 Assistant Master Mechanic (Water)
1 Clerk III
1 Clerk Typist II
9 Laborer I
6 Laborer II
6 Equipment Operator II

SECTION 66: The number of employees in the WATER SUPPLY BOARD-TRANSMISSION and DISTRIBUTION shall not exceed eighty-nine (89). There shall be no more than:

3 Equipment Operator I
9 Equipment Operator II
2 Heavy Equipment Operator
26 Laborer I
6 Laborer II
10 Labor Foreman II (Water)
1 Automotive Mechanic I

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SECTION 66: (continued)

6 Mechanic II
4 Stationary Equipment Operator
1 Clerk IV
1 Clerk Typist I
1 Clerk Typist II
1 Principal Engineer (Water)
1 Water Service Inspector
13 Meter Mechanic
3 Switchboard Operator
1 Caulker

SECTION 67: The number of employees in the WATER SUPPLY BOARD-ACCOUNTING and COMMERCIAL DIVISION shall not exceed thirty-nine (39). There shall be no more than:

1 Meter Superintendent
2 Clerk II
4 Clerk III
3 Clerk IV
1 Clerk Stenographer II
2 Clerk Typist I
12 Clerk Typist II
11 Meter Reader I
1 Meter Reader II
1 Switchboard Operator
1 Accountant I

SECTION 68: 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 employees sick leave, or during the absence of employees who have been granted a temporary leave of absence, or when in the opinion of the Finance Director, a temporary emergency exists.

SECTION 69: 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 70: Chapter 1789, of the Ordinances of the City of Providence as approved September 26, 1966, with all amendments and additions thereto, is hereby repealed and all other Ordinances or parts thereof inconsistent herewith are likewise repealed.

SECTION 71: 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 position in a department, as fixed by this Ordinance.

SECTION 72: This Ordinance shall take effect and become operative as of October 1, 1967.

* * * * * * * * * * *

IN CITY COUNCIL
SEP 7 - 1967
FIRST READING
READ AND PASSED
Vincent Cespes
CLERK

IN CITY COUNCIL
SEP 21 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Cespes
CLERK

APPROVED
SEP 25 1967
Joseph A. Doorley Jr.
MAYOR

IN CITY COUNCIL

AUG 16 1967

FIRST READING
REFERRED TO COMMITTEE ON FINANCE

Vincent Cespes, CLERK

THE COMMITTEE ON
Finance
Approves Passage of
The Within Ordinance
Vincent Cespes
Chairman
August 30, 1967 Clerk

Councilmen McNulty and Pesaturo, by request

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1872

NO: 543 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED AUGUST 7, 1953.

Approved: September 25, 1967

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

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

	CLASSIFICATION	CODE
DELETE:	Personal Property Assessment Aide	191
	Real Property Assessment Aide	194
	Police Dog Specialist	453
	Data Processing Manager	810
	Data Processing Co-Ordinator	812
	Data Processing Program Supervisor	814
	Data Processing Programmer	818
	Data Processing Machine Operator	820
	Systems Design Analyst	815
	Key Punch Supervisor	822
	Key Punch Operator	145
	Chief of Project Development	837
	Building Tradesworker	601
ADD:	Assessment Aide III	188
	Deputy City Assessor	192
	Heavy Equipment Operator	559
	Narcotics Inspector	449
	Control Center Operator (Civilian)	455
	City Registrar of Vital Statistics	211
	Communications Officer (Civil Defense)	788
	Fallout Shelter Co-Ordinator (Civil Defense)	790
	Deputy Director and Chief of Project Development (DPUD)	824

SECTION 2. This Ordinance shall take effect and become operative as of October 1, 1967.

IN CITY COUNCIL
SEP 7 - 1967
FIRST READING
READ AND PASSED
Vincent Cespedes
CLERK

APPROVED
SEP 25 1967
Joseph F. Doorley Jr.
MAYOR

IN CITY COUNCIL
SEP 21 1967
FINAL READING
READ AND PASSED
Russell A. Boyle
PRESIDENT
Vincent Cespedes
CLERK

FILED
AUG 10 12 09 PM '67
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

IN CITY COUNCIL

AUG 16 1967

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE
Vincent Cespedes CLERK

THE COMMITTEE ON
Finance
Approves Passage of
The Within Ordinance
Vincent Cespedes
August 30, 1967 Clerk

Councilman McNulty and Paniteri, by request

PERSONAL PROPERTY ASSESSMENT AIDE

CLASS TITLE: PERSONAL PROPERTY ASSESSMENT AIDE

CLASS DEFINITION: Important work relative to the assessment process. Assisting the City Assessor through the procurement and analysis of data relative to the valuation of tangible personal property and intangible personal property for assessment purposes. Assignments are received from the City Assessor and work is performed under his supervision. All factual recommendations are subject to review by the Assessor who is legally responsible for fixing all valuations for assessment purposes.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising the collection and analysis of data relative to the valuation of tangible personal property and intangible personal property for assessment purposes. Examines, analyzes and recommends valuations to the City Assessor. Supervises the maintaining and processing of necessary records.

ILLUSTRATIVE EXAMPLES OF WORK: Prepares, analyzes and maintains current records compiled in connection with the assessment program. Plans, assigns and supervises the work of assistants in the valuation of inventories, machinery, furniture, fixtures and other tangible personal property. Examines, analyzes and recommends valuations to the City Assessor. Supervises the maintaining and processing of tangible personal property records. Supervises the procurement and analysis of data necessary for valuation of intangible personal property for assessment purposes. Examines, analyzes and recommends valuations to the City Assessor. Supervises the maintaining and processing of intangible personal property records.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the state laws and municipal ordinances relative to the assessment of tangible and intangible personal property. Working knowledge of modern tangible and intangible personal property assessment methods, techniques and skill in their application. Ability to analyze inventories and cost schedules of tangible personal property and recommend tax valuations to the City Assessor. Ability to analyze inventories and schedules of intangible personal property and recommend tax valuations to the City Assessor. Ability to plan, assign and supervise the work of others performing technical and clerical tasks. Ability to establish and maintain cooperative working relationships with the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school and preferably completion of a minimum of two years of college. Commercial or other experience resulting in demonstrated ability to inventory intangible and tangible personal property and place values thereon; and preferably experience in the application of modern methods and techniques of tangible and intangible personal property assessment.

REAL PROPERTY ASSESSMENT AIDE

CLASS TITLE: REAL PROPERTY ASSESSMENT AIDE

CLASS DEFINITION: Important work in connection with the assessment process. Assisting the City Assessor through the procurement and analysis of data relative to the valuation of real property for assessment purposes. Assignments are received from the City Assessor and work is performed under his supervision. All factual recommendations are subject to review by the Assessor who is legally responsible for fixing all valuations for assessment purposes.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for classifying new and existing buildings as to type and occupancy, for making technical computations relative to replacement values, depreciation and obsolescence and capitalized values, and for preparation of sketches and data essential to the Assessor in defending assessments when protest or litigation ensues. Assignments are received from the Assessor and work is performed under his general supervision. All factual recommendations are subject to review by the Assessor who is legally responsible for fixing all valuations for assessment purposes.

ILLUSTRATIVE EXAMPLES OF WORK: Prepares, analyzes and maintains current records compiled in connection with the assessment program. Procures essential information on existing structures, making dimensional sketches, computing replacement costs and reducing same for depreciation and obsolescence, computing capitalized value of income producing properties; and otherwise processes, analyzes and records data necessary to the assessor in fixing real estate valuations. Prepares land value base maps and gathers data used in determining values. Makes special studies and reports of real estate or land valuation as directed by the City Assessor. Plans, assigns and supervises work of clerical and other assistants.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the techniques of structural engineering or architecture relative to the drafting of plans and making cost estimates. Considerable knowledge of the state laws and municipal ordinances relative to valuations of real property and working knowledge of controlling assessment laws. Thorough knowledge of modern real property assessing methods and techniques and skill in their application. Ability to do ordinary drafting. Ability to plan, assign and supervise the work of others performing complex technical and clerical work. Ability to establish and maintain cooperative working relationships with the public. Skill in making involved technical computations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school and preferably completion of a minimum of two years of college. Additional courses of a college level are preferred in structural engineering, architecture or a related field. Experience in building construction performing tasks of a building, structural engineering, or architectural nature and preferably experience in the application of modern methods and techniques of real property assessment.

5-53

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

DATA PROCESSING MANAGER

CLASS TITLE: Data Processing Manager

CLASS DEFINITION: Plans, organizes and controls the overall activities of the Data Processing Section, including system analysis, programming and computer operation activities through managing subordinates or by direct supervision. Responsible only to the City Controller and furnishes reports on Data Processing plans, projects, performance and related matters, to the City Controller and Finance Director.

DISTINGUISHING FEATURES OF WORK: Personally handles personnel, administrative and data processing problems. Maintains continuous controls of all activities under his direction through reports and direct supervision.

ILLUSTRATIVE EXAMPLES OF WORK: Confers with and advises subordinates on policies and procedures, technical problems priorities and methods and through subordinate supervision is responsible for the over-all direction of the various functions to ensure that the activities assigned are completed in the most competent, effective and efficient manner. Consults with, advises and coordinates between his department and other departments as necessary for the proper integration and correlation of the functions and activities assigned.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough background in data processing machines, systems and computer programming. Experience in supervision and responsibility of a data processing unit, including machine operators, general clerks and programmers. Prior extensive experience in programming and the satisfactory completion of a course in programming electronic data processing machines is essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with knowledge of data processing programming, wiring diagrams, form design, and electronic computer concepts; ability to analyze data processing problems and devise effective solutions, ability to interpret flow charts and diagrams, ability to present written and oral instructions in a clear and concise manner; ability to deal effectively with others. Ability to assume responsibility for the effective and efficient management of a Data Processing Section.

10/1/64

DATA PROCESSING CO-ORDINATOR

CLASS TITLE: Data Processing Co-ordinator

CLASS DEFINITION: Under general direction, coordinates activities of the electronic data processing operations, responsible to the Data Processing Manager, supervises the staff of the data processing unit. This includes both key punch card tabulating machines and electronic data processing machine.

DISTINGUISHING FEATURES OF WORK: Assists in establishing systems analysis, programming and computer operations priorities in order to provide effective service to all users. Recommends standard policies and procedures for providing routine service. Maintains contacts with all using departments and data processing divisions sections to coordinate activities for the best results with the least possible delay.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules operating time for the over all electronic data processing activities in order to ensure that the data processing equipment is effectively and efficiently utilized. Responsible for keeping unutilized time to a minimum by maintaining liason with supervisors and reassigning unused time. Makes progress reports to the Data Processing manager,the City Controller and the Finance Director.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough background in punch-card tabulating machines. Experience in supervision (and job responsibility) of machine operators and general clerks. Either prior experience in programming or the satisfactory completion of a course in programming electronic data processing machines is essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with knowledge of data processing wiring programs, programming, form design and electronic computer concepts; ability to analyze data processing problems and devise effective solutions, ability to interpret flow charts and programs, ability to present written and oral instructions in a clear and concise manner; ability to deal effectively with others.

DATA PROCESSING PROGRAM SUPERVISOR

CLASS TITLE: Data Processing Program Supervisor

CLASS DEFINITION: Plans, organizes and controls the preparation of computer programs for the solution of problems through the use of electronic data processing equipment.

DISTINGUISHING FEATURES OF WORK: Assigns, outlines and coordinates the work of programmers engaged in writing computer programs and routines. Receives general instruction from the Data Processing Manager.

ILLUSTRATIVE EXAMPLES OF WORK: Establishes standards for block diagramming, machines flow charting and programming procedures. Writes and debugs complex programs. Review and evaluates the work of the programmers and prepares periodic performance reports. Colloborates with the Data Processing Coordinator and other personnel in scheduling equipment analysis, feasibility studies and systems planning.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of jobs to be programmed and an understanding of the detailed block diagrams. Intimate machine knowledge and a satisfactory grade in a programmers course are essential. Ability to analyze and interpret complex programs is desirable. Ability to assume responsibility to supervise and train programmers. Ability to assign and maintain an even flow of work to the programmers.

QUALIFICATIONS REQUIRED FOR APPOINTMENT. Graduate from a standard high school or the holder of a high school equivalency certificate supplemented with extensive experience in the operation of standard punch card data processing equipment. Extensive prior experience in programming and the satisfactory completion of a course in programming electronic data processing machines.

10/1/64

DATA PROCESSING PROGRAMMER

CLASS TITLE: Data Processing Programmer

CLASS DEFINITION: Translates all detailed block diagrams produced by the Data Process Program Supervisor into programs for use in electronic data processing machines. Is responsible to the Data Process Program Supervisor.

DISTINGUISHING FEATURES OF WORK: Work involves the detail programming of prepared detailed block diagrams into machine readable form. Is responsible for writing a program to perform the job in the most efficient manner. He maintains constant communication with the Data Processing Program Supervisor from the beginning of a programming effort through the testing and final implementation stages. When not actually engaged in programming, he is available to assist the Data Processing Program Supervisor or the machine supervisor at the direction of the Data Processing Manager.

ILLUSTRATIVE EXAMPLES OF WORK: Write programs for all jobs detailed for him by the Data Processing Program Supervisor. When programs have been completed, they will be submitted to the Data Processing Program Supervisor for verification. Once verified, the programs will be tested by the Data Processing Programmer in tests or actual runs. Constant review and a continuing effort to improve programs will be the responsibility of the Data Processing Program Supervisor.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of jobs to be programmed and an understanding of the detailed block diagrams. Intimate machine knowledge and a satisfactory grade in a programmers course are essential. Ability to analyze and interpret complex programs is desirable.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school or the holder of a high school equivalency certificate supplemented with experience in the operation of standard punch card data processing equipment. Either experience in programming or the satisfactory completion of a course in programming electronic data processing machines.

DATA PROCESSING MACHINE OPERATOR

CLASS TITLE: Data Processing Machine Operator

CLASS DEFINITION: Operates punch-card data processing and related equipment which may require special wiring and other adjustments in order to obtain desired results.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for operating equipment in a punch-card data processing machine unit in compiling and printing financial and statistical data. Operation requires the knowledge of wiring and testing plug board. While work is generally performed according to established procedures, routine work decisions are made by the Data Processing Machine Operator. Supervision is received from the Data Processing Machine Supervisor. Work may involve supervision of others.

ILLUSTRATIVE EXAMPLES OF WORK: Operates tabulating machines, collators, reproducers, interpreters, sorters and other punch card data processing equipment. Lays out diagrams and wires plug boards for ordinary assignments. Pulls, sorts, arranges and files punch cards and punching media. Assumes responsibility for the operation of the machine records unit in the absence of the supervisor. Performs a variety of clerical duties of a comparable level of difficulty and responsibility. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the techniques employed in recording and interpreting financial and statistical data by means of punch cards and in wiring and operating various types of tabulating equipment. Working knowledge of general office practices and procedures. Some knowledge of accounting methods and procedures. Ability to read and transcribe written and numerical data rapidly and accurately. Ability to understand and follow oral and written instructions. Skill in the wiring of plug boards and in the operation of tabulating equipment.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or the holder of a high school equivalency certificate supplemented with training in the operation of standard punch card tabulating equipment. Experience in the operation of a variety of tabulating equipment.

SYSTEMS DESIGN ANALYST

CLASS TITLE: Systems Design Analyst

CLASS DEFINITION: Formulates logical statements of problems and devises procedures for solutions of problems through the use of electronic data processing systems. Usually competent to work at the highest level of all technical phases of systems analyses while working on his own most of the time. Give some direction and guidance to lower level classifications.

DISTINGUISHING FEATURES OF WORK: Work involves reponsibility for feasibility studies of systems design involving electronic data processing. Makes recommendations on the action to be taken. Confers with organizational personnel to determine the problems and type of data processing to be used. Analyzes problems in terms of systems requirements and modifies the systems design to take the maximum advantage of the existing data processing equipment. Prepares activity and progress reports. Reports to the Data Processing Program Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK: Confers with officials concerned to define the data processing problems. Prepares charts, tables, and diagrams to assist in analysing the problems. Devises logical procedures to solve the problems by data processing, keeping in mind the capacity and limitations of equipment, operating time and form of desired results. Analyzes existing system logic difficulties and revises the logic and procedures involved as necessary. Devises logic and procedures to provide more efficient machine operation. Prepares computer block diagrams. May assist in the supervision and preparation of machine flow charting. Advises and consults on the implementation of systems application.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Ability to analyze systems requirements and recommend modifications and additions to enable an efficient and effective systems application. Knowledge of data processing machine equipment essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school or possessing equivalent through experience in data processing systems work.

KEY PUNCH SUPERVISOR

CLASS TITLE: Key Punch Supervisor

CLASS DEFINITION: Supervises the key punching and verifying machine unit of the data processing division including such allied clerical work as coding arranging and filing all materials, and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for planning, assigning, supervising and participating in the work of the key punch and verifying machine section of the data processing division. Receives general instruction from the data processing coordinator concerning the objectives of the work.

ILLUSTRATIVE EXAMPLES OF WORK: Plans, assigns and reviews the work of employees engaged in the operation of alphabetic and numerical key punch or verifying machines and performs related clerical work. Responsible for the assigning and maintaining of an even flow of work among the various operators. Supervises the maintenance of key punch card files and has general responsibility for the flow of work, production and general conduct of the key punch and verifying section.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the operation, adjustment and care of key punch and verifying machines. A knowledge of the program and operation of the municipal finance department. Ability to design punch card programs and procedures. Ability to plan, assign and supervise the work of key punch and verifying machine operations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or the holder of a high school equivalency certificate, supplemented by training in the operation of standard key punch and verifying equipment, as well as courses in general commercial subjects. Considerable experience in the operation of key punch and verifying equipment including some supervisory experience in connection with key punching and verifying machine or clerical operations.

USUAL LINE OF PROMOTION: From Key Punch Operator.

KEY-PUNCH OPERATOR

CLASS TITLE: KEY-PUNCH OPERATOR

CLASS DEFINITION: Routine operation of an alphabetical or numerical key punching or verifying machine, including such allied clerical work as coding, arranging and filing materials.

DISTINGUISHING FEATURES OF WORK: Primary responsibility is for the rapid and accurate operation of alphabetic or numeric key punch machines in the preparation of data for financial and statistical purposes. Work follows standard procedures on detailed instructions. Routine work decisions may be made but they are usually subject to review. Accuracy of punching is checked through the use of a key verifying machine or visually. Assignments may include coding of materials for punching in accordance with pre-determined codes, verifying data punched, filing of cards and reports, and other allied activities. No supervision is ordinarily exercised except over employees temporarily assigned to held in periods of peak load. Employees perform a variety of related clerical operations in the maintenance of records and the preparation of reports.

ILLUSTRATIVE EXAMPLES OF WORK: Operates an alphabetic or numeric key punch machine in punching pre-coded information on punch cards.
Operates a key verifier in verifying the accuracy of information punched onto the cards.
Sorts, arranges and files punching media and punched cards.
Codes punching media.
Arranges documents and reduces to codes and arranges cards for use in tabulating equipment. As assigned, assists in operating tabulating equipment and performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the methods and equipment employed in punching and verifying cards in connection with the mechanical recording of financial and statistical data.
Some knowledge of general office practices and procedures.
Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.
Ability to understand and follow oral and written instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school, supplemented by training in the operation of key punch and related equipment. Some experience in operating key punch and verifying machines preferred.

CHIEF OF PROJECT DEVELOPMENT

CLASS TITLE: Chief of Project Development.

CLASS DEFINITION: This is a very responsible administrative and professional position, with special concentration in the fields of real estate, engineering, business relocation and property management.

NATURE OF WORK: Responsible for directing all Departmental activities involving real estate, including land disposition; engineering; business relocation and property management.
Customary duties: Supervises all real estate activities of the Department, including land disposition, property appraisals and negotiations with property owners. Supervises all of the Department's engineering activities, including site preparation for redevelopment. Supervises efforts to successfully relocate businesses displaced by clearance projects conducted by the Department, or by any other public action. Supervises the management of properties acquired by the Department for clearance projects.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of all Departmental programs and other city programs requiring the service of the Project Development Division. Basic administrative ability to ensure proper supervision of division activities. Knowledge of procedures applicable in the fields of activity for which the division is responsible.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a College or University with considerable experience as a supervisor of project development activities for a large governmental organization, preferably an urban renewal authority, or for a private development organization.

BUILDING TRADES WORKER

CLASS TITLE: Building Trades Worker

CLASS DEFINITION: Skilled building trades work in the repair, maintenance or alteration of buildings or fixtures; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for individual performance of skilled building trades tasks in the repair, maintenance, or alteration of buildings or fixtures. Assignments are received in the form of oral or written instruction, blueprints or sketches. Work is reviewed for compliance with instructions and standard trade practices. This is not permanent year round work, but when the nature of any building repair, maintenance or alteration project requires union labor, such employees shall be hired through the union for the duration of a stated project and for no longer time.

ILLUSTRATIVE EXAMPLES OF WORK: Performs skilled work at the journeyman level as assigned in the repair, maintenance or alteration of buildings and appurtenances.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the standard practices, materials, tools and equipment of the particular trade involved. Skill in the use of the tools and in the operation of equipment of the trade. Knowledge of the hazards and safety precautions of the trade. Ability to read and work from plans, blueprints or sketches as required.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Reference by a recognized building trades union.

ASSESSMENT AIDE III

CLASS TITLE: Assessment Aide III

CLASS DEFINITION: Important work in connection with the assessment process as concerned with real and personal property valuations. Assignments are received from City Assessor and work is performed under his supervision. All recommendations are subject to review by the City Assessor.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for maintaining all existing records pertaining to real and tangible property. Helps plan, assign and supervise work of technical and clerical staffs. Responsible for assignments to field appraisers. Supervises the procurement and analysis of data necessary for establishing valuations of real and tangible personal property.

ILLUSTRATIVE EXAMPLES OF WORK: Prepares, analyses and maintains records compiled in connection with the assessment program. Procures all types of data concerning real estate and personal property and analyzes same in order to determine proper valuation levels in accordance with the policies of the City Assessor. Prepares and maintains land value maps and makes special studies and reports, as directed, by the City Assessor. Plans, assigns and supervises work of clerical staff and other assistants.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of state tax laws pertaining to the administration of the advalorem property tax. Working knowledge of modern assessment methods, techniques and skill in their application. Working knowledge of the techniques of structural or architectural engineering relative to the drafting of plans and making cost estimates. Ability to plan, assign and coordinate the work of others performing complex technical and clerical work. Ability to establish and maintain cooperative working relationships with the public. Skill in making involved technical computations. Ability to analyze financial statements and recommend tax valuations to the City Assessor.

DESIRABLE EXPERIENCE AND TRAINING: Graduation from a standard high school preferably supplemental by college level courses in appraisal techniques and/or cost estimating and/or equivalent experiences adaptable to the administration of the assessment function.

10/1/67

DEPUTY CITY ASSESSOR

CLASS TITLE: Deputy City Assessor

CLASS DEFINITION: Assists the City Assessor in connection with the administration of the assessment function as pertains to real estate and personal property, with wide latitude in the exercise of independent judgment in all matters. Responsible to the City Assessor. In the event City Assessor becomes incapacitated due to illness or when out of state for a prolonged period of time, Deputy City Assessor may lawfully perform any act which would otherwise be required of the City Assessor.

DISTINGUISHING FEATURES OF WORK: This position involves responsible work in the application of professional appraisal standards in establishing valuations of real and personal property. Employee in this class is principal assistant to the City Assessor. This work involves major responsibility for making and recording assessed valuations of real and personal property. The work is performed in accordance with the policies and direction of the City Assessor. However, an employee in this class uses independent judgment in applying the various appraisal techniques and testing reliability of information obtained. Final assessments are subject to review by City Assessor.

ILLUSTRATIVE EXAMPLES OF WORK: Inspects real estate in order to determine valuation for advalorem tax purposes. Interviews property owners. Prepares lists of personal property subject to taxation; appraises real and personal property. Prepares estimates of inventories. Analyses financial statements to determine value of taxable property. Checks mortgages, deeds, probate and death records to determine value and ownership. Supervises and checks work of subordinates in accordance with policies of the City Assessor. Establishes record systems and is responsible for proper maintenance of all records. Prepares reports for other officials as directed by City Assessor. In the absence of City Assessor, acts in his stead in all matters relating to the assessment function, including approval of vouchers, requisition, payroll, etc.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of recognized and accepted appraisal techniques and skill in their application. Extensive knowledge of real and personal property values. Considerable knowledge of the state laws and municipal ordinances relative to valuation of real and personal property. Ability to plan, assign and supervise effectively the work of others performing technical and clerical work. Ability to

(OVER)

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES (cont'd)

execute the assessment function with an objective attitude. Ability to complete appraisal of real and personal property and review appraisal work of subordinates. Ability to establish and maintain effective public relation program with the general public and cooperative working relationship with the office staff.

DESIRABLE EXPERIENCE AND TRAINING: Considerable experience in the appraisal of real and tangible personal property; graduation from a standard high school preferably supplemented by college level courses in architectural engineering and/or specialized courses in appraisal techniques and/or building cost estimating and/or equivalent experience gained through previous employment adaptable to the administration of the assessment function.

HEAVY EQUIPMENT OPERATOR

CLASS TITLE: Heavy Equipment Operator

CLASS DEFINITION: Difficult work of a mechanical nature in the operation of complex automotive highway construction equipment (bulldozers, payloaders, road graders, asphalt pavers, etc.) The classification also requires that the operator perform maintenance of his equipment, both preventive and corrective.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for operating and maintenance of the more complicated and specialized heavy gasoline diesel or electric powered equipment owned or leased by the City, generally at a considerable expenditure of public funds. Operators are required to make minor adjustments and repairs to the equipment and to do manual labor as directed when not operating the machine. Assignment of work may be received in detail for each job to be performed or they may follow an established and detailed routine, or the operator may be required to work independently. Work may be performed under immediate or general supervision and is subject to check in process and upon completion.

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). Operates a complex power sweeper with sprinkling and collection attachments on street cleaning operation. Operates an eductor truck for cleaning catch basins, sumps and sewer lines. Operates a utility truck and appurtenances such as compressors, pumps, generators and valve operator. Operates an automotive crawler leader of the bucket or self-propelling type, cleaning snow and ice from the streets. Operates a power shovel; operates and makes minor maintenance repairs on a motor launch. Operates a road roller. Keeps simple records of time and equipment usage; makes minor operational and maintenance repairs and services equipment. When not engaged in equipment operating or servicing, performs general manual labor as directed.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the mechanics of gasoline and diesel motors and automotive equipment. Ability to make operating repairs and adjustments and perform general maintenance work on equipment. Ability to work without close supervision and to understand and effectively carry out oral and written orders. Physical strength and endurance to perform arduous work often under adverse conditions.

(OVER)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in the operation and maintenance of automotive equipment, such as may have been learned in the next lower class of equipment operator. Preferably completion of eight school grades.

SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Rhode Island driver's license when work assignments so require.

NARCOTICS INSPECTOR

CLASS TITLE: Narcotics Inspector

CLASS DEFINITION: Important police work involving investigation of various drug violations such as the sale and use of various drugs.

DISTINGUISHING FEATURES OF WORK: Work involves the major responsibility for the investigation of drug offenses within the City of Providence. One of the prime requisites is individual judgment and initiative.

ILLUSTRATIVE EXAMPLES OF WORK: Majority of work time is spent in investigating cases, finding leads concerning the usage of drugs within the jurisdiction of said officer. Maintaining contacts with various law enforcement officials also charged with investigation of drug offenses. Prepares cases for court, brings charges, arrests and testifies in court.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of approved methods and practices of police work and criminal investigation. A thorough knowledge of various laws and the application of same to various investigations. As stated above, a prime requisite is one of individual judgment and initiative.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Several years of satisfactory service as a police officer. Some knowledge of drug investigation. A desire on the part of the individual officer to partake in this type of activity. Graduate of narcotics school conducted by the Federal Bureau of Narcotics, Washington, D.C., or other course in narcotics accredited by the Police Department.

CONTROL CENTER OPERATOR
(Civilian)

CLASS TITLE: Control Center Operator (Civilian)

CLASS DEFINITION: Important Police work involving operation of Communications Control Center, insuring timely and close contact with the Public and Police in the field and Headquarters Unit, and with other Law Enforcement agencies.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for the proper performance of assigned tasks in connection with operation of Complaint Desk, Police Telegraph Machine, Telephone Switchboard, Police Teletype Machine, and Storm Emergency Control Desk. All work is performed in strict accordance with the Departmental Rules and Regulations but considerable opportunity is offered for the individual judgment and initiative.

ILLUSTRATIVE EXAMPLES OF WORK: As Complaint Desk Operator, must be able to perform at telephone complaint desk, receiving all incoming complaints referred to them, making reports and records thereof and assigning a complaint serial number thereto when required. Relaying emergency complaints to Radio Dispatcher when radio contact with field units is required. Also handles various reports and record files maintained in Control Center on stolen and wanted cars wanted and missing persons and other miscellaneous files. As Telephone Switchboard Operator, must answer all incoming calls to Police Headquarters and route calls to proper destination, also placing all long distance calls made by the Department. As Police Teletype Operator, must operate Police teletype machines (machine connected with all Law Enforcement Agencies in area through hookup by state teletype center), sends and receives all teletype messages and routes them to proper destination in Police Department, keeping Commanding Officer and other Superiors in Department appraised of any important or unusual messages. Maintaining teletype record files. As Storm Emergency Control Desk Operator, must perform at a special complaint telephone desk at times of emergency storm conditions such as winter storms, hurricanes, etc., working closely with the Radio Dispatcher in deploying manpower and equipment resources to combat conditions.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of approved methods and practices of Police work.
PERSONAL QUALIFICATIONS: Physical Qualities: Appearance, mannerisms, voice, bearing, neatness, energy, intellectual capacity, judgment, alertness, accuracy.
Emotional Stability: Temperment, courtesy, patience, dependability interest, attitudes, aptitudes, prejudice.
Strength of Character: Integrity, morality, fairness, sobriety, attention to duty, loyalty to Department, initiative, tact and decisiveness.

CITY REGISTRAR OF VITAL STATISTICS

CLASS TITLE: City Registrar of Vital Statistics

CLASS DEFINITION: Responsible administrative work relating to management functions of the department.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for directing and supervising the business management operations of the department, for planning and developing management methods and procedures and for supervision of personnel in the department.

ILLUSTRATIVE EXAMPLES OF WORK: Maintains or supervises the maintenance of records relating to births, deaths and marriages and also payrolls, supplies and services. Exercises budgetary controls and budget preparation. Supervises personnel and records related thereto. Oversees the collections and dissemination of all information concerned with vital statistics. Prepares studies and recommendations for improved methods and procedures. Performs related assignments as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the principles of maintaining records and methods of office management. Skill in developing cooperative and harmonious working relationships within the department. Ability to plan, develop and supervise the execution of approved department policies.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school. Previous experience of a responsible nature in private or public employment.

COMMUNICATIONS OFFICER
(Civil Defense)

CLASS TITLE: Communications Officer (Civil Defense)

CLASS DEFINITION:

General State of Duties: To assist the Civil Defense Director in planning and implementing City wide program designed to provide emergency communications capability; to administer policies and practices governing the establishment and operation of complex communications systems and networks; and to do related work as required.

Supervision Received: Works under the general direction of the Civil Defense Director with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

Supervision Exercised: Plans and reviews the work of local civil defense communications personnel; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED: To assist the Civil Defense Director in planning and implementing City wide programs designed to provide emergency communications capabilities; to administer policies and practices governing the establishment and operation of complex communications systems and networks. To serve as staff advisor to the Director on all technical and operational matters pertaining to communications. To direct the operation of City communication centers whose systems may include telephone, teletypewriter, radio, wire and other associated services. To promote the Radio Amateur Civil Emergency Services (RACES) and provide guidance and assistance in the formulation of RACES' plans and to activate these plans in an emergency. To prepare project applications for federal funds to provide for expansion of emergency communications facilities. To maintain liaison with the R.I. Office of Civil Defense communications activities. To establish staffing patterns for emergency communications systems and operations and to assist in the training program for both staff and volunteer personnel. To conduct periodic tests and exercises of communications networks to insure operational readiness. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Knowledges, Skills and Capacities: A working knowledge of the design, maintenance and testing of complex electrical communications systems; a working knowledge of Radio Amateur Civil

(OVER)

Knowledges, Skills and Abilities:(cont'd)

Emergency Services; a working knowledge of the principles of electricity and radio electronics; a working knowledge of Federal Communications Commission's rules and regulations pertaining to the operation and maintenance of radio receiving and transmitting stations; a working knowledge of federal and state laws and regulations relative to civil defense; the ability to operate, repair, install and maintain all communication equipment common to civil defense alerting systems; the ability to prepare reports containing findings, analyses and recommendations; the ability to speak effectively before both large and small groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a position which involved the design, operation, installation or maintenance of electronic communications equipment and systems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

10/1/67

FALLOUT SHELTER COORDINATOR
(Civil Defense)

CLASS TITLE: Fallout Shelter Coordinator (Civil Defense)

CLASS DEFINITION:

General Statement of Duties: To assist the Civil Defense Director in developing, maintaining and coordinating the various aspects of a fallout shelter system within the City of Providence.

Supervision Received: Works under the general direction of the Operations and Planning Officer with wide latitude for the exercise of independent judgment; work is reviewed through conferences, statistics and reports for results obtained and conformance to established policies, objectives, rules and regulations.

Supervision Exercised: Plans and reviews the work of local civil defense personnel assigned fallout shelter program responsibilities and duties; confers, assists and advises them on difficult problems, coordination of effort and interpretation of policy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and coordinate the obtaining of fallout shelter licenses and privileges agreements with owners of designated shelter facilities and/or their agents for permission to use qualifying public shelter areas.

To supervise and coordinate implementation of directives covering the marking and posting of public shelters.

To supervise and coordinate the stocking of public shelters with essential survival supplies and equipment.

To prepare appropriate portions of the City of Providence Emergency Preparedness Plan for Civil Defense which relate to the fallout shelter program, and coordinate and assist in preparation of the same.

To assist City and local agencies in the preparation of community shelter plans, programs, directives and procedural documents.

To assist in selection, enrollment and indoctrination of shelter management personnel.

(Over)

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED: (cont'd)

To furnish advice on the incorporation of fallout shelter into new construction, or by modification into existing structures.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

Knowledges, Skills and Capacities: A thorough knowledge of the principles, methods and techniques applied in the development and maintenance of a City-wide fallout shelter program; a working knowledge of the functions, resources and capabilities of the various facilities which contribute to fallout shelter protection; and understanding of the objectives of the federal, State and local civil defense programs particularly as these programs relate to obtaining and maintaining a fallout shelter system; a working knowledge of the principles, practices and techniques of non-military defense; the ability to make studies evaluation and prepare reports containing findings, conclusions and recommendations; the ability to speak effectively before large and small groups of people; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Graduation from an accredited college or university with specialization in engineering, business administration, public administration or political science; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving program development for large scale operations in private industry, State or local government, or military organization.

Or, any combination of education or experience that shall be substantially equivalent to the above education and experience.

DEPUTY DIRECTOR
and
CHIEF OF PROJECT DEVELOPMENT
(D.P.U.D)

CLASS TITLE: Deputy Director and Chief of Project Development (DPUD)

CLASS DEFINITION: This is professional administrative work in assisting the Director in the conduct of the Urban Renewal Program in all its phases and administrative supervision of project development activities.

NATURE OF WORK: Under the supervision of the Director, acts as Executive Officer of the Department, administers the policies of a superior, and participates in and supervises the planning and development of the Department's redevelopment programs. Responsible for directing all Departmental activities involving real estate, including land disposition; engineering; business relocation and property management.

Customary Duties: Supervises all real estate activities of the Department, including land disposition, property appraisals and negotiations with property owners. Supervises all of the Department's engineering activities, including site preparation for redevelopment. Supervises efforts to successfully relocate businesses displaced by clearance projects conducted by the Department, or by any other public action. Supervises the management of properties acquired by the Department for clearance projects.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of all Departmental programs and other city programs requiring the service of the Project Development Division. Basic administrative ability to ensure proper supervision of division activities. Knowledge of procedures applicable in the fields of activity for which the division is responsible.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a College or University with considerable experience as a supervisor of project development activities for a large governmental organization,preferably an urban renewal authority, or for a private development organization.

CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1873

NO: 544 AN ORDINANCE ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE AND REPEALING CHAPTER 1791, APPROVED SEPTEMBER 26, 1966.

Approved: September 25, 1967

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:

POSITION	ANNUAL AMOUNT
Accountant I	5,137.08 5,617.56
Accountant II	5,981.56 6,717.37
Admin Asst to Chief Engineer (Water)	9,807.20
Admin Asst to Comm. of Public Safety	8,694.40
Admin Asst to Finance Director	10,400.00
Admin Asst (Pub Works)	8,694.40
Administrative Officer (Prev. (Civilian Defense) (State Wage)	
Air Poll & Mech Equipt Inspector I	5,585.32
Air Poll & Mech Equipt Inspector II	6,056.96
Air Poll & Mech Equipt Inspector III	7,681.44
Animal & Bird Curator	6,500.00 7,020.00
Architectural Draftsman I	6,165.12
Architectural Draftsman II	7,529.08

POSITION	ANNUAL AMOUNT
Assessment Aide I	5,522.92
Assessment Aide II	7,540.00
Assessment Aide III	8,632.00
Asst Chief, Division of Legal Services	9,500.00
Asst City Collector	7,870.72
Asst City Controller	9,880.00
Asst City Controller (Second)	9,256.00
Asst City Solicitor	8,001.76
Asst Director of Recreation	6,056.96 6,822.40
Asst Dog Officer	5,541.12
Asst Master Mechanic (Water)	2.64 hr
Asst Planner	5,876.00 6,633.12
Asst Supt of Incinerator	7,323.68
Asst Supt (Sewage Disposal)	7,323.68

POSITION	ANNUAL AMOUNT
Asst to Director (DPUD)	9,256.00 10,259.60
Associate Engineer II	7,831.20 8,588.32
Associate Engineer III	8,858.72 9,615.84
Associate Planner	6,822.40 7,412.08
Attorney (Water)	5,075.20
Attorney (Welfare)	5,075.20
Automobile Driver	3,668.08
Automotive Mechanic I	2.26 hr
Automotive Mechanic II	4,998.24
Bacteriologist I	5,355.48 5,797.48
Bacteriologist II	6,181.76 6,938.88
Bath House Attendent I	2,947.36
Bath House Attendant II	3,216.20
Bird & Animal Handler	2.12 hr
Boiler Room Foreman (Incinerator)	2.21 hr
Bridge Operator	13.64 day
Bridge Supt I	14.42 day
Bridge Supt II	15.09 day
Budget Officer	12,220.00
Bldg Custodian I	3,668.08
Bldg Custodian II	4,245.80

POSITION	ANNUAL AMOUNT
Bldg Custodian III	4,812.60
Bldg Inspector I	5,585.32
Bldg Inspector II	6,056.96
Bldg Inspector III	8,261.76
Bldg Maint Engineer I	4,874.48
Bldg Maintenance Engineer II	2.70 hr
Bldg Maint Supervisor	6,378.32
Business Relocation Officer	9,256.00 10,259.60
Case Work Supervisor (DPUD)	(Prev. (State Wage)
Case Work Supervisor (Public Assistance)	(Prev. (State Wage)
Caulker	2.12 hr
Cement Finisher	2.21 hr
Charwoman	2,635.88
Chemist II	6,181.76 6,938.88
Chief Chemist (Water)	8,008.00 8,632.00
Chief Civil Engineer	10,909.60
Chief, Division of Code Enforcement	12,220.00
Chief, Division of Community Services	10,144.16 11,492.00

POSITION	ANNUAL AMOUNT
Chief, Division of Economic Development	10,144.16 11,492.00
Chief, Division of Legal Services	12,220.00
Chief, Division of Planning	13,232.96
Chief, Division of Research	10,144.16 11,492.00
Chief, Fiscal Affairs	9,807.20 10,561.20
Chief, Inspector of Air Poll & Mech Equipt Installations	8,840.00
Chief Inspector of Electrical Install's	11,446.24
Chief Inspector of Plumbing, Drainage & Gas Piping	8,840.00
Chief Inspector of Structures & Zoning	8,858.72 9,615.84
Chief of Construction and Maintenance	10,909.60
Chief of Operations & Maintenance (Sewage Disposal)	6,179.68 6,670.56
Chief of Sanitation	10,909.60
City Architect	9,464.00
City Assessor	13,232.96

POSITION	ANNUAL AMOUNT
City Collector	11,492.00
City Controller	12,220.00
City Forester	9,620.00
City Registrar of Vital Statistics	5,200.00
Claim Adjuster	6,165.12
Clerk I	2,760.68 3,341.00
Clerk II	3,341.00 3,933.28
Clerk III	3,933.28 4,323.28
Clerk IV	4,573.40 5,293.08
Clerk, Police Court	7,684.56
Clerk Stenographer I	3,121.04 3,698.24
Clerk Stenographer II	3,698.24 4,198.48
Clerk Stenographer III	4,198.48 4,591.08
Clerk Typist I	2,760.68 3,341.00
Clerk Typist II	3,341.00 3,933.28
Communications Officer (Civil Defense)	(Prev. (State Wage)
Control Center Operator	4,264.00
Crane Operator	2.21 hr

POSITION	ANNUAL AMOUNT
Curator	6,638.32
Deputy Chief Engineer (Water)	12,500.00
Deputy City Assessor	9,256.00
Deputy City Clerk-First	7,684.56
Deputy City Clerk, Second	6,803.68
Deputy Clerk, Police Court	6,570.20
Deputy Clerk, Probate	4,466.28 4,998.24
Deputy Director & Chief of Project Development (DPUD)	13,232.96
Deputy Director of Civilian Defense	(Prev. (State Wage)
Deputy Director, Public Works	13,232.96
Deputy Recorder of Deeds	7,005.96
Detective I	7,176.00
Director of Bldg Inspection	13,232.44
Dog Officer	6,113.12
Draftsman (DPUD)	5,151.64 5,826.00
Duplicating Equipment Operator	5,174.00
Electrical Inspector I	5,585.32
Electrical Inspector II	6,056.96
Electrical Inspector III	7,681.44

POSITION	ANNUAL AMOUNT
Elevator Operator	3,278.60
Engineer's Associate	6,803.68 7,560.80
Engineering Aide (DPUD)	5,278.00
Engineering Aide I	3,649.88 4,187.56
Engineering Aide II	4,283.76 4,791.80
Engineering Aide III	5,174.00 5,938.40
Equipment Operator I (Incinerator)	17.18 day
Equipment Operator I (Refuse Collection)	15.96 day
Equipment Operator I	2.01 hr
Equipment Operator II	2.05 hr
Fallout Shelter Coordinator (Civil Defense)	(Prev. (State Wage)
Financial Specialist	7,559.76 8,959.60
Fire Alarm Supt	8,840.00
Fire Alarm Technician	5,824.00
Fire Battalion Chief	8,580.00
Fire Captain	7,800.00
Fire Chief	12,220.00

POSITION	ANNUAL AMOUNT
Fire Equipt Supt I	8,216.00
Fire Equipt Supt II	8,372.00
Fire Lieutenant	7,176.00
Fireman	5,980.00 6,344.00
First Deputy City Sealer	4,356.04
First Deputy City Sergeant	5,075.20
First Deputy City Weigher	4,168.84
Fiscal Officer	8,136.44 8,677.24
Forester (Source of Supply)	6,700.00 7,000.00
Foreman Cable Crew	6,406.40
Foreman Line Crew	6,406.40
Garage Supt I	6,334.64
Garage Supt II	7,005.96
Gateman	13.37 day
Golf Course Supt	7,020.00
Heavy Equipment Operator	2.25 hr
Highway Construction Foreman	2.54 hr

POSITION	ANNUAL AMOUNT
Highway Field Supervisor	3.01 hr
Highway Yard Supervisor	3.01 hr
Horticultural Supervisor	5,174.00 5,884.32
Instructor of Nature Study	4,466.28
Intergroup Specialist	6,708.00 8,112.00
Labor Foreman Gen I	2.10 hr
Labor Foreman Gen II	2.29 hr
Labor Foreman (Water) I	2.10 hr
Labor Foreman (Water) II	2.54 hr
Laboratory Assistant	3,510.52
Laboratory Technician I	3,808.48 4,198.48
Laboratory Technician II	4,231.24 4,620.72
Laborer (Garbage Coll)	16.11 day
Laborer (Refuse Coll)	15.67 day
Laborer I	1.97 hr
Laborer II	2.01 hr

POSITION	ANNUAL AMOUNT
Laborer II-Hurricane Dam	2.01 hr
Land Disposition Officer	9,256.00 10,259.60
Librarian	5,080.40
Maintenance Foreman (Sewage Disposal Works)	2.29 hr
Maintenance Man I	4,135.56
Maintenance Man II	4,654.00
Maintenance Man III	5,679.96
Management Aide (DPUD)	6,822.40 7,412.08
Management Officer	8,136.44 8,677.24
Master Mechanic-Water	3.20 hr
Mechanic I	2.05 hr
Mechanic II	2.21 hr
Mechanic III	2.47 hr
Mechanical Engineer	9,615.84
Meter Mechanic	3,933.28 4,528.68
Meter Reader I	3,870.88 4,323.28
Meter Reader II	4,356.04 4,812.60

POSITION	ANNUAL AMOUNT
Meter Supt	7,277.92
Municipal Dock Supt	4,591.08
Narcotics Inspector	7,176.00
Operations & Planning Officer (Civ. Def.)	(Prev. (State Wage)
Park Foreman General	2.54 hr
Parking Meter Maint Man I	2.04 hr
Parking Meter Maint Man II	4,751.24
Paver	2.21 hr
Personnel Director	10,718.24
Personnel Technician	5,981.56 6,717.36
Photographer	6,500.00
Plan Estimator	8,858.72 9,615.84
Playground Director	3,471.00
Playground Supervisor	3,798.60
Plumbing Inspector I	5,585.32
Plumbing Inspector II	6,056.96
Plumbing Inspector III	7,681.44
Police Captain	8,580.00
Police Chief	12,220.00

POSITION	ANNUAL AMOUNT
Police Commander	9,308.00
Police Equipt Supt	7,176.00
Police Lieutenant	7,800.00
Police Matron	3,153.28
Police Patrol Driver	4,260.88
Police Patrolman	5,980.00 6,344.00
Police Sergeant	7,176.00
Police Signal Operator	3,153.28
Police Surgeon, First	8,060.00
Police Switchboard Operator	3,606.20
Police Woman	5,980.00 6,344.00
Port Agent	8,323.64
Principal Clerk (Gen Public Assistance)	(Prev. (State Wage)
Principal Engineer (Water)	10,909.60
Professionally Trained Case Work Supervisor	(Prev. (State Wage)
Professionally Trained Social Case Worker	(Prev. (State Wage)
Program Specialist	7,559.76 8,959.60
Project Counsel	7,559.76 8,677.24
Public Information Officer	8,500.00

POSITION	ANNUAL AMOUNT
Public Works Inspector I	4,212.00
Public Works Inspector II	5,980.00
Pumping Station Engineer	5,774.08
Purchasing Agent I	4,573.40 5,293.08
Purchasing Agent II	7,546.24
Purchasing Agent III	11,492.00
Radio Engineer	6,423.56
Rain Gauge Keeper	7.42 (per instrument per week)
Real Estate Aide	5,770.96
Real Estate Officer	9,256.00 10,259.60
Recreation Center Director	5,461.56 5,797.48
Recreation Leader	2,688.40
Recreation Program Supervisor	4,528.68
Recreation Supervisor	3,841.24
Rehabilitation Specialist	7,559.76 8,959.60
Renewal Inspector I	5,585.32
Renewal Inspector II	6,056.96
Renewal Inspector III	7,140.64

POSITION	ANNUAL AMOUNT
Research Assistant	6,822.40 7,412.08
Rescueman In Charge	7,176.00
Rescue Truck Driver	6,760.00
Sanitary Bacteriologist	4,260.88 4,998.24
Screenman	2.01 hr
Second Deputy City Sealer	3,995.68
Second Deputy City Sergeant	4,356.04
Secretary, Building Board of Review	2,938.00
Secretary, Zoning Board of Review	6,682.00
Senior Draftsman (DPUD)	5,981.56 6,717.36
Senior Planner	8,136.44 8,677.24
Senior Research Assistant	9,807.20 10,561.20
Sewage Disposal Works Foreman	2.29 hr
Sewage Disposal Works Operator	2.08 hr
Sewer Basin Man	2.21 hr
Sewer Construction Foreman	2.54 hr
Sewer Construction Worker	2.21 hr

POSITION	ANNUAL AMOUNT
Sewer & Drain Inspector	4,528.68
Social Case Worker (DPUD)	(Prev. (State Wage)
Social Case Worker	(Prev. (State Wage)
Special Counsel	7,017.92
Stationary Equipment Operator	2.08 hr
Stationary Fireman	2.05 hr
Steam Engineering Examiner	6,056.96
Stenographic Reporter (City Council)	4,812.60 5,228.60
Supt of Bath Houses & Comfort Stations	6,056.96
Supt of Filtration	10,140.00
Supt of Garbage Collections	6,999.72
Supt of Highway	8,323.64
Supt of Incinerator	8,323.64
Supt of Public Bldgs	10,909.60
Supt of Sewage Disposal	8,323.64
Supt of Sewer Construction and Maintenance	8,323.64
Supt of Transmission and Distribution	6,945.12

POSITION	ANNUAL AMOUNT
Supt of Warehouse & Inventory	7,126.08
Supt of Weights and Measures	7,644.00
Supervisor (Current Planning)	10,144.16 11,492.00
Supervisor (Graphics)	9,807.20 10,561.20
Supervisor (Long Range Planning)	10,144.16 11,492.00
Supervisor (Project Planning)	10,144.16 11,492.00
Supervisor (Traffic Planning)	9,807.20 10,561.20
Supervisor of Business Relocation and Property Management	9,807.20 10,561.20
Supervisor of Domestic Relations	7,020.00
Supervisor of Enforcement	9,256.00 10,259.60
Supervisor of Engineering (DPUD)	10,909.60
Supervisor of Family Relocation	9,256.00 10,259.60
Supervisor of Industrial & Wholesale Development	9,256.00 10,259.60
Supervisor of Office & Service Industry	9,256.00 10,259.60

POSITION	ANNUAL AMOUNT
Supervisor of Port Development	9,256.00 10,259.60
Supervisor of Real Estate	9,087.20 10,561.20
Supervisor of Refuse Collection	2.47 hr
Supervisor of Rehabilitation Services	9,256.00 10,259.60
Switchboard Operator	13.88 day
Traffic Engineer I	7,092.80 7,682.48
Traffic Engineer III	9,807.20
Traffic Marker & Sign Man I	2.25 hr
Traffic Planner	7,952.28 8,627.32
Traffic Signal Maint Man I	2.55 hr
Traffic Signal Maint Man II	2.80 hr
Training & Public Information Officer (Civilian Defense)	(Prev. (State Wage)
Tree Trimmer	2.21 hr
Turbine Operator I	2.21 hr
Turbine Operator II	2.25 hr

POSITION	ANNUAL AMOUNT	POSITION	ANNUAL AMOUNT
Utility Inspector	5,884.32		
Utility Operator, Crane & Equipment	2.21 hr		
Vermin Control Officer	2.29 hr		
Water Service Inspector	4,812.60		
Watershed Manager	8,008.00		
(Source of Supply-Water)	8,632.00		
Watchman	1.49 hr		
Zoning Assistant	5,200.00		

* * * * * * * * * *

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, 1967, 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 ($104.00) Dollars a year shall constitute a step.

2. Recommendations for step increases shall be made by department heads or the Chairman 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 of 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 Woman, Fireman, Social Case Worker, Case Work Supervisor, and all employees employed in the Department of Public Welfare-General Public Assistance Administration, whose salary is reimbursed to the City of Providence, by the State of Rhode Island, shall be exempt from the first six 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 Woman, and Fireman shall be $5,980.00 per annum, and shall automatically increase in accordance with the following schedule:

At the expiration of one (1) Year of service - $6,188.00 per annum.

At the expiration of eighteen (18) months of service - $6,344.00 per annum.

Night Patrolman and Night Police Woman shall receive $1.00 per week above their regular salary.

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 eight (8%) per centum of their salary during such assignment.

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 1791 of the Ordinances of 1966 with all amendments thereto is hereby repealed.

SECTION 10. This Ordinance shall take effect and become operative as of October 1, 1967.

IN CITY COUNCIL
SEP 7 - 1967
FIRST READING
READ AND PASSED
Vincent Cespes
CLERK

APPROVED
SEP 21 1967
Joseph A. Doorley Jr.
MAYOR

IN CITY COUNCIL
SEP 21 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Cespes
CLERK

[illegible] The clerices, Police Patrolman, Police Woman, Detective, Sergeant Grade 1, Grade Work Supervisor [illegible] employed in the Department of Public [illegible] Assistance Administration, whose salary is [illegible] City of Providence, by the State of Rhode Island [illegible] from the [illegible] provisions of Section [illegible] employees in the Department of Public Welfare [illegible] administration will be paid the prevailing [illegible] the State of Rhode Island General Public Assistance Merit System Pay Plan.

The reference rate for Police Patrolman, Police Woman and Detective shall be $5,000.00 per annum, and shall [illegible] in accordance with the following schedule:

At the expiration of one (1) year of service [illegible] $5,200.00 per annum.

At the expiration of eighteen (18) months [illegible] per annum.

Night Patrolmen and Night Police Women shall receive $1.00 per week above their regular salary.

Members of the Police Department who are regularly assigned to plain clothes duty as Detectives or members of the co-called G-Squad shall receive in addition to their basic salary an additional sum (25) per centum of their salary during such assignment.

SECTION 6. A given rate of pay as expressed in the compensation plan may be converted to a weekly, daily or hourly rate and established by a director or 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 1791 of the Ordinances of 1966 with all amendments thereto is hereby repealed.

SECTION 10. This Ordinance shall take effect and become effective as of October 1, 1967.

FILED
Aug 10 12 10 PM '67
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

IN CITY COUNCIL
AUG 16 1967
FIRST READING
REFERRED TO COMMITTEE ON FINANCE
Clerk

THE COMMITTEE ON FINANCE
Approves Passage of The Within Ordinance
August 30 1967

Councilman Mc Nulty and Prattos, by request

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1874

NO: 545 AN ORDINANCE ESTABLISHING THE SALARIES AND COMPENSATION TO BE PAID TO THE SEVERAL CITY OFFICIALS AND EMPLOYEES HEREIN NAMED, AND REPEALING CHAPTER 1792, APPROVED SEPTEMBER 26, 1966.

Approved: September 25, 1967

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 provided for shall be at the following rates:

Assistant Director (Prov. Human Relations Comm.)	$ 8,130.72	per annum
Chairman, Board of Canvassers	7,345.52	" "
Chairman, Board of Review (Minimum Housing Standards)	1,200.00	" "
	60.00	per mtg.
Chairman, Building Board of Review	1,500.00	per annum
Chairman,& Secreary (Bureau of Licenses)	7,680.92	" "
Chairman, Zoning Board of Review	1,500.00	" "
Chief Engineer (Water Supply Board)	15,000.00	" "
City Clerk	11,492.00	" "
City Sergeant	7,479.16	" "
City Solicitor	13,232.96	" "
City Treasurer	10,718.24	" "
Clerk, Probate Court	8,034.52	" "
Commissioner, Bureau of Licenses	5,996.12	" "
Commissioner, Public Safety	15,000.00	" "
Director of Civilian Defense	(Prevailing State Wage)	
Director, Public Welfare	13,232.96	" "
Director, Public Works	15,000.00	" "
Director of Planning & Urban Development	15,000.00	" "
Director of Recreation	12,740.00	" "
Executive Director (Prov. Human Relations Comm.)	10,718.24	" "
Field Worker (Prov. Human Relations Comm.)	7,301.32	" "
Finance Director	15,000.00	" "
Judge, Police Court	5,075.20	" "
Judge, Probate Court	11,440.00	" "

Mayor's Administrative Assistant	$11,342.24	per annum
Mayor's Administrative Assistant for Urban Affairs	13,232.96	" "
Mayor's Executive Secretary	10,244.00	" "
Mayor's Personal Secretary	4,895.80-5,243.68	" "
Mayor's Stenographer	4,198.48-4,591.08	" "
Mayor's Typist	3,640.00-4,160.00	" "
Member, Board of Canvassers	7,345.52	" "
Member, Board of Review (not to exceed)	1,000.00	" "
(Minimum Housing Standards)	50.00	per mtg.
Member, Building Board of Review	1,000.00	per annum
Member, Board of Tax Assessment Review	3,000.00	" "
Member, Zoning Board of Review	1,000.00	" "
Part-Time Field Worker (Prov. Human Relations Comm.)	3,780.40	" "
Recorder of Deeds	9,100.00	" "
School Crossing Guards	1.85	per hour
Secretary, Board of Tax Assessment Review	7,436.00	per annum
Social Case Worker Trainee	(Prevailing State Wage)	
Superintendent of Parks	12,740.00	per annum
Traffic Engineer	12,740.00	" "
Trainees, Police & Fire	90.00	per week
Woman Parking Checker	1.95	per hour
Zoo Curator	1.00	per annum

TEMPORARY - PART-TIME

Co-Director (Recreation)	10.21	per session
Physical Director (Recreation)	8.42	per session
Referee (Recreation)	5.00	per game
School Janitor	(Prevailing School Dept. Wage)	
Scorekeeper (Recreation)	3.62	per game
Supervisor of Activities (Recreation)	68.87	per week
Automobile Driver (Part-time, Board of Canvassers)	2.03	per hour

TEMPORARY - PART TIME

Clerk (Part-time, Bd. of Canvassers)	$ 1.95 per hour

SWIMMING POOLS

Supervisor	5,260.84 per annum
Assistant Small Pool Manager	76.32 " "
Counter Person	56.00 per week
Engineer	4,585.36 per annum
Hygiene Inspector	56.00 per week
Life Guard	(Prevailing State Wage)
Small Pool Manager	86.10 per week

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, 1967.

* * * * * * * * * *

IN CITY COUNCIL
SEP 7 - 1967
FIRST READING
READ AND PASSED
Vincent Cespesa
CLERK

IN CITY COUNCIL
SEP 21 1967
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent Cespesa
CLERK

APPROVED
SEP 25 1967
Joseph A. Dooley Jr.
MAYOR

FILED
AUG 10 12 10 PM '67
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

IN CITY COUNCIL

AUG 16 1967

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE
Vincent Vespa
CLERK

THE COMMITTEE ON
Finance
Approves Passage of
The Within Ordinance
Vincent Vespa
August 20, 1967
Clerk

Councilmen McNulty and Pisaturo, by request