

THE CITY OF PROVIDENCE
STATE of RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1567

NO: 540 AN ORDINANCE ESTABLISHING A COMPENSATION PLAN
FOR THE CITY OF PROVIDENCE and REPEALING CHAPTER 1492
APPROVED SEPTEMBER 21, 1962.

Approved: September 24, 1963

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1: The following Compensation Plan is hereby adopted as the official Compensation Plan for the Classified service and shall be applied to positions in that service as hereinafter provided.

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Accountant I	4,644.64	Architectural	
	5,102.24	Draftsman II	6,989.32
Accountant II	5,501.08	Assessment Aide I	5,012.28
	6,208.80	Assessment Aide II	6,281.60
Administrative Aide (Chapin Hospital)	5,601.96	Asst Admin of	
	6,309.68	Relocation	7,500.00
Admin Asst to Comm of Public Safety	8,109.92	Asst Business	
		Relocation Officer	6,309.68
Admin Asst & Deputy Registrar of Vital Statistics	7,020.00	(Redev. Agency)	6,877.00
		Asst City Collector	7,317.96
Admin Asst to Chief Engineer (Water)	8,109.92	Asst City Controller	8,867.56
Admin Asst - Welfare	5,616.00	Asst City Controller	
	6,289.92	(Second)	6,770.40
Administrative Officer (Prev. (Civilian Defense) State Wage)		Asst City Solicitor	8,101.08
		(First)	
		Asst City Solicitor	
		(Second)	7,567.56
Air Poll & Mech Equipt Inspector I	5,071.56	Asst City Solicitor	
		(Third)	7,020.00
Air Poll & Mech Equipt Inspector II	5,573.88	Asst City Solicitor	
		(Fourth)	6,486.48
Air Poll & Mech Equipt Inspector III	6,615.96	Asst City Solicitor	
		(Fifth)	6,000.00
Architectural Draftsman I	5,677.88	Asst Clinical Director	
		(General)	8,172.84M

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Asst Director of Laboratories	6,795.36 7,581.60	Associate Engineer II	6,682.00 7,488.00
Asst Director of Nursing Services (nt duty (even duty	6,177.60 6,767.28 6.81 9.08	Associate Engineer III	7,618.00 8,580.00
Asst Director of Recreation	5,573.88 6,309.68	Associate Planner	6,309.68 6,877.00
Asst Dog Officer	5,029.44	Associate Redevelopment Project Planner (Redev. Agency)	6,309.68 6,877.00
Asst to Executive Director (Redev Agncy)	8,649.68	Attorney-Water	4,585.88
Asst Fire Alarm Supt	6,405.88	Attorney-Welfare	4,585.88
Asst Head Nurse-Wards (nt duty (even duty	4,394.52 4,773.60 6.81 9.08	Automobile Driver	3,215.16
Asst Highway Supt	6,364.80	Automotive Mechanic I	2.01 hr
Asst Instructor of Nurses (nt duty (even duty	4,956.12 5,335.20 6.81 9.08	Automotive Mechanic II	4,512.56
Asst Master Mechanic (Water)	2.39 hr	Bacteriologist I	4,852.64 5,324.28
Asst Planner	5,248.36 6,486.48	Bacteriologist II	5,694.00 6,422.00
Asst Real Estate Officer (Redev Agency)	6,309.68 6,877.00	Baker	3,406.52
Asst Research Officer (Redev Agency)	7,020.00	Bath House Attendant I	2,535.00
Asst Supt of Incinerator	6,791.72	Bath House Attendant II	2,788.76
Asst Supt of Parks	6,500.00	Bird Curator	4,680.00 5,408.00
Asst Supervisor of Nurses (nt duty (even duty	4,647.24 5,012.28 6.81 9.08	Boiler Room Foreman (Incinerator)	1.96 hr
Associate Engineer I	5,772.00 6,682.00	Bridge Operator	11.88 day
		Bridge Supt I	12.62 day
		Bridge Supt II	13.25 day
		Budget Officer	10,055.76
		Bldg Custodian I	3,215.16

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Bldg Custodian II	3,760.12	Chief Chemist - Water	6,500.00 7,436.00
Bldg Custodian III	4,335.76		
Bldg Inspector I	5,071.56	Chief Civil Engineer	9,490.00
Bldg Inspector II	5,573.88	Chief Housing Inspector	7,753.20
Bldg Inspector III	7,693.92		
Bldg Maint Engineer I	4,394.52	Chief Industrial Representative (Redev Agency)	8,649.68
Bldg Maint Engineer II	2.44 hr		
Bldg Maint Supervisor	5,882.76	Chief Inspector of Air Poll & Mech Equipt Installations	7,753.20
Bldg Tradesworker (Prev Wage)			
Business Manager (Public Works)	7,005.96	Chief Inspector of Electrical Install's	10,755.76
Business Office Manager (Redev Agency)	7,317.96	Chief Inspector of Plumb, Drain and Gas Piping	7,753.20
Business Relocation Officer (Redev Agency)	8,649.68	Chief Inspector of Struc & Zoning	7,753.20
Case Work Supervisor (Prev State Wage)		Chief of Construction & Maintenance	9,490.00
Case Work Supervisor (Psychiatric) (Prev State Wage)		Chief of Operations & Maint (Sewage Disp)	5,691.56 6,163.56
Case Work Supervisor (Public Assistance) (Prev State Wage)		Chief of Redev Project Planning (Redev Agency)	8,649.68
Caulker	1.87 hr	Chief of Renewal Services (Redev Agency)	8,649.68
Cement Finisher	1.96 hr	Chief of Sanitation Division	9,490.00
Charwoman	2,241.20	City Architect	8,303.36
Chemist I	4,734.60 5,442.32	City Assessor	10,800.00
Chemist II	5,694.00 6,422.00	City Collector	10,055.76
		City Controller	10,800.00

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
City Forester	6,364.80	Cook II	3,406.52
Claim Adjustor	5,677.88	Cook III	4,953.52M
Clerk I	2,358.72 2,906.28	Crane Operator	1.96 hr
Clerk II	2,906.28 3,465.28	Curator	6,132.88
Clerk III	3,465.28 3,832.92	Data Processing Co-Ordinator	6,656.00
Clerk IV	4,069.00 4,793.36	Deputy Chief Engineer (Water)	10,504.00
Clerk, Police Court	7,138.56	Deputy City Clerk-1st	7,138.56
Clerk Stenographer I	2,698.80 3,243.24	Deputy City Clerk-2nd	6,292.00
Clerk Stenographer II	3,243.24 3,715.40	Deputy City Treasurer	6,486.48
Clerk Stenographer III	3,715.40 4,085.64	Deputy Clerk, Police Ct.	6,067.36
Clerk Typist I	2,358.72 2,906.28	Deputy Clerk, Probate Court	3,968.12 4,512.56
Clerk Typist II	2,906.28 3,465.28	Deputy Director of Civilian Defense	(Prev State Wage)
Clinical Director (General)	13,234.52M	Deputy Director (Public Works)	11,880.00
Clinical Director (Psychiatric)	13,234.52M	Deputy Director (Redev Agency)	10,800.00
Clinical Instructor of Nurses	4,773.60 5,138.64	Deputy Inspector of Milk	6,162.00
(nt duty even duty	6.81 9.08	Deputy Planning Director	10,800.00
Clinical Psychologist	5,795.92 7,135.44	Deputy Recorder of Deeds	6,486.48
Cook I	3,038.36	Deputy Supt of Health	9,719.84
		Detective I	5,869.24
		Dietitian I	4,320.16M 4,751.76M

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Dietitian II	4,968.08M 5,400.20M	Equipment Operator I (Incinerator)	15.22 day
Director of Bldg Insp.	11,500.00	Equipment Operator I (Refuse Collection)	14.07 day
Director of Division of Minimum Housing Standards	10,800.00	Equipment Operator I	1.77 hr
Director of Nursing Service & School of Nursing	6,739.20 7,328.88	Equipment Operator II	1.81 hr
(nt duty	6.81	Family & Business Relocation Service Administrator	10,000.00
(even duty	9.08		
Division Engineer (Source of Supply)	9,490.00	Fire Alarm Supt	7,433.40
		Fire Alarm Technician	5,044.00
Division Engineer (Trans & Distr)	9,490.00	Fire Battalion Chief	7,166.64
Dog Officer	5,627.96	Fire Captain	6,458.92
Draftsman	4,512.56 5,110.56	Fire Chief	10,232.56
Duplicating Equipt Operator	4,394.52	Fire Equipt Supt I	6,812.52
Electrical Inspector I	5,071.56	Fire Equipt Supt II	7,034.56
Electrical Inspector II	5,573.88	Fire Lieutenant	5,869.24
Electrical Inspector III	6,615.96		
Electronic Data Pro- cessing Programmer	4,680.00 5,200.00	Fireman	4,852.64 5,237.44
Elevator Operator	2,847.52	First Deputy City Sealer	3,864.12
Engineering Aide I	3,198.00 3,705.00	First Deputy City Sergeant	4,585.88
Engineering Aide II	3,796.00 4,316.00	First Deputy City Weigher	3,687.32
Engineering Aide III	4,680.00 5,460.00	Forester (Source of Supply)	5,672.16 6,009.12
Engineering Trainee	5,161.52	Garage Supt I	5,840.64

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Garage Supt II	6,486.48	Inspector of Kosher Foods	1,828.32
Gateman	11.63 day	Inspector of Sidewalks	5,265.52
Head Nurse - Wards	4,520.88	Institution Attendant	2,830.88
	4,899.96		3,097.64
(nt duty)	6.81		
(even duty)	9.08	Institution Business Manager	7,005.96
Head Nurse - Operating Room	4,520.88		
	4,899.96	Institution Maintenance Mechanic	1.91 hr
(nt duty)	6.81		
(even duty)	9.08		
Head Nurse - Outpatient Dept	4,520.88	Institution Nurse II	3,864.12
	4,899.96	(nt duty)	6.81
(nt duty)	6.81	(even duty)	9.08
(even duty)	9.08		
		Institution Utility Worker I	1.25/1.30/1.35 hr
Highway Construction Foreman	2.29 hr		
		Institution Utility Worker II	1.35/1.40/1.45/ 1.50 hr
Highway Office Manager	6,246.76		
		Institution Ward Porter	1.25/1.30/ 1.35/1.40 hr
Highway Yard Foreman	2.24 hr		
		Instructor of Nature Study	3,968.12
Horticultural Supervisor	4,680.00		
	5,408.00	Instructor of Nurses	5,265.00
Housekeeper	2,830.88		5,644.08
Housemother	2,830.88		
		Intergroup Specialist	6,500.00
Housing Inspector I	5,071.56		
		Key Punch Operator	3,097.64
Housing Inspector II	5,573.88		3,656.12
Hydro-Electric Station Operator	2.45 hr	Labor Foreman Gen I	1.85 hr
Industrial Representative (Redev Agency)	6,309.68	Labor Foreman Gen II	2.05 hr
	6,877.00		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Labor Foreman Water I	1.85 hr	Management Aide (Redev Agency)	6,309.68 6,877.00
Labor Foreman Water II	2.29 hr	Master Mechanic - Water	2.95 hr
Laboratory Assistant	3,066.44	Matron I	2,653.56
Laboratory Technician I	3,347.24 3,715.40	Matron II	3,097.64
Laboratory Technician II	3,746.08 4,113.72	Mechanic I	1.81 hr
		Mechanic II	1.96 hr
Laborer (Garbage Coll)	14.21 day	Mechanic III	2.22 hr
Laborer (Refuse Coll)	13.80 day	Medical Record Librarian	3,875.04 4,548.96
Laborer I	1.73 hr	Medical Social Worker (Prev State Wage)	
Laborer II	1.77 hr	Meter Mechanic	3,465.28 4,026.88
Land Disposition Officer (Redev Agency)	8,649.68	Meter Reader I	3,406.52 3,832.92
Laundry Worker I	1.25/1.30/1.35 hr	Meter Reader II	3,864.12 4,335.76
Laundry Worker II	3,302.52	Meter Superintendent	6,748.04
Laundry Worker III	3,892.20	Nurses Aide	1.33/1.38/1.43 hr (nt or even duty 4.54)
Maintenance Foreman (Sewage Dis Wks)	2.05 hr	Occupational Therapist	3,614.00
Maintenance Man I	3,656.12	Occupational Therapy Aide	2,802.80
Maintenance Man II	4,144.92	Operations & Planning Officer (Civil Defense)(Prev State Wage)	
Maintenance Man III	5,161.52		
Management Agent (Redev Agency)	7,573.28	Park Foreman General	2.29 hr

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Parking Meter Maintenance Man I	1.80 hr	Police Captain	7,166.64
		Police Chief	10,232.56
Parking Meter Maintenance Man II	4,277.00	Police Commander	7,873.84
Pathologist	9,634.56M	Police Dog Specialist	5,869.24
Paver	1.96 hr	Police Equipt Supt	6,399.64
Personal Property Assessment Aide	7,005.96	Police Lieutenant	6,458.92
Personnel Director	10,055.76	Police Matron	2,729.48
Personnel Technician	5,501.08 6,208.80	Police Patrol Driver	3,774.16
Pharmacist I	4,144.92 4,675.32	Police Patrolman	4,852.64 5,237.44
Pharmacist II	5,824.00	Police Sergeant	5,869.24
Physical Director (Police)	3,832.92	Police Signal Operator	2,729.48
Physical Therapist I	4,599.92M 5,068.44M	Police Surgeon, Deputy	4,262.96
		Police Surgeon, First	5,824.00
Physical Therapist II	5,310.24M 6,020.56M	Police Switchboard Operator	3,156.40
Physician	4,321.72	Police Woman	4,852.64 5,237.44
Plan Estimator	7,753.20	Port Agent	7,753.20
Planning Aide	4,658.68 5,352.36	Practical Nurse	1.54/1.60/1.67 hr
Playground Director	3,274.44	(nt or even duty	4.54)
Playground Supervisor	3,583.32	Principal Clerk (Gen Pub Assistance)	(Prev State Wage)
Plumbing Inspector I	5,071.56	Principal Planner	9,180.00
Plumbing Inspector II	5,573.88		
Plumbing Inspector III	6,615.96		

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Professionally Trained Case Work Supervisor	(Prev State Wage)	Rain Gauge Keeper (per instr per week)	7.00
		Real Estate Aide (Redev Agency)	5,248.36 6,486.48
Professionally Trained Social Case Worker	(Prev State Wage)	Real Estate Officer (Redev Agency)	8,649.68
Project Director (Redev Agency)	9,504.04	Real Property Assessment Aide	7,005.96
Psychiatric Social Worker	(Prev State Wage)	Recreation Center Director	4,953.52 5,324.28
Psychometrist	3,614.00 4,321.72	Recreation Leader	2,536.04
Public Health Nurse I	3,804.84 4,380.48	Recreation Program Supervisor	4,026.88
Public Health Nurse II	4,420.00 4,940.00	Recreation Supervisor	3,378.44
Public Health Nursing Director	5,616.00 6,346.08	Redevelopment Project Planner (Redev Agency)	5,248.36 6,486.48
Public Health Physician I	3,892.20	Research Aide (Redev Agency)	6,309.68 6,877.00
Public Health Physician II	6,267.56	Research Officer (Redev Agency)	8,649.68
Public Information Officer	8,000.00	Resident Physician	7,288.84M
Pumping Station Engr	5,301.92	Roentgenologist (Consulting)	5,942.04
Purchasing Agent I	4,069.00 4,793.36	Sanitarian	4,894.76
Purchasing Agent II	7,005.96	Sanitarian Aide I	3,996.20
Purchasing Agent III	10,055.76	Sanitarian Aide II	4,585.88
Radio Engineer	5,885.88	Sanitary Bacteriologist	3,774.16 4,512.56

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Screenman	1.77 hr	Social Case Worker	(Prev State Wage)
Second Asst Clinical Director General	7,911.28M	Special Admin Asst (Redev Agency)	5,616.00
Second Deputy City Sealer	3,524.04	Staff Nurse	4,212.00 4,591.08
Second Deputy City Sergeant	3,864.12	(nt duty	6.81
		(even duty	9.08
Secretary, Bldg Bd of Review	2,095.08	Stationary Equipt Operator	1.84 hr
Secretary, Zoning Bd of Review	4,894.76	Stationary Fireman	1.81 hr
Senior Engineer (Redev Agency)	9,065.68	Steam Engineering Examiner	5,573.88
Senior Planner	7,573.28 8,093.28	Stenographic Reporter (City Council)	4,335.76
Senior Redev Project Planner (Redev Agency)	7,573.28 8,093.28	Supt of Bath Houses & Comfort Stations	5,573.88
Senior Resident Physician	6,208.80M	Supt of Building Maint- enance & Operations	6,610.76
Sewage Disposal Works Foreman	2.05 hr	Supt of Filtration	7,748.00 8,580.00
Sewage Disposal Works Operator	1.84 hr	Supt of Garbage Coll.	6,480.24
Sewer Basin Man	1.96 hr	Supt of Highway	7,753.20
Sewer Construction Foreman	2.29 hr	Supt of Incinerator	7,753.20
Sewer Construction Worker	1.96 hr	Supt of Plant Maint & Operation	7,005.96
Sewer & Drain Inspector	4,026.88	Supt of Municipal Docks	4,085.64
		Supt of Public Bldgs	9,490.00
		Supt of Sewage Disposal	7,753.20

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
Supt of Sewer Constr & Maintenance	7,753.20	Traffic Engineer II	6,877.00 7,525.44
Supt of Transmission & Distribution	6,427.72	Traffic Engineer III	8,109.92
Supt of Warehouse & Inventory	6,601.92	Traffic Marker & Sign Man I	2.00 hr
Supt of Weights & Measures	5,426.20	Traffic Signal Maint Man I	2.15 hr
Supervisor of Domestic Relations	5,324.28	Traffic Signal Maint Man II	2.36 hr
Supervising Public Health Nurse (Comm Diseases)	4,981.08 5,293.08	Training & Public Information Officer (C.D.) (Prev State Wage)	
Supervising Public Health Nurse (T.B.)	4,981.08 5,293.08	Tree Trimmer	1.96
Supervisor of Nurses	4,829.76 5,208.84	Turbine Operator I	1.96 hr
(nt duty 6.81 (even duty 9.08		Turbine Operator II	2.00 hr
Supervisor of Refuse Collection	2.22 hr	Urban Renewal Counsel (Redev Agency)	8,649.68
Supervisor of Volunteer Services	3,229.20 4,125.68	Utility Inspector	5,408.00
Switchboard Operator	12.15 day	Vermin Control Officer	2.05 hr
Tabulating Equipt Operator	3,968.16 4,703.40	Ward Secretary	2,358.72 2,906.28
Tabulating Machine Supervisor	5,366.40 5,782.40	Water Service Inspector	4,335.76
Traffic Engineer I	6,309.68 6,877.00	Water Shed Manager Source of Supply (Water)	7,007.00 7,540.00
		Watchman	1.28 hr

<u>POSITION</u>	<u>ANNUAL AMOUNT</u>	<u>POSITION</u>	<u>ANNUAL AMOUNT</u>
X-Ray Technician I	2,906.28M		
X-Ray Technician II	3,524.04M 3,892.20M		
X-Ray Technician III	4,026.88M 4,394.52M		
Zoning Assistant	4,212.00		

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

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, 1963 shall be paid the rates herein provided.

SECTION 4. The minimum rate of pay for any class of position shall be payable to any person on his first appointment to the position allocated to the class, provided that, if a person already in the service is transferred, he may with the recommendation of the Finance Director and approval of the Mayor, enter the new position at the same rate of pay as he had previously received.

SECTION 5. Any employee employed in a position allocated to a class carrying minimum and maximum pay rates may be granted a pay increase from one step to the next higher step within the established range, subject to the following:

1. One hundred four dollars a year shall constitute a step.
2. Recommendations for step increases shall be made by department heads or the 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 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, Public Health Nurse I, Public Health Nurse II, Public Health Nursing Director, Supervising Public Health Nurse, Registered Nurses employed at Chapin Hospital, Practical Nurses, Social Case Worker, Psychiatric Social Worker, Case Work Supervisor (Psychiatric), Medical Social Worker, and all clerical employees employed in the Department of Public Welfare-General Public Assistance Administration, and part of whose salary is reimbursed to the City of Providence, by the State of Rhode Island, shall be exempt from the first four Sub-sections of Section 5 herein. Clerical employees in the Department of Public Welfare-General Public Assistance Administration shall be paid the prevailing wage as established in the State of Rhode Island General Public Assistance Merit System Pay Plan.

The entrance rate for Police Patrolman, Police Woman, and Fireman shall be \$4,852.64 per annum, and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -
\$4,975.88 per annum.
- At the expiration of eighteen (18) months of service -
\$5,102.76 per annum.
- At the expiration of three (3) years of service -
\$5,237.44 per annum.

Members of the Police Department who are regularly assigned to plain clothes duty as Detectives or members of the so-called C-Squad shall receive in addition to their basic salary an additional six (6%) percentum of their salary during such assignment.

The entrance rate for Public Health Nurse I shall be \$3,804.84 per annum, and shall automatically increase in accordance with the following schedule:

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

The entrance rate for Public Health Nurse II shall be \$4,420 per annum and shall automatically increase in accordance with the following schedule:

- At the expiration of one (1) year of service -
\$4,576.00 per annum.
- At the expirations of two (2) years of service -
\$4,732.00 per annum.
- At the expiration of three (3) years of service -
\$4,940.00 per annum.

The entrance rate for Practical Nurse shall be \$1.54 per hour and shall be increased six (\$0.06) cents per hour after one (1) year of service and seven (\$0.07) cents per hour after two (2) years of service.

Practical Nurses and Nurses Aides shall receive, in addition to pay as established by Section 1 of this ordinance, four dollars and fifty-four (\$4.54) cents extra per week for night duty or evening duty.

All registered nurses employed in Chapin Hospital shall receive in addition to pay as established by Section 1 of this Ordinance, six dollars and eighty-one (\$6.81) cents extra per week for night duty and nine dollars and eight cents (\$9.08) extra for evening duty.

Practical Nurses, Nurses Aides and Registered Nurses who have been on night duty or evening duty for at least six (6) continuous months immediately prior to vacation or sick leave shall receive night duty or evening duty pay during any vacation or sick leave period in addition to the salary as established in Section 1.

Employees in the following classifications: Supervisor of Nurses, Head Nurse-Wards, Head Nurse-Operating Room, Head Nurse-Outpatient and Staff Nurse shall at the expiration of one (1) year of service receive one hundred sixty-eight dollars and forty-eight (\$168.48) cents above the minimum for the class to which they are assigned and at the end of two (2) years of service an additional two hundred ten dollars and sixty (\$210.60) cents.

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

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

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

Employees who are assigned to the classification of Director of Nursing Service and School of Nursing or Assistant Director of Nursing Service shall at the expiration of one (1) year of service receive one hundred ninety-six dollars and fifty-six (\$196.56) cents above the minimum for the class, and at the end of each year of service for the following two (2) years and additional one hundred ninety-six dollars and fifty-six (\$196.56) cents.

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

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

Where maintenance is supplied, it shall, unless otherwise indicated herein, be deducted from the gross salary. The value of maintenance shall be considered to be:

\$1.25 per week for one (1) meal per day.

\$2.50 per week for two (2) meals per day.

\$3.75 per week for three (3) meals per day.

\$2.25 per week for lodging and laundry allowance, provided that when lodging facilities are provided for the entire family of a City employee, rates shall be fixed individually by the department subject to the approval of the Finance Director.

Maintenance shall apply only to employees of the Chapin Hospital.

SECTION 6. A given rate of pay as expressed in the compensation plan may be computed 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 1492 of the Ordinances of 1962 with all amendments thereto is hereby repealed.

SECTION 10. This Ordinance shall take effect and become operative as of October 1, 1963.

* * * * *

IN CITY
COUNCIL

AUG 8 - 1963

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE
Devenish Wilson, CLERK

THE COMMITTEE ON

FINANCE

APPROVES PASSAGE OF
THE WITHIN ORDINANCE
AUG 28 1963

W. H. ...
Chairman
Clerk

MAYOR

SEP 2 4 1963

APPROVED

CLERK

PRESIDENT

FINAL READING
READ AND PASSED

SEP 2 3 1963

IN CITY
COUNCIL

ACTING

CLERK

READ AND PASSED

FIRST READING

SEP 5 - 1963

IN CITY
COUNCIL

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 1568

NO: 541 AN ORDINANCE ESTABLISHING THE SALARIES and
COMPENSATION TO BE PAID TO THE SEVERAL CITY OFFICIALS
and EMPLOYEES HEREIN NAMED, and REPEALING CHAPTER 1493
APPROVED SEPTEMBER 21, 1962.

Approved: September 24, 1963

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:

Administrative Assistant (Prov. Human Relations Commission)	\$4,800.00 per annum
Attorney I (Redev. Agency)	\$ 7,020.00-7,559.76 per annum
Chairman (Bd. of Canvassers)	\$6,812.52 " "
Chairman, Bd. of Review (Minimum Housing Standards)	60.00 per mtg. (not to exceed \$1200.00 per year)
Chairman, Bldg. Bd. of Review	\$1,500.00 per annum
Chairman & Secretary (Bureau of Licenses)	7,135.44 per annum
Chairman, Zoning Bd. of Review	1,500.00 " "
Chief Counsel (Redev. Agency)	10,800.00 " "
Chief Engineer (Water Supply Board)	12,474.00 " "
City Clerk	10,055.76 " "
City Sergeant	6,941.48 " "
City Solicitor	12,474.00 " "
City Treasurer	10,055.76 " "
Clerk, Probate Court	7,175.48 " "
Commissioner, Bureau of Licenses	5,515.12 " "
Commissioner, Public Safety	12,474.00 " "
Director of Civilian Defense	(Prevailing State Wage)
Director of Public Welfare	12,474.00 per annum
Director of Public Works	12,474.00 " "
Director of Recreation	10,400.00 " "
Executive Director (Prov. Human Relations Comm.)	8,500.00 " "

Executive Director (Redev. Agency)	\$12,474.00 per annum
Field Worker (Prov. Human Relations Commission)	5,500.00 " "
Finance Director	12,474.00 " "
Judge, Police Court	4,585.88 " "
Judge, Probate Court	11,000.00 " "
Mayor's Administrative Assistant	10,055.76 " "
Mayor's Executive Secretary	9,000.00 " "
Mayor's Personal Secretary	4,127.76-4,498.52 " "
Mayor's Stenographer	3,715.40-4,085.64 " "
Mayor's Typist	2,906.28-3,465.28 " "
Mayor's Chauffeur	4,557.80 " "
Member, Bd. of Canvassers	6,812.52 " "
Member, Bd. of Review (Minimum Housing Standards)	50.00 per mtg. (not to exceed \$1,000.00 per year)
Member, Bd. of Tax Assessment Review	25.00 per mtg.
Member, Bldg. Bd. of Review	1,000.00 per annum
Member, Zoning Bd. of Review	1,000.00 " "
Planning Director (City Plan)	12,474.00 " "
Recorder of Deeds	8,499.92 " "
School Crossing Guard	1.62 hr.
Secretary, Bd. of Tax Assessment Review	7,150.40 per annum
Social Case Worker Trainee	(Prevailing State Wage)
Supt. of Chapin Hospital	16,200.00 per annum
Supt. of Health Department	12,474.00 " "
Supt. of Parks	10,800.00 " "
Traffic Engineer	10,800.00 " "
Trainees, Police and Fire	68.04 per week
Urban Renewal Co-Ordinator	12,474.00 per annum
Woman Parking Checker	1.71 hr.
Zoo Curator	1.00 per annum

TEMPORARY - PART-TIME

Co-Director, Recreation	10.21 per session
Physical Instructor	7.94 " "

TEMPORARY - PART-TIME

Referee	\$ 3.41 per game
School Janitor	(Prevailing School Dept Wage)
Scorekeeper	\$ 3.41 per game
Supervisor of Activities (Recreation Dept)	64.97 per week
Clerk (Part-time) (Board of Canvassers)	1.71 per hr.
Automobile Driver (Part-time) (Bd. of Canvassers)	1.79 per hr.

SWIMMING POOLS

Supervisor	\$4,762.68 per annum
Small Pool Manager	82.00 per week
Assistant Small Pool Manager	72.00 per week
Checker	44.55 per week
Counter Person	38.29 per week
Engineer	4,080.44 per annum
Hygiene Inspector	51.03 per week
Life Guard	(Prevailing State Wage)

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, 1963.

IN CITY
COUNCIL
SEP 5- 1963
FIRST READING
READ AND PASSED
Vincent Vesper
ACTING CLERK

IN CITY
COUNCIL
SEP 23 1963
FINAL READING
READ AND PASSED
John F. Brink
PRESIDENT
Vincent Vesper
CLERK

APPROVED

SEP 24 1963
Walter H. Reynolds
MAYOR

IN CITY
COUNCIL

AUG 8 - 1963

FIRST READING

REFERRED TO COMMITTEE ON

FINANCE

W. E. ...
CLERK

THE COMMITTEE ON

FINANCE

Approves Passage of AUG 28 1963
The Within Ordinance

W. E. ...
CLERK

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 1569

NO: 542 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF
PROVIDENCE", APPROVED AUGUST 7, 1953.

Approved: September 24, 1963

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 follow-
ing respects:

<u>DELETE:</u>	Second Deputy City Weigher	(122)
	Civilian Defense Supply Officer	(157)
	Business Office Manager	
	(Water Supply Board)	(197A)
	Chief of Licenses	(229)
	Police Switchboard Chief Operator	(469)

<u>ADD:</u>	Administrative Assistant to the Chief	
	Engineer (Water)	(161)
	Assistant City Solicitor-Fifth	(179)
	Vermin Control Officer	(224)
	Professionally Trained Case Work	
	Supervisor	(369)
	Professionally Trained Social Case	
	Worker	(370)
	Water Shed Manager - Source of Supply	
	(Water)	(659)
	Bird Curator	(704)
	Real Estate Aide (Redevelopment Agency)	(720)
	Research Aide (Redevelopment Agency)	(722)
	Business Relocation Officer	
	(Redevelopment Agency)	(727)
	Assistant Business Relocation Officer	
	(Redevelopment Agency)	(728)
	Administrative Officer	
	(Civilian Defense)	(786)

SECTION 2. This Ordinance shall take effect and become
operative as of October 1, 1963.

IN CITY
COUNCIL

AUG 8 - 1963

FIRST READING
REFERRED TO COMMITTEE ON

FINANCE

CLERK

THE COMMITTEE ON
FINANCE

Approves Passage of
The Within Ordinance

AUG 28 1963

CLERK

MAYOR

SEP 2 4 1963

APPROVED

CLERK

PRESIDENT

FINAL READING
READ AND PASSED

SEP 2 3 1963

IN CITY
COUNCIL

ACTING CLERK

READ AND PASSED
FIRST READING

SEP 5 - 1963

IN CITY
COUNCIL

**ADMINISTRATIVE ASSISTANT TO THE CHIEF ENGINEER
(WATER)**

CLASS TITLE: Administrative Assistant to the Chief Engineer

CLASS DEFINITION: Responsible administrative and managerial work in directing the business procedure, budgetary control, water utility appraisal, cost analysis, accounting and clerical activities of the Water Supply Board, along with other administrative duties under the direct supervision of the Chief Engineer.

DISTINGUISHING FEATURES OF WORK: Work involves complete responsibility for all administrative and business management methods, along with auditing, cost accounting and job cost analysis and all clerical activities within the Water Supply Board; for developing improved methods and procedures in the various divisions of the Water Supply Board and for directing all administrative and business management activities of the department, along with annual appraisal of real estate, structures, machinery and equipment, including mains, valves, hydrants and services in the Distribution Division, under the supervision of the Chief Engineer. Supervision is exercised over all personnel in connection with the business management of the department. Policies are determined by the Chief Engineer and carried out under the direct supervision of the Chief Engineer's Administrative Assistant. Special assignments are received from the Chief Engineer at various times involving confidential and financial data. The Administrative Assistant has wide latitude in studying customer growth and requirements and all clerical activities of the department.

ILLUSTRATIVE EXAMPLES OF WORK: Directs all the administrative and managerial work of business management of the Water Supply Board under the direct supervision of the Chief Engineer. Directs all the accounting and cost accounting procedures, including job cost analysis and perpetual inventory and budgetary control as required in all divisions of the department; the compilation of payrolls and departmental payroll records, the processing of forms relating to budgeting, purchasing, accounting and other clerical personnel, job cost and perpetual inventory control, summarizing of all job orders that relate to capital improvements so that they may be incorporated into the records of the annual appraisal of the Water Supply Board, to determine not only the original cost but also the present market value, purchasing of office equipment and supplies as required by the various divisions of the Water Supply Board under the direct supervision of the Chief Engineer. Administers complete supervision and control of all Water and Sewer Rental billing, ledger controls, adjustments, refunds, and delinquent account collecting in cooperation with the City Coll-
(over)

ILLUSTRATIVE EXAMPLES OF WORK: (cont'd)

ector's Office. Direct supervision of the department's Job Cost System relating to meter repairs and installations, service installations and water main extensions; supervision of Water Supply Board information services to the public relating to administrative and business management under the direct supervision of the Chief Engineer. Conducts a continuing study of the records and administrative procedures of the department, making recommendations to the Chief Engineer that will improve the system already established within the various divisions of the Water Supply Board. Maintain a form-control activity for review, elimination, standardization, improvement and economical procurement of all forms needed by the various divisions of the department. Reviews and compiles the budget and allotment requests for the various divisions of the department under the direct supervision of the Chief Engineer. Prepares for the approval of the Chief Engineer, departmental orders, financial memoranda and data for the department's annual report, along with special periodic financial and statistical reports as requested by the Chief Engineer, consulting with division heads as necessary. Prepares monthly and quarterly financial reports of the department's operation and maintains separate controls of all accounts within the various divisions of the department. Prepares monthly financial data of all control accounts for approval of the City Controller. Supervise and audit billing statistics for use by the Chief Engineer and the Engineering Department in making various studies relating to consumption of water and customer growth by various classifications in the Water Supply Board System.

NECESSARY KNOWLEDGES, SKILLS and ABILITIES: Thorough knowledge of water works procedure relating to skills and techniques of administrative and managerial methods of business management; of budgetary and cost accounting principles and practices, payroll and inventory procedures and controls and other related general office procedures. Ability to plan, assign, supervise and revise procedural systems and to evaluate and design administrative and business office forms. Ability to organize and direct a staff in accounting and administrative clerical activities. Ability to maintain cooperative relationship with division heads, with personnel of other city departments and with the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from recognized college, university or business college majoring in accounting or business administration and having extensive experience as a business manager, office manager, controller or in a similar administrative capacity in a large governmental department or business firm.

ASSISTANT CITY SOLICITOR - FIFTH

CLASS TITLE: Assistant City Solicitor Fifth

CLASS DEFINITION: Professional legal work as an assistant to the City Solicitor; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for performing professional legal work as assigned. The extent of work review depends upon the difficulty and importance of individual assignments.

ILLUSTRATIVE EXAMPLES OF WORK: Investigates or assists in investigating suits or claims against the City and does trial work in defending such suits. Institutes and tries civil suits on behalf of the City. Advises City officials and employees with respect to legal problems arising in connection with their duties. Prepares condemnation procedures and performs legal work connected with the rental, loan or sale of City property. Represents the City in conferences with other governmental agencies, corporations and individuals concerning business relations with the City. Drafts legislation for presentation before the State legislature where interests of the City are involved and drafts laws or ordinances for the City Council. Prosecutes cases brought by City police for violation criminal law of the State by City Departments and officials for violation of municipal ordinances. Performs legal research and renders general assistance to the City Solicitor in handling and trying legal matters.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of common and municipal law, State laws, local ordinances, established precedents and sources of legal reference. Knowledge of judicial procedures and the rules of evidence. Knowledge of local governmental structure and operations and of the legal questions involved. Considerable skill and ability in analyzing, appraising and organizing facts, evidence, and precedents concerned in cases and legal problems. Ability to develop and maintain satisfactory relationships with City officials.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college of law; some experience in the general practice of law preferred.

SPECIAL REQUIREMENT: Member of the State Bar.

October 1963

VERMIN CONTROL OFFICER

CLASS TITLE: Vermin Control Officer

CLASS DEFINITION: Responsible work in the inspecting and advising as to proper methods for preventing, controlling and/or exterminating rodents, vermin, insects, etc., from specific areas. Supervision may be exercised over other personnel engaged in this type of work.

DISTINGUISHING FEATURES OF WORK: Work involves responsible field work in the inspection in areas for complaints to determine existence of conditions of which complaints have been made or routine inspection with the view toward eliminating causes of complaints. Work assignments are received from a superior and reviewed for quality and results.

ILLUSTRATIVE EXAMPLES OF WORK: Plans, assigns and may supervise others engaged in this particular field and/or personally carries out the necessary details. May personally inspect complaints and advises as to the proper procedure for eliminating the sources of infestation. He shall render reports periodically on inspections and conditions pertaining to various factors of work.

NECESSARY KNOWLEDGES, SKILLS and ABILITIES: Thorough knowledge of the methods of preventing, controlling and exterminating rodents, vermin, insects, etc., from specific areas. Knowledge of the uses of chemicals in this work, methods of self-protection, and protection of others is paramount.

QUALIFICATIONS NECESSARY FOR APPOINTMENT: At least three years of experience with a reliable exterminating firm. Laboratory courses in college, or high school may be substituted for actual experience. However, high school credits will be allowed for one year's experience only. Because of dangers involved with the use of certain types of exterminating agents, the Superintendent of Health may require the applicant to pass a written and/or oral examination to insure fitness and capability.

October 1963

PROFESSIONALLY TRAINED CASE WORK SUPERVISOR
(Public Assistance)

CLASS TITLE: Professionally Trained Case Work Supervisor
(Public Assistance)

CLASS DEFINITION: To be responsible for supervision of a staff of professionally trained and untrained social case workers engaged in providing intensive public assistance service to clients having highly complex and varied social problems; and to do related work as required. Works under the general supervision of the Area Supervisor (Senior Public Assistance Supervisor) from whom assignments are received to be carried out with a wide latitude for the exercise of initiative and independent action; through individual conferences, work is evaluated for its effectiveness in carrying out agency goals. Plans, organizes, assigns and directs the work of a staff of professionally trained and untrained social case workers; reviews work for conformity to established principles, policies and procedures; carries out various phases of the in-service training program for individual and group improvement.

ILLUSTRATIVE EXAMPLES OF WORK: To provide a highly skilled, professional leadership, through the training and supervision of both professionally trained and untrained workers, in the development and utilization of social work skills. To be responsible for developing the ability of workers to give intensive service to clients having complex and varied social problems (poverty compounded with broken homes, illegitimacy, severe physical and emotional handicaps and anti-social behavior) and insuring that agency service to clients is based on a psycho-social diagnosis developed through the social study process. Through individual and group conferences on a regular planned basis, to do a comprehensive evaluation of workers' performances to identify strengths and weaknesses and to plan and carry out a program of on-the-job training. To be a field supervisor for students from accredited schools of social work assigned to the agency for field work placements. To maintain an on-going system of case reviews to measure the effectiveness of each worker's performance in carrying out agency service goals. To give supervision in special projects which are developed by the agency for the purpose of studying and evaluating special problem areas in order to improve agency service. To be responsible for insuring full utilization of agency services and services in the community in order to help clients achieve the goals of self-care, self-support, and strengthened family life. To study in depth the social and economic needs within an assigned territory and assemble this information for purposeful community planning to meet these needs as well as for reporting to administration for its use in overall program planning.

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ILLUSTRATIVE EXAMPLES OF WORK: (cont'd)

To be responsible for identifying problem areas in which no services are available and to make these unmet needs known to administrative superiors. To seek direction, supervision, and consultation when needed to insure that staff is enabled to develop and deepen their knowledge and increase their skill in working effectively with clients towards a resolution or modification of their problems. To do related work as required.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of principles of social work and skill in their use; a thorough knowledge of individual emotional behavior patterns and the social and economic factors that contribute to personal maladjustment and dependency; a thorough knowledge of the provisions of the federal and state laws relating to the public assistance program; knowledge of the resources in the community which supplement public assistance resources, particularly the voluntary social agencies; the ability to plan, organize, assign, supervise, and review the work of a professional and non-professional social case work staff; a familiarity with the principles of teaching and ability to use them in helping social workers in the application of professional case work practices and techniques; ability to provide professional leadership and stimulation to employees; ability to establish and maintain effective working relationships with individuals and groups within and outside of the agency; and related capacities and abilities.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Such as may have been gained through: graduation from an accredited school of social work with a master's degree; and such as may have been gained through: employment as a full-time social case worker in a public or voluntary social agency.

PROFESSIONALLY TRAINED SOCIAL CASE WORKER

CLASS TITLE: Professionally Trained Social Case Worker

CLASS DEFINITION: To determine initial and continuing eligibility for public assistance and to provide social casework services to families and individuals whose problems are highly complex and varied in nature; to provide case work services to children whose problems are of a highly complex nature and require specialized child welfare services, that is, placement away from family or treatment of the child and family to modify damaging parental attitudes affecting the behavior of children; and to do related work as required. Works under the general supervision of a professionally trained case work supervisor from whom assignments are received to be carried out with some latitude for the exercise of initiative and independent action; through individual conferences, work is evaluated for its effectiveness in carrying out agency goals.

ILLUSTRATIVE EXAMPLES OF WORK: To determine initial and continuing eligibility for public assistance and to provide social services to families, and individuals whose problems are highly complex and varied in nature; to provide case work services to children whose problems are of a highly complex nature and require specialized child welfare services. To be responsible for specialized public assistance or child welfare case loads requiring a high degree of social work skill in the identification and analysis of social problems and treatment of individuals and families towards the goals of self-help, rehabilitation and strengthened family life. To be responsible for providing specialized child welfare services which may include intensive service to children and families in their own home, foster care placement, adoption placement, services to the unmarried mother, to the physically and emotionally handicapped child, and protective services. To participate in special projects which are developed by the agency for the purpose of studying and evaluating special problem areas in order to improve agency service. To secure relevant information accurately and completely through the social study process in order to form a psycho-social diagnosis and case plan so that the client is helped to become engaged in an examination and solution of his problems, or to determine the appropriate plan for care and treatment for the child. To make imaginative use of available resources and enlist the cooperation and understanding of other social agencies for the meeting of unusual needs or individual care. To exercise a wide degree of independent judgment decision and action. On an on-going regular basis, to re-evaluate the needs of and services being provided to clients in order to insure their effectiveness and/or to institute and revise

(over)

ILLUSTRATIVE EXAMPLES OF WORK: (cont'd)

assistance or service plans promptly as needed, or to change treatment plan and goals for children. To do related work as required.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of social case work principles, practices and techniques and the ability to apply them effectively; a thorough knowledge of individual, emotional, and behavior patterns and the social and economic factors that contribute to personal maladjustment and dependency and the forces that affect interpersonal relationships and impair parental functions; a working knowledge of the provisions of the federal and state laws relating to the public assistance program; a working knowledge of the laws which govern the care and protection of children; knowledge of the resources in the community which supplement public assistance resources and those resources offering specialized services available for children and their families, particularly the voluntary agencies; ability to establish and maintain effective relationships with individuals and to establish and maintain effective relationships with individuals and groups within and outside of the agency; and related capacities and abilities.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Such as may have been gained through: graduation from an accredited school of social work with a master's degree; and, such as may have been gained through: employment as a full time social case worker in a private or public social agency which has provided some opportunity of participating in the application of social case work principles, practices and techniques to individuals including children, and families whose problems are highly complex and varied in nature.

October 1963

CLASS TITLE: Watershed Manager - Source of Supply (Water)

CLASS DEFINITION: Professional management of City of Providence Water Shed property and all the forest growth thereon. Responsibility for control and direction of all operations and activity related to the Forestry and Maintenance Program.

DISTINGUISHING FEATURES OF WORK: Planning, administrative control, and direction of watershed management program including selection of coniferous species for planting, cultural manipulation of deciduous and coniferous cover on all City-owned watershed lands, silvicultural management of plantations and natural forest stands, selection of timber stands for harvest of logs, pulpwood, or other timber products, and protection of watershed from insect, disease, and forest fire. Maintenance of main dam along with all other smaller dams and embankments, maintenance of all grounds, embankments and turfed areas at Source of Supply, and maintenance of all three distribution Reservoirs along with aqueducts and main pipe lines. Maintenance of all facilities and structures on the forested watershed. Detection and control of all unauthorized trespass on City watershed lands.

ILLUSTRATIVE EXAMPLES OF WORK: Supervision and control of Watershed Management Program which includes planning, directing, and following through to accomplishment of all work and related activity. Supervision and responsibility for all personnel within the Forestry and Maintenance Department. Responsibility for all administration and communications connected with or originating in the Forestry and Maintenance Department. Professional direction of forest management program including preparation of planting plans, development of cultural and timber-stand improvement practices in specific forest tracts, cruising and appraisal of timber volume and growth, proper selection of trees to be cut in thinning or harvest operations, recognition and survey-planning of forest insect and disease endemics and epidemics, encouragement of desirable tree species on basis of site requirements and other significant ecological considerations, and manipulation of forest stands in the hydrological improvement of watershed. Planning and direction of maintenance program including programs for fertilization, liming, and other cultural treatment of turfed areas; management of turfed embankments of main dam, other smaller dams, and distribution reservoirs; programs for herbicidal brush control on woods roads, firelanes, fencelines, shorelines, and other pertinent areas; and maintenance and improvements to such permanent facilities as firelanes, fences, gates, bridges, and access roads.

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ILLUSTRATIVE EXAMPLES OF WORK: (cont'd)

Direction and coordination of forest-fire detection, presuppression, and suppression programs including involvement with local and State fire-control agencies. Cooperation and technical coordination with local, State, and Federal agencies in matters related with the watershed program.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A sound knowledge of forest-management principles, practices, and techniques as offered by an accredited forestry school including silvicultural aspects of forest-stand management; tree planting considerations; pathologic and insect influences on forest vegetation; economics of timberland management; measurement of forest stands and use of necessary cruising, volume, and surveying instruments; timber valuation and marketing procedures and trends; the effect of forest vegetation and cover on the hydrologic cycle; identification of forest soils, agricultural soils, and geological formations and their influence on forest and watershed cover; use and applications of aerial photographs to mapping, forest-type identifications, and forest appraisal; technology of forest-fire control; scaling, grading and measurement of logs and other timber products; and biological considerations in the management of forested areas. Ability in public speaking and competence in the preparation of reports and maintenance of records. Capability of organizing and directing subordinate personnel. Ability to maintain a cooperative relationship with interested civic groups and general public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: A college or university graduate with an accredited forestry degree with completed courses in the basic and related sciences along with courses in forest economics, soil science, ecology of forests, wood technology, silviculture, forest surveying, aerial photogrammetry, forest protection, forest management, and harvesting of timber products. Training and experience in technical report writing and public speaking. Satisfactory experience in watershed or forest management.

October 1963

REAL ESTATE AIDE
(Redevelopment Agency)

CLASS TITLE: Real Estate Aide

CLASS DEFINITION: Work under the direction of the Assistant Real Estate Officer in the acquisition, disposition of real estate.

DISTINGUISHING FEATURES OF WORK: Responsible, under the general direction of the Assistant Real Estate Officer, in maintaining the records and assisting the Assistant Real Estate Officer in supervising the Agency's ownership over real property.

ILLUSTRATIVE EXAMPLES OF WORK: Prepare ownership data for condemnation of property, serve Assistant Real Estate Officer in arranging for appraisal, compilations of property settlements, title examination and the sale, rental or lease of real property owned or to be owned by the Agency. Perform all related work as required by the Assistant Real Estate Officer and acts for him in his absence.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of real estate practices, real estate law, appraisal practices, land development, marketing and finance and property management. Ability to compile comprehensive reports and make recommendations for practicable application of the findings. Ability to establish and maintain effective working relationship with government officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major course work in law, accounting, business administration, or economics.

USUAL LINE OF PROMOTION: To Assistant Real Estate Officer.

October 1963

BIRD CURATOR

CLASS TITLE: Bird Curator

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

ILLUSTRATIVE EXAMPLES OF WORK: Plans and supervises the daily health inspection of all birds and related mammals in relation to public health safety measures and general periodic grooming. Determines sanitation methods, practices, preparations, types and quantity of insecticide, temperature and humidity most suitable to various birds, etc. Plans and supervises maintenance, care, feeding of birds and related mammals and related activities; provides advice and assistance on similar work. Plans and supervises construction and maintenance of special housing, breeding, incubation facilities. Diagnoses minor pathological conditions of sick and injured birds and prescribes procedures for possible control and correction. Makes regular rounds of areas supervised to inspect conditions and insure compliance with established methods and procedures; provides advice and assistance to subordinates in difficult or unusual situations. Provides authoritative advice and information in the field of ornithology to other municipal departments and the general public. Prepares the annual divisional report and estimates for bird sections of the department; keeps employee time and related records. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles, procedures, techniques, and materials involved in diets, preparations, feeding, special and general care and maintenance of all birds and related mammals. Thorough knowledge of the diseases, infections, and other disorders of birds and accepted methods for control or correction. Ability to plan, assign, supervise and review the work 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 and the general public.

(over)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Thorough experience in ornithology including considerable supervisory experience. Graduation from a standard high school supplemented by college level courses or equal practical training in bird care and related subjects.

October 1963

RESEARCH AIDE
(Redevelopment Agency)

722

CLASS TITLE: Research Aide

CLASS DEFINITION: Technical economic, physical, and social survey work with respect to the compilation and preparation of research reports in the field of urban renewal.

DISTINGUISHING FEATURES OF WORK: Under supervision, makes field studies and compiles data necessary in the study of land use, population composition, economic base, sociological characteristics, traffic circulation, community facilities, renewal legislation and capital improvement programming. Designs and drafts maps and charts in connection with these studies.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Ability to undertake necessary research under supervision. Ability to design and draft plans, maps and charts. Ability to maintain cooperative relationships with government officials, administrators and teachers in private educational or research offices, and the public knowledge of the theory and practice in physical, economic and social analysis.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from an accredited college or university preferably with major course work in city planning, architecture, landscape architecture, civil engineering, economics or sociology; or partial completion of undergraduate college or university work plus experience in the renewal field.

USUAL LINE OF PROMOTION: To Assistant Research Officer.

October 1963

BUSINESS RELOCATION OFFICER
(Redevelopment Agency)

CLASS TITLE: Business Relocation Officer

CLASS DEFINITION: Administers business relocation program. Prepares survey of firms to be displaced by public action. Supervises surveys of such firms. Directs assistants in selection and distribution of material concerning relevant public programs, e.g. URA, SBA, ARA.

DISTINGUISHING FEATURES OF WORK: On the basis of a continuing review of studies in the field of business relocation, prepares and administers survey of firms to be displaced by public action. Directs the training of assistants in their duties and responsibilities. Familiarizes personnel with URA, SBA, ARA and other public programs which are relevant in the field of business relocation. Makes presentation to public of business relocation program. Develops and maintains an inventory of local vacant space, land sites, rental prices, construction costs and local tax data. Reviews case work of subordinates. Assumes personal direction of exceptionally difficult cases. Employs third party evaluations at regular intervals in order to improve business relocation services. Prepares annual resume of business relocation service. At the request of the Executive Director, provides estimates of business relocation impact as related to projected redevelopment undertakings. Performs related work as directed.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Knowledge in the fields of urban renewal. Competence in the organization, administration and execution of governmental, economic and technical surveys. Ability to comprehend, digest and communicate in a training program legal and administrative procedures. Ability to work with representatives of government, business and education.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with experience in a responsible position in the redevelopment field with some experience in administrative or industrial specialist capacities.

ASSISTANT BUSINESS RELOCATION OFFICER
(Redevelopment Agency)

CLASS TITLE: Assistant Business Relocation Officer

CLASS DEFINITION: Assists in surveying firms to be displaced by public action; compiles information concerning available local sites; provides displaced firms necessary information about relevant public programs, e.g. ARA, SBA, URA.

DISTINGUISHING FEATURES OF WORK: Under the supervision of the Business Relocation Officer, surveys firms to be relocated. Explains to relocatees their rights and responsibilities. Participates in the preparation of listing available space by assisting in the determination of types as well as amounts of space needed. Periodically revisits site occupants to provide information concerning availability of local sites. Explains steps to be followed in order that site occupants may be eligible for moving claims. Composes letters to site occupants in which there are reiterated those steps to be followed in having moving claims honored. After condemnation, secures estimates of site occupants' moving costs which are compared with Agency findings.

NECESSARY KNOWLEDGES, SKILLS and ABILITIES: Knowledge in the field of Urban Renewal. Competence in the execution of governmental, economic and technical surveys. Ability to work with representatives of government and business.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university; or, in lieu thereof, substantial experience in the field of redevelopment.

USUAL LINE OF PROMOTION: To Business Relocation Officer

October 1963

ADMINISTRATIVE OFFICER
(Civil Defense)

786

CLASS TITLE: Administrative Officer (Civil Defense)

CLASS DEFINITION: To assist the Civil Defense Director by supervising the performance of the work of a staff engaged in providing administrative supporting services including personnel, budget, fiscal and supply and to coordinate specialized areas such as the contributions and surplus property programs; and to do related work as required. Works under the general supervision of the Civil Defense Director in accordance with given instructions and policies; work is reviewed for results obtained and conformance to such instructions and policies. Supervises and coordinates the work of subordinates engaged in performing clerical, typing, stenographic and fiscal tasks; reviews work in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK: To assist the Civil Defense Director by supervising the performance of the work of a staff engaged in providing administrative supporting services including personnel, budget, fiscal and supply and to coordinate specialized areas such as the contributions and surplus property programs. To be responsible for the preparation of reports and for the review and submittal of documents required for Federal participation under the Contributions Program or National Disaster Program. To establish, maintain, review and analyze records pertaining to stockpiles, contribution items and surplus property items to provide information to the civil defense staff. To prepare the preliminary annual agency budget estimates and to supervise the maintenance of the agency appropriation accounts and expenditures. To be responsible for the maintenance of inventories required in the conduct of stockpiles, contributions and surplus property items. To order, receive, store and issue supplies and equipment for office use. To make administrative studies, analyses and recommendations of proposed changes in policies and procedures. To handle important and routine correspondence. To do related work as required.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A working knowledge of the principles and objectives of public administration; a working knowledge of the background and objectives of federal, state and local civil defense programs; a working knowledge of the principles and practices of office management; the ability to supervise an office staff engaged in record-keeping, personnel, disbursing and budgetary control functions; the ability to prepare reports with findings, conclusions and recommendations; and related capacities and abilities.

(over)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Such as may have been gained through; graduation from a college of recognized standing with specialization in business administration, public administration, economics or related fields; and such as may have been gained through; employment involving supervision of an office staff engaged in performing routine and difficult clerical tasks. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

October 1963

SECOND DEPUTY CITY WEAHER

CLASS TITLE: Second Deputy City Weigher

CLASS DEFINITION: Assists the first Deputy City Weigher in the operation of a platform scale and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for assisting a superior in weighing objects and materials presented at scale; and for performing clerical duties in the office of the Superintendent of Weights and Measures. Work is assigned in detail and work is checked in process.

ILLUSTRATIVE EXAMPLES OF WORK: Operates a platform scale weighing trucks, tractors, trailers, passenger cars, materials and objects presented at scale; keeps records of work done; performs clerical duties in the office of the Superintendent of Weights and Measures as directed.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Ability and willingness to learn the operation of a platform scale. Ability and willingness to learn routine clerical procedure. Ability to understand and effectively carry out written and oral instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of eight school grades and preferably completion of two years high school.

USUAL LINE OF PROMOTION: FROM:

TO: First Deputy City Weigher

CIVILIAN DEFENSE SUPPLY OFFICER

CLASS TITLE: Civilian Defense Supply Officer

CLASS DEFINITION: Specialized supply work in providing for the procurement of, maintenance of an adequate level of, and accounting for items of supply.

ILLUSTRATIVE EXAMPLES OF WORK: Insures that advantage is taken of the Federal Government programs for provision of equipment and supplies at least cost to the City. Maintains an adequate level of equipment and supplies and an inventory system therefor. Insures proper maintenance of building and grounds. Performs such other duties as may be required by the Director.

DESIRABLE KNOWLEDGES, SKILLS and ABILITIES: Willingness and ability in procurement of, maintenance of, and accounting for equipment and supplies. Some knowledge of maintenance of buildings and grounds.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Displayed evidence of fitness to perform duties required.

10/60

BUSINESS OFFICE MANAGER

199 A
197 A

Public Works
Water Supply Board

CLASS TITLE: BUSINESS OFFICE MANAGER

CLASS DEFINITION: Responsible administrative work in the supervision of management services of the Public Works department or Water Supply Board.

DISTINGUISHING FEATURES OF WORK: Work involves the responsibility for maintaining complete familiarity with all business management, accounting, auditing, cost accounting and general clerical activities within the department, for developing improved methods and procedures, for promoting the standardization and centralization of accounting and clerical methods; and, for directing the activities of the office of business management. Supervision is exercised over all personnel of business management. Policies are determined by a superior and carried out under the direct supervision of the Business Office Manager. Special assignments are received from a superior at various times involving confidential and financial data. Major changes in procedure are subject to the approval of a superior but generally work is reviewed for accomplishment only.

ILLUSTRATIVE EXAMPLES OF WORK: Administers and directs the work of the office of business management. Directs the maintenance of all accounting and cost accounting records. Completes payrolls and maintains necessary departmental records. Processes forms relating to budgeting, accounting, personnel, job cost and inventory control. Supervises procurement activities including the preparing and recording of requisitions for supplies and materials. Conducts continuing studies of records and clerical procedures of the department; makes recommendations which will improve the system. Maintains a forms control activity for the review, combination, elimination, standardization, improvement and economical procurement of all forms required by the department. Plans and participates in surveys of financial and accounting operations and makes recommendations and supervises the installation and maintenance of approved financial and accounting procedures.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the skills, methods and techniques of office management. Thorough knowledge of budgetary and cost accounting principles and practices; and payroll and inventory procedures. Ability to develop, revise and supervise procedural systems, and to evaluate and design office forms. Ability to organize and direct a staff engaged in accounting and clerical activities. Ability to maintain cooperative relationships with division heads and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in accounting or business management. Extensive responsible supervisory experience as business manager, office manager, controller, or in a similar capacity, in a large governmental department or business firm.

CHIEF OF LICENSES

CLASS TITLE: CHIEF OF LICENSES

CLASS DEFINITION: Supervision of the issuance of all licenses in the Department of Health, except marriage and clergymen licenses, and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for collecting money and issuance of license. Setting standards for license, determining type of license required. Supervises licensing with referral to inspection service and presents request for revocation and hearing to the Superintendent of Health.

ILLUSTRATIVE EXAMPLES OF WORK: Receives applications for license, notifies inspection service to check and report. Analyzes reports and determines fitness for licenses. Issues licenses and receives fees. Makes regular returns to the City Collector. Maintains a simple cash book account for license fees. Receives report from inspection service of deficiencies and determines suspension or revocation of license upon recommendations of the Chief of the Division of Sanitation. Notifies police of status of licensed places.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A general knowledge of sanitary and other requirements of the handling, storage and preparation of foods. Ability to interpret laws and regulations to proprietor of the establishment with firmness and tact. Good power of analysis and ability to prepare precise reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT. Graduation from a recognized law college, or graduation from a recognized college or university with major courses in sanitary engineering. Experience in legal enforcement of sanitary regulations.

POLICE SWITCHBOARD CHIEF OPERATOR

CLASS TITLE: Police Switchboard Chief Operator

CLASS DEFINITION: Operates and supervises operation of a PBX police switchboard of ten (10) or more trunk lines and related work as required.

DISTINGUISHING FEATURES OF WORK: Operation and supervision of the efficient and proper operation of a police switchboard, requiring accuracy and a thorough knowledge of correct operating procedures, responsibility for remembering names, correct locations of incidents called to the attention of the police and requiring immediate dispatch of the police, accurate reception and transmission to the proper police agencies of information requiring police investigation or action, responsibility for answering miscellaneous questions of a wide variety. Supervision of switchboard operators, operation of a switchboard, regulation and control of work schedules. Responsibility for training switchboard operators in most efficient and effective methods of operating a police switchboard.

ILLUSTRATIVE EXAMPLES OF WORK: Answers all incoming calls and makes connections with proper police units, divisions or personnel. Places and keeps memoranda of long distance out going calls and places some local out going calls. Takes calls originating with the public and decides whether to refer to central complaints desk appropriate police unit or division or for the immediate attention of the dispatcher to be broadcast. Takes calls for ambulances and notes correct location of accident or incident requiring same. Takes calls from Rhode Island Electric Protective Co., headquarters checking burglar alarms. Gives non-technical information in reply to a wide variety of questions or refers to the proper police agency. Supervises switchboard operators, arranges work schedules, maintains direct and immediate contact at all times with dispatcher on calls requiring immediate police action.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of correct operating procedures, necessary speed and technique to operate a police switchboard with ten (10) or more trunk lines. Previous experience as an operator of a switchboard with ten (10) or more trunk lines. Ability to learn the names of personnel and departmental agencies. Ability to understand and carry out oral and written instructions. Possession of a pleasing, natural, quiet and distinct voice. Dependability in work habits and attendance. Ability to efficiently supervise operation of a police switchboard and the work of operators.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from high school. Experience as a switchboard operator of ten (10) or more trunk lines. Ability to supervise work of others in maintaining efficiency in operating a police switchboard of ten (10) or more trunk lines.

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1570

No. 543 AN ORDINANCE CREATING A PROVIDENCE HUMAN RELATIONS COMMISSION.

Approved September 23, 1963

Be it ordained by the City of Providence:

WHEREAS, in the City of Providence, with its great cosmopolitan population consisting of large numbers of people of every race, color, creed, national origin and ancestry, no greater menace threatens the peace, good order, security and welfare of the City and its inhabitants than the existence within it of groups antagonistic to each other because of differences of race, color, creed, national origin or ancestry; and

WHEREAS, it is hereby found that prejudice and discrimination against any individual or group because of race, color, creed, national origin or ancestry is a threat to the rights and proper privileges of its inhabitants and menaces the institutions and foundations of a free democratic state and the peace and public welfare of the community. To eliminate such prejudice and discrimination a city agency is hereby established through which the citizens of Providence may be kept informed of developments of Community Relations; from which the elected and appointed officials and departments of this city may obtain expert advice and assistance in adopting those measures to keep peace and good order and harmony among the citizens of Providence, and through which the City of Providence may encourage and bring about mutual understanding and respect among all groups in the City, to avoid intergroup tensions, and to insure equality of treatment and of opportunity to all regardless of race, color, creed, national origin or ancestry;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. There is hereby created a Providence Human Relations Commission which shall consist of thirteen (13) members appointed by the Mayor with the approval of the City Council and to serve without compensation, who are broadly representative of the religious, racial and ethnic groups of the community. Of the thirteen (13) members first appointed, four (4) shall be appointed for one (1) year, four (4) for two

The City of Providence
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Page 2

(2) years and five (5) for three (3) years; thereafter all appointments to the commission shall be for a term of three (3) years. In the event of the death or resignation of any member, his successor shall be appointed to serve for the unexpired period of the term for which such member had been appointed. The members shall elect a chairman, a vice chairman and a secretary.

SECTION 2. The functions of the commission shall be:

- (a) To foster mutual understanding and respect among all racial, religious and ethnic groups in the City of Providence;
- (b) To encourage equality of treatment for and to recommend methods and procedures to prevent discrimination against any racial, religious or ethnic group or its members, particularly in the fields of housing, employment, education and accommodations, as may be useful to promote decent human relations and the full realization of American citizenship.
- (c) To cooperate with governmental and non-governmental agencies and organizations having like or kindred functions; and
- (d) To make such investigations and studies in the field of human relations as in the judgment of the commission will aid in effectuating its general purposes.

SECTION 3. The powers and duties of the commission shall be:

- (a) To work together with federal, state and city agencies in developing courses of instruction, for presentation to city employees and others in public and private schools, public libraries, museums and other suitable places, on techniques for achieving harmonious intergroup relations within the City of Providence;
- (b) To enlist the cooperation of the various racial, religious and ethnic groups, community organizations, labor organizations, fraternal and benevolent associations and other groups in Providence, in programs and campaigns devoted to eliminating group prejudice, intolerance, bigotry and discrimination;
- (c) To study the problems of prejudice, intolerance, bigotry, discrimination and disorder occasioned thereby in all or any fields of human relationship;
- (d) To receive and investigate complaints and to initiate its own investigations of (a) racial, religious, and ethnic group tensions, prejudice, intolerance, bigotry and disorder occasioned thereby; (b) discrimination against any person, group of persons, organization or corporation, whether practiced by private persons, associations, corporations, and, after consultation with the Mayor, by city officials or city agencies;
- (e) To issue publications and reports of investigations and research designed to promote good will and to minimize or eliminate prejudice, intolerance, bigotry, discrimination and disorder occasioned thereby;

The City of Providence
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Page 3

- (f) To promote the establishment of local community organizations, when and where it may deem it desirable, consisting of representatives of different groups in such community, to plan and carry out educational programs in such community;
- (g) To create such advisory committees and sub-committees as in its judgment will aid in effectuating the purposes of this local law and to empower them to study the problems of prejudice, intolerance, bigotry, disorder and discrimination in all or any fields of community relationship;
- (h) To appoint an executive director with the approval of the Mayor and such additional personnel as it may deem necessary and to prescribe their duties;
- (i) To recommend to the Mayor and to the City Council legislation to aid in carrying out the purposes of this ordinance;
- (j) To submit an annual report to the Mayor and the City Council;
- (k) To adopt, amend, publish and rescind rules and regulations regarding the operation of the commission consistent with the powers and duties outlined.

SECTION 4. No person shall be named in any report or investigation unless such person has been afforded an opportunity to be heard before said Commission and the right to examine and cross-examine witnesses.

SECTION 5. So far as practicable and subject to the approval of the Mayor, the services of all other city departments and agencies shall be made available by their respective heads to the commission for the carrying out of the functions herein stated. The head of any department or agency shall furnish information in the possession of such department or agency when the commission, after consultations with the Mayor, so requests.

SECTION 6. This Ordinance shall take effect upon its passage.

**IN CITY
COUNCIL**
SEP 5- 1963
FIRST READING
READ AND PASSED
Vincent Vespeia
Acting CLERK

**IN CITY
COUNCIL**
SEP 23 1963
FINAL READING
READ AND PASSED
John P. Buck
PRESIDENT
Vincent Vespeia
CLERK

APPROVED

SEP 23 1963
Walter H. Reynolds
.....
MAYOR

No.

CHAPTER

AN ORDINANCE

THE COMMITTEE ON

Ordinance 5-29-63

**Approves Passage of
The Within Ordinance**

The Within Ordinance

Constantinople
along the Bosphorus

Acting City Clerk

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1571

No. 544 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE, CHAPTER 1489, BY APPROPRIATING THE SUM OF TWENTY THOUSAND (\$20,000) DOLLARS TO PUBLIC WORKS-HIGHWAY SECTION, ITEM 2.

Approved September 24, 1963

Be it ordained by the City of Providence:

SECTION 1. Chapter 1489 of the Ordinances of the City of Providence, as approved September 21, 1962 entitled: "An Ordinance Making Appropriation of \$43,334,668.75 for the Support of the City Government for the Fiscal Year Ending September 30, 1963", as amended, is hereby further amended by appropriating the sum of Twenty Thousand (\$20,000) Dollars to PUBLIC WORKS-HIGHWAY SECTION, ITEM 2.

SECTION 2. The said sum of Twenty Thousand (\$20,000) 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 Twenty Thousand (\$20,000) Dollars.

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

IN CITY COUNCIL
SEP 5 1963

First Reading Read and Passed
Referred to Committee on

FINANCE

Vincent Vespini
ACTING Clerk

APPROVED

SEP 24 1963

Walter R. G. Brown
MAYOR

IN CITY
COUNCIL

SEP 23 1963

FINAL READING
READ AND PASSED

PRESIDENT

Vincent Vespini
CLERK

No.

CHAPTER

AN ORDINANCE

ordinance is not

Mr. Wepler, by request