

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 68-17

No. 25 AN ORDINANCE AMENDING SECTION 53 of CHAPTER 1871, APPROVED SEPTEMBER 25, 1967, ENTITLED: "AN ORDINANCE ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS", RELATIVE TO ZOO DIRECTOR.

Approved March 25, 1968

Be it ordained by the City of Providence:

SECTION 1. Section 53 of Chapter 1871 of the Ordinances of the City of Providence, approved September 25, 1967, as amended, is hereby further amended as follows:

SECTION 53: PARKS GENERAL and ROGER WILLIAMS PARK

Add: One (1) Zoo Director

Delete: Two (2) Bird and Animal Handler

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

IN CITY
COUNCIL

MAR 7 - 1968

FIRST READING
READ AND PASSED

Amint. Cusack
CLERK

APPROVED

MAR 25 1968

Joseph A. Paolucci
MAYOR

IN CITY
COUNCIL

MAR 21 1968

FINAL READING
READ AND PASSED

Russell B. Boyd
PRESIDENT
Amint. Cusack
CLERK

No.

CHAPTER

AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING

REFERRED TO COMMITTEE ON

FINANCE

Wm. C. Crockett
CLERK

THE COMMITTEE ON

FINANCE

Approves Passage of
The Within Ordinance

Wm. C. Crockett
Chairman

MAR 1 1968

Wm. C. Crockett
Clerk

Concurrence The Public and Private, by request

FILED

FEB 9 4 57 PM '68

DEPT. OF CITY CLERK
PROVIDENCE, R.I.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 68-18

No. 126 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1,
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE",
AS APPROVED AUGUST 7, 1953, RELATIVE TO ZOO DIRECTOR.

Approved March 25, 1968

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 amend-
ed, is hereby further amended in the following respect:

ADD: ZOO DIRECTOR (692)

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

IN CITY
COUNCIL

MAR 7 - 1968

FIRST READING
READ AND PASSED

Amint. Despin
CLERK

APPROVED

MAR 25 1968

Joseph A. Rooley Jr.
MAYOR

IN CITY
COUNCIL

MAR 21 1968

FINAL READING
READ AND PASSED

Russell J. Boyle
PRESIDENT
Amint. Despin
CLERK

No.

CHAPTER
AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Vincent V. Caputo
CLERK

THE COMMITTEE ON
FINANCE

Approves Passage of
The Within Ordinance

Wesley H. Caputo
SPEAKER

MAR 1 1968

Clark
CLERK

Concurrence Mr. Melley and Directors, they request

FILED
FEB 9 4 57 PM '68
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

ZOO DIRECTOR

CLASS TITLE: Zoo Director

CLASS DEFINITION: This is responsible and technical work in supervising the maintenance, care and development of all animal/bird life and all other related activities concerning the animals/bird of the City of Providence Park Department.

NATURE OF WORK IN THIS CLASSIFICATION: Work involves responsibility for planning, assigning, and supervising all phases of animal care and maintenance, to both wild and domestic animals and birds of the City of Providence Park Department. Responsibility of training (by demonstration) the employees of this division to handle, train, care for and maintain animals/birds of the Park Department.

Work is performed in accordance with department policy and accepted practices and procedures under general direction of Department Head who reviews work through reports, conferences and occasional inspection. Supervision is exercised over all division employees involved in animal/bird handling and is exercised directly or through subordinates.

ILLUSTRATIVE EXAMPLES OF WORK: Plans and supervises daily health inspection of all animals/birds in relation to public health safety measures, grooming of animals, displays, display areas, buildings, etc.

Determines and plans sanitation methods and practices to be used, preparations, types, quantity, etc., of insecticides, temperatures and humidity most suitable to health and welfare of various wild and domestic animals/birds.

Is responsible for complete follow-up of said health and safety measures, grooming, sanitation and maintenance in all animal display areas.

Plans and supervises construction and maintenance of special housing, breeding, isolation, incubation and any other special facilities which may be necessary.

Diagnoses minor pathological conditions of sick, new, or injured animals/birds and prescribes procedures for possible control and correction.

Makes regular rounds of all animal/bird display areas to inspect conditions and insure good working habits and compliance with established methods and procedures; provides advice and assistance through demonstration to subordinates in difficult, dangerous, or unusual situations.

(cont'd)

692 (cont'd)

Provides authoritative advice and information in the field of wild-life to other municipal departments as well as to the general public when called upon to do so.

Prepares the annual divisional report and estimates for animal/bird activities for the department. He shall keep a running inventory of foods, working within the Park Budget.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of principles, procedures related to desirable working conditions and work of divisional employees. Also a thorough knowledge in techniques, materials involved in diets (preparation and feeding) and special and routine care in handling and maintenance of all animals/birds.

Thorough knowledge of diseases, infections, and other disorders of animals/birds and accepted methods of control and correction as well as treatment.

Ability to plan, assign, supervise, review the work and follow-up on assignments of divisional employees. Ability to express oneself clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, other municipal departments, interested organizations, and the general public.

DESIRABLE EXPERIENCE AND TRAINING: Four (4) years of study at accredited college, majoring in studies of training, caring, breeding, handling and maintenance of an related subjects pertaining to animals/birds both wild and domestic or equivalent working experience in handling, maintenance, breeding, and all other phases in the general care of animals/birds as well as supervisory experience.

3/68

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The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

3

CHAPTER 68-19

No. 127 AN ORDINANCE AMENDING CHAPTER 1873, "ESTABLISHING
A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED
SEPTEMBER 25, 1967, RELATIVE TO ZOO DIRECTOR.

Approved March 25, 1968

Be it ordained by the City of Providence:

SECTION 1. Section 1 of Chapter 1873 of the Ordinances of
the City of Providence approved September 25, 1967, as amended, is hereby
further amended to read as follows:

Add: ZOO DIRECTOR

\$9,000.00 year

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

IN CITY
COUNCIL

MAR 7 - 1968

FIRST READING

READ AND PASSED

Vincent A. Caspary
CLERK

APPROVED

MAR 25 1968

Joseph A. Rodley
MAYOR

IN CITY
COUNCIL

MAR 21 1968

FINAL READING
READ AND PASSED

Russell J. Boyle
PRESIDENT
Vincent A. Caspary
CLERK

No.

CHAPTER

AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING
REFERRED TO COMMITTEE ON

FINANCE.....

James Cooper
CLERK

THE COMMITTEE ON

FINANCE

.....
Approves Passage of
The Within Ordinance

Walter L. Cooper
Chairman

MAR 1 1968

Clark

Councilmen Mc Nulty and Bonifacio, by request

FILED
FEB 9 4 57 PM '68
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 62-30

No. 28 AN ORDINANCE AMENDING SECTION 9 of CHAPTER 1871,
APPROVED SEPTEMBER 25, 1967, ENTITLED; "AN ORDINANCE ESTABLISHING
THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES AND THE
NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS",
RELATIVE TO CONTROLLER'S DIVISION.

Approved March 25, 1968

Be it ordained by the City of Providence:

SECTION 1. Section 9 of Chapter 1871 of the Ordinances of
the City of Providence, approved September 25, 1967, is hereby further
amended to read as follows:

SECTION 9: CONTROLLER'S DIVISION

That part which has heretofore read:
"The number of employees in the CONTROLLER'S
DIVISION shall not exceed twenty-seven (27)";
shall hereafter read: "The number of employees
in the CONTROLLER'S DIVISION shall not exceed
twenty-nine (29)".

Add: One (1) Data Processing Co-Ordinator I

One (1) Data Processing Co-Ordinator II

SECTION 2. This Ordinance shall be retroactive to February 19,
1968.

IN CITY
COUNCIL

MAR 7 - 1968

FIRST READING
READ AND PASSED

Vincent L. Casper
CLERK

APPROVED

MAR 25 1968

Joseph A. Boyle
MAYOR

IN CITY
COUNCIL

MAR 21 1968

FINAL READING
READ AND PASSED

Russell J. Boyle
PRESIDENT
Vincent L. Casper
CLERK

No.

CHAPTER

AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING
REFERRED TO COMMITTEE ON

FINANCE

James C. Coyle
CLERK

THE COMMITTEE ON

FINANCE

Approves Passage of
The Within Ordinance

MAR 1 1968

James C. Coyle
CLERK

Councilmen The Public and Deputies, by request

FILED
FEB 9 4 57 PM '68
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 68-21

No. 129 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1,
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE",
AS APPROVED AUGUST 7, 1953, RELATIVE TO CONTROLLER'S DIVISION.

Approved March 25, 1968

Be it ordained by the City of Providence:

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

ADD: DATA PROCESSING CO-ORDINATOR I (801)
DATA PROCESSING CO-ORDINATOR II (803)

SECTION 2. This Ordinance shall be retroactive to February 18, 1968.

IN CITY
COUNCIL
MAR 7 - 1968
FIRST READING
READ AND PASSED
Vincent G. Gagne
CLERK

APPROVED

MAR 25 1968

MAYOR

IN CITY
COUNCIL
MAR 21 1968
FINAL READING
READ AND PASSED
Russell J. Boyle
PRESIDENT
Vincent G. Gagne
CLERK

No.

CHAPTER

AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Wm. W. Clarke
CLERK

THE COMMITTEE ON

FINANCE

Approves Passage of
The Within Ordinance

MAR 1 1968

Wm. W. Clarke
CLERK

Councilman Mc Neely and Directors, by request

FILED
FEB 9 4 57 PM '68
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

DATA PROCESSING CO-ORDINATOR I

CLASS TITLE: Data Processing Co-ordinator I

CLASS DEFINITION: Under general direction, assists in co-ordinating the data processing operations between all city departments and the Data Processing Center. Responsible to the Data Processing Co-ordinator II.

DISTINGUISHING FEATURES OF WORK: Assists in establishing systems analyses; performs work of a clerical nature in connection with various departments' source data being routed to the Data Processing Center and also performing the necessary work to control and do dispatching of completed reports and documents from the Data Processing Center to using departments.

ILLUSTRATIVE EXAMPLES OF WORK: Controls and maintains complete records of the various transmittal forms of source data to the Data Processing Center, also maintains time records in connection with the finished products from the Center. Has general responsibility for the orderly flow of all work to and from the Data Processing Center.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the operation of both key punch and verifying machines. A knowledge of the various divisions of the Finance Department and all forms in use in connection with the liaison activities of using departments and the Data Processing Center.

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.

2/19/68

DATA PROCESSING CO-ORDINATOR II

CLASS TITLE: Data Processing Co-ordinator II

CLASS DEFINITION: Under general direction; coordinates data processing operations between all city departments and the Data Processing Center. Responsible to the City Controller.

DISTINGUISHING FEATURES OF WORK: Establishes systems analysis, arranges for programming and computer operations priorities with the Data Processing Center 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 the Data Processing Center to coordinate activities for the best results with the least possible delay.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules all work submitted by departments in preparation of delivery to Data Processing Center, also schedules and controls all completed data from the Center and prepares delivery records for submission of completed data to using departments. Supervises staff doing co-ordinating work between using departments and Data Processing Center.

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.

QUALIFICATION 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.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 68-22

No. 30 AN ORDINANCE AMENDING CHAPTER 1873, "ESTABLISHING
A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED
SEPTEMBER 25, 1967, RELATIVE TO CITY CONTROLLER'S DIVISION.

Approved March 25, 1968

Be it ordained by the City of Providence:

SECTION 1. Section 1 of Chapter 1873 of the Ordinances of
the City of Providence approved September 25, 1967, as amended, is
hereby further amended to read as follows:

Add: DATA PROCESSING CO-ORDINATOR I \$5174.00-\$5720.00 yr.
DATA PROCESSING CO-ORDINATOR II \$7290.40 yr.

SECTION 2. This Ordinance shall be retroactive to February 19,
1968.

IN CITY
COUNCIL
MAR 7 - 1968
FIRST READING
READ AND PASSED
Vincent C. Casper
CLERK

APPROVED

MAR 27 1968

MAYOR

IN CITY
COUNCIL

MAR 21 1968

FINAL READING
READ AND PASSED

PRESIDENT

CLERK

No.

CHAPTER
AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE
James Dwyer
CLERK

THE COMMITTEE ON
FINANCE
Approves Passage of
The Within Ordinance

MAR 1 1968

James Dwyer
CLERK

Councilman McHally and Brewster by request

FILED
FEB 9 4 57 PM '68
DEPT. OF CITY CLERK
PROVIDENCE, R.I.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 68-23

No. 131 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE
CHAPTER 1870, BY APPROPRIATING THE SUM OF SEVEN THOUSAND NINE
HUNDRED SEVENTY SIX (\$7,976.00) DOLLARS TO THE CITY CONTROLLER'S
DIVISION, ITEM 0.

Approved March 25, 1968

Be it ordained by the City of Providence:

SECTION 1. Chapter 1870 of the Ordinances of the City of
Providence, as approved September 25, 1967, and entitled: "An Ordinance
Making Appropriation of \$50,670,558.30 for the Support of the City
Government for the Fiscal Year Ending September 30, 1968", is hereby
further amended by appropriating the sum of Seven Thousand Nine Hundred
Seventy Six (\$7,976.00) Dollars to the CITY CONTROLLER'S DIVISION,
ITEM 0.

SECTION 2. The said sum of Seven Thousand Nine Hundred
Seventy Six (\$7,976.00) Dollars as thus added and appropriated shall be
obtained by authorizing and directing the City Controller and City
Treasurer to transfer a like amount from the Reserve for Extraordinary
Expenditures Account to the Receipt Account.

SECTION 3. The estimated receipts from the Reserve for
Extraordinary Expenditures Account are hereby increased by Seven Thousand
Nine Hundred Seventy Six (\$7,976.00) Dollars.

SECTION 4. This Ordinance shall take effect upon its passage.

IN CITY
COUNCIL

MAR 7 - 1968

FIRST READING
READ AND PASSED

Vincent Cespe
CLERK

APPROVED

MAR 25 1968

Joseph A. Porley
MAYOR

IN CITY
COUNCIL

MAR 21 1968

FINAL READING
READ AND PASSED

Russell W. Byle
PRESIDENT

Vincent Cespe
CLERK

No.

CHAPTER

AN ORDINANCE

IN CITY
COUNCIL

FEB 15 1968

FIRST READING

REFERRED TO COMMITTEE ON

FINANCE

Mount Cooper
CLERK

THE COMMITTEE ON

FINANCE

Approves Passage of
The Within Ordinance

Mount Cooper
CLERK

MAR 1 1968

Commended the Policy and Provisions, they request

FILED
FEB 12 10 03 AM '68
DEPT. OF CITY CLERK
PROVIDENCE, R.I.