# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1264

No. 287 **AN ORDINANCE** AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING A CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED AUGUST 7, 1953.

*Approved* May 8, 1959

*Be it ordained by the City of Providence:*

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

| | | |
|---|---|---|
| Add: | ADMINISTRATIVE AIDE | (462) |
| Amend: | HOUSING INSPECTOR II | (418) |
| | DIRECTOR of NURSING SERVICES and SCHOOL of NURSING | (334) |

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

IN CITY COUNCIL
APR 16 1959
First Reading Read and Passed
Referred to Committee on
FINANCE
D. Everett Whelan
Clerk

IN CITY COUNCIL
MAY 7 - 1959
FINAL READING
READ AND PASSED
Edward P. Dudley
PRESIDENT
D. Everett Whelan
CLERK

APPROVED
MAY 8 1959
Walter H. Reynolds
MAYOR

*No.*

**CHAPTER**

**AN ORDINANCE**

# ADMINISTRATIVE AIDE

CLASS TITLE: Administrative Aide

CLASS DEFINITION: Performs highly responsible work involving both administrative and clerical functions, and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for independently performing clerical and administrative work of advanced difficulty and acting as secretary and administrative aide to hospital superintendent and clinical director. Knowledges and abilities required for efficient prosecution of work are usually gained through long tenure in a hospital. Extensive supervisory responsibilities may be involved.

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.) Carries out highly responsible and often confidential assignments from hospital superintendent and his assistants. Independently handles correspondence relative to prospective medical personnel (checking on credentialts, etc.), and various other hospital business. Takes stenographic notes and prepares reports of meetings of the Hospital Board, the medical staff, special committees, etc. Assists with preparation and editing of annual report and other hospital publications. Takes charge of medical library. Purchases and dispenses certain medical equipment. Assists business manager in testing of applicants for office positions. Maintains records of resident medical personnel, medical staff, blood bank transactions, etc.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of departmental programs, policies and operations with respect to functions performed. Ability to do highly responsible clerical, stenographic, and administrative work and make independent decisions and judgments without review. Ability to successfully meet and deal with the general public. Ability to successfully assume administrative responsibilities and obtain cooperation in carrying out duties. Ability to understand and effectively carry out complex oral and written instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Extensive hospital experience combined with long tenure that shall have resulted in a thorough knowledge of departmental policies and procedures pertaining to hospital administration, and the ability to efficiently carry out assigned duties. Graduation from a standard high school and skill in secretarial procedures.

# HOUSING INSPECTOR II

CLASS TITLE: Housing Inspector II

CLASS DEFINITION: Responsible inspectional work undertaking housing surveys and field inspection of dwellings to determine housing quality within neighborhoods and violations of the Minimum Housing Standards Ordinance.

DISTINGUISHING FEATURES OF WORK: Work involves inspection of dwellings within assigned areas, the purpose of which is, through housing code enforcement and/or American Public Health Association procedures, to prevent the formation and spread of blight. Inspections will determine whether dwellings are structurally safe, have adequate sanitary facilities, means of egress, heating and refrigeration equipment, lighting, ventilation and electrical facilities, floor space per occupant and are maintained in a safe and sanitary manner. Inspectors will issue when necessary notices of housing code violation to owners and/or tenants to correct defects, follow through by re-inspections to obtain compliance and, when necessary, testify at the appropriate time and place in the prosecution of violaters. General supervision is received from a superior. May be assigned supervisory duties in training of Housing Inspectors I.

ILLUSTRATIVE EXAMPLES OF WORK: Personally inspects dwellings to determine their fitness for human habitation, fills out inspection record forms and/or American Public Health Association schedules. Where required prepares notices of violation, re-inspects dwellings to determine degree of compliance, by persuasion and tact gains cooperation of landlords and tenants, prepares other detailed and careful records and performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Male, 25-55 years of age. Should have familiarity with housing code, and/or American Public Health Association methods of housing analysis. Ability to draw floor plan sketches and locate exits, windows, sanitary facilities, etc. Ability to deal tactfully, persuasively and firmly with people, recognizing their individual problems. Ability to advise owner and tenants on means of complying with code, with clear and simple explanatory language, orally and in writing. Must have keenness of perception, ability to deal with people, good manners and good health and appearance.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in public health, civil engineering, architecture, or related field. Considerable responsible experience in public health, housing, structural engineering, architecture, or related work. High school graduation plus considerable responsible experience in t the above fields may be substituted for educational requirements.

# DIRECTOR OF NURSING SERVICE AND SCHOOL OF NURSING

CLASS TITLE: Director of Nursing Service and School of Nursing

CLASS DEFINITION: Highly responsible professional nursing work in planning, directing and reviewing the work of a large staff of registered and student nurses engaged in the professional care and treatment of patients at the Charles V. Chapin Hospital; and related work as required.

DISTINGUISHING FEATURES OF WORK: Highly responsible professional nursing work involving responsibility for the entire nursing services at the Charles V. Chapin Hospital. General instructions are received from the hospital superintendent regarding policies of the institution and specific instructions are received from staff physicians on individual patient care. Work is reviewed for compliance with instructions and general results. Supervision is exercised over the entire registered and student nursing staff.

ILLUSTRATIVE EXAMPLES OF WORK: Prepares schedule of hours for, assigns work to, and instructs registered nurses and student nurses administering to the personal needs and comfort of the patients. Supervises and participates in the training of student nurses in proper communicable disease nursing techniques. Interview student nurses upon arrival and when leaving and during their period of training, reads reports and examinations. Supervises the carrying out of physicians' orders with regard to the care and treatment of patients. Visits and inspects wards relative to sanitary conditions and patients care. Hears employee and patients complaints and makes adjustments. Supervises the keeping of records and making of reports concerning personnel and patients. Checks hospital equipment and supplies and reviews and signs drug slips and ward requisitions.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough and extensive knowledge of professional nursing theory and practice with special reference to contagious disease nursing. Thorough knowledge of materia medica, sanitation and personal hygiene. Thorough knowledge of nursing administration. Ability to plan a course of instruction, to teach, and supervise others teaching contagious disease nursing to student nurses. Ability to supervise the work of the personnel of the nursing staff. Ability to handle emergency situations with coolness and good judgment. Ability to get along well with the nursing staff and other hospital employees and patients.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Preferably graduation from a college of recognized standing with specialization in the physical and natural sciences; graduation from an accredited school of nursing preferably supplemented by advanced courses in nursing supervision and hospital administration. Several years of responsible professional experience at the supervisory level in contagious disease nursing, preferably including recent experience as a superintendent or assistant superintendent of nurses.

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1265

No. 288 **AN ORDINANCE** AMENDING CHAPTER 1145, "ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED SEPTEMBER 20, 1957.

*Approved* May 8, 1959

*Be it ordained by the City of Providence:*

SECTION 1. Section 1 of Chapter 1145 of the Ordinances of the City of Providence as approved September 20, 1957, as amended, is hereby further amended as follows:

| | | |
|---|---|---|
| Add: | ADMINISTRATIVE AIDE | $4,940-5,564 yr. |

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

IN CITY COUNCIL
APR 16 1959
First Reading Read and Passed
Referred to Committee on
FINANCE
Everett Whelan
Clerk

IN CITY COUNCIL
MAY 7 - 1959
FINAL READING
READ AND PASSED
Edward P. Cluney
PRESIDENT
Everett Whelan
CLERK

APPROVED
MAY 8 1959
Walter H. Reynolds
MAYOR

*No.*

**CHAPTER**

**AN ORDINANCE**

# The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 1266

**No. 289 AN ORDINANCE** AMENDING SECTIONS 54, 62 and 75 of CHAPTER 1223, "ESTABLISHING the CLASSES of POSITIONS, the MAXIMUM NUMBER of EMPLOYEES, and the NUMBER of EMPLOYEES in CERTAIN CLASSES in the CITY OF PROVIDENCE", AS APPROVED SEPTEMBER 19, 1958.

*Approved* May 8, 1959

*Be it ordained by the City of Providence:*

SECTION 1. Chapter 1223 of the Ordinances of the City of Providence as approved September 19, 1958, as amended, is hereby further amended to read as follows:

SECTION 54: DEPARTMENT of PUBLIC WORKS
FAMILY and BUSINESS RELOCATION SERVICE SECTION

Delete: 1 Sanitarian
Add: 1 Housing Inspector II

SECTION 62: CHARLES V. CHAPIN HOSPITAL

Delete: 1 Clerk IV
Add: 1 Administrative Aide

SECTION 75: MINIMUM HOUSING STANDARDS DIVISION

That part which has heretofore read: "The number of employees in the MINIMUM HOUSING STANDARDS DIVISION shall not exceed thirteen (13)"; shall hereafter read: "The number of employees in the MINIMUM HOUSING STANDARDS DIVISION shall not exceed fifteen (15)".

Add: 2 Housing Inspector I

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

IN CITY COUNCIL
APR 16 1959
First Reading Read and Passed
Referred to Committee on
FINANCE
D Everett Whelan
Clerk

IN CITY COUNCIL
MAY 7 - 1959
FINAL READING
READ AND PASSED
Edward P Hurley
PRESIDENT
D Everett Whelan
CLERK

APPROVED
MAY 8 1959
Walter H Reynolds
MAYOR

*No.*

**CHAPTER**

**AN ORDINANCE**

THE CITY OF PROVIDENCE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

*No.* 250

*Approved* May 8, 1959

Resolved,

That the sum of Sixty Thousand ($60,000) Dollars is hereby ordered transferred by the Commissioners of Sinking Funds from the Water Depreciation and Extension Fund to the Special Account in the Capital Fund of the City of Providence, entitled: "MISCELLANEOUS WATER EXTENSION ACCOUNT".

Said sum or as much thereof as may be necessary shall be expended and any balance remaining in said fund at the completion of said work shall revert to the Water Depreciation and Extension Fund.

IN CITY COUNCIL

MAY 7 - 1959

READ and PASSED

Edward P. Gundy
President

Everett Wheeler
Clerk

APPROVED

MAY 8 1959

Walter H. Reynolds
MAYOR

RESOLUTION
OF THE
# CITY COUNCIL

Mr. Wexler
(by request)

THE CITY OF PROVIDENCE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

*No.* 291

*Approved* May 8, 1959

**Resolved,**

**That** the sum of Thirty Thousand ($30,000) Dollars is hereby ordered transferred by the Commissioners of Sinking Funds from the Water Depreciation and Extension Fund to the Special Account in the Capital Fund of the City of Providence, entitled: "INSERTING NEW VALVES ACCOUNT".

Said sum or as much thereof as may be necessary shall be expended and any balance remaining in said fund at the completion of said work shall revert to the Water Depreciation and Extension Fund.

IN CITY COUNCIL

MAY 7 - 1959

READ and PASSED

Edward A. Dudley
President

Everett Wheeler
Clerk

APPROVED

MAY 8 1959

Walter H. Reynolds
MAYOR

RESOLUTION
OF THE
# CITY COUNCIL

Mr. Weyler
by request