

# City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## CHAPTER 2006-38

### No. 331 AN ORDINANCE

ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS AND REPEALING ORDINANCE CHAPTER 2005-37, NO. 345 APPROVED JULY 27, 2005 AS AMENDED

*Approved July 14, 2006*

***Be it ordained by the City of Providence:***

THE NUMBER OF EMPLOYEES IN THE CITY DEPARTMENTS LISTED IN THE ORDINANCE SHALL NOT EXCEED AND BE NO MORE THAN THE FOLLOWING:

#### SECTION 1

#### CITY CLERK

2 CLERK I  
1 CITY CLERK  
1 CLERK BILINGUAL  
1 DEPUTY CITY CLERK FIRST  
1 DEPUTY CITY CLERK SECOND  
1 SECRETARY TO DIRECTOR CITY CLERK  
4 STENOGRAPHIC REPORTER CITY COUNCIL

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#### SECTION 2

#### CITY SERGEANT

1 CITY SERGEANT

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#### SECTION 3

#### DEPARTMENT OF LAW

1 ADM ASST CITY SOLICITOR  
12 ASSISTANT CITY SOLICITORS  
1 CONFIDENTIAL SECRETARY  
1 CITY SOLICITOR  
1 DEPUTY CITY SOLICITOR  
1 LAW CLERK/COURIER  
2 LEGAL SECRETARY LAW DEPT  
1 MUNICIPAL INTEGRITY OFFICER  
2 PARALEGAL I  
5 SENIOR ASST. CITY SOLICITORS  
1 SPECIAL ASST. TO CITY SOLICITOR/CLAIMS

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No. 111

CHAPTER  
AN ORDINANCE

IN CITY COUNCIL  
MAY 2 2006  
FIRST READING  
REFERRED TO COMMITTEE ON  
FINANCE  
Ann M. Stebbins CLERK

THE COMMITTEE ON

Finance  
Recommends - Concur  
Ann M. Stebbins  
CLERK

- 5-16-06
- 5-24-06
- 5-30-06 - LU
- 5-31-06 AMS
- 6-5-06
- 6-6-06
- 6-8-06
- 6-20-06
- 6-22-06
- 6-27-06 P. King hel. Q

THE COMMITTEE ON  
FINANCE

Approves Passage of  
The Within Ordinance  
Ann M. Stebbins  
Clerk  
6-27-06

**SECTION 4****MUNICIPAL COURT**

1 CHIEF JUDGE MUNICIPAL COURT  
 1 CLERK PROV MUNICIPAL COURT  
 1 CLERK TYPIST II  
 5 COURT CLERK  
 1 COURT CLERK II  
 1 COURT CLERK BILINGUAL  
 1 DEPUTY CLERK PROV. MUNICIPAL COURT  
 1 DEPUTY COURT ADMINISTRATOR  
 2 JUDGE PROV MUNICIPAL COURT  
 1 MUNICIPAL COURT ADMINISTRATOR

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**SECTION 5****PROBATE COURT**

1 CLERK OF PROBATE  
 2 COURT CLERK  
 1 DEPUTY CLERK PROBATE COURT  
 1 JUDGE OF PROBATE

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**SECTION 6****HOUSING COURT**

2 ASSOC JUSTICE HOUSING COURT  
 1 CHIEF JUDGE (HOUSING COURT)  
 1 COURT CLERK II  
 1 COURT CLERK - HOUSING COURT  
 1 HOUSING COURT ADMINISTRATOR

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**SECTION 7****DIRECTOR OF FINANCE**

1 ADMIN. ASSIST FINANCE DIRECTOR  
 0 ASST. TO DATA PROCESSING (Chief Information Officer)  
 1 ASSISTANT TO FINANCE DIRECTOR  
 0 ASSISTANT TO DIRECTOR OF PROVSTAT  
 2 BUDGET ANALYST  
 1 BUDGET OFFICER/ DEPUTY FINANCE DIRECTOR  
 0 CHIEF INFORMATION OFFICER  
 0 DATA PROCESSING ADMINISTRATOR  
 0 DATA PROCESSING CLERK/HELP DESK  
 0 DATA PROCESSING SUPPORT  
 1 DIRECTOR OF FINANCE  
 0 GIS DIRECTOR  
 0 LAWSON SUPPORT ENGINEERS  
 0 NETWORK ENGINEER  
 0 PROVSTAT DIRECTOR  
 1 REVENUE COLLECTION AGENT  
 0 WEB MASTER

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**SECTION 8****CITY CONTROLLER**

1 ACCOUNTANT / MEDICAL HEALTH  
 1 ACCOUNTS PAYABLE ADMINISTRATOR  
 5 ACCOUNTS PAYABLE CLERK  
 1 ACCOUNTS PAYABLE SUPERVISOR  
 1 ASSISTANT TO ACCT. PAY SUPER/SEC  
 1 CITY CONTROLLER  
 1 DEPUTY CITY CONTROLLER  
 1 FISCAL OFFICER  
 2 FISCAL OFFICER II  
 2 FISCAL OFFICER III  
 1 MEDICAL HEALTH PLAN ADM  
 1 PAYROLL ADMINISTRATOR  
 1 PAYROLL CLERK II  
 1 PAYROLL CLERK III  
 1 PAYROLL CLERK / ACCTS PAYABLE OFFICER  
 1 SECRETARY TO CITY CONTROLLER  
 1 SUPERVISOR FISCAL  
 1 SUPERVISOR PAYROLL

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**SECTION 9****EMPLOYEE RETIREMENT**

1 ASSISTANT TO PENSION ADMINISTRATOR  
 1 CLERK IV  
 1 PENSION ADMINISTRATOR  
 2 RETIREMENT DIVISION CLERK  
 3 SENIOR RETIREMENT DIV. CLERK

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**SECTION 10****INFORMATION TECHNOLOGY (DATA PROCESSING)**

1 ASST. TO DATA PROCESSING (Chief Information Officer)  
 1 CHIEF INFORMATION OFFICER  
 1 DATA NETWORK ADMINISTRATOR  
 1 DATA PROCESSING CLERK/HELP DESK  
 1 DATA PROCESSING SUPPORT  
 1 GIS DIRECTOR  
 1 LAWSON SUPPORT ENGINEERS  
 1 NETWORK ENGINEER  
 1 PROVSTAT DIRECTOR  
 1 WEB MASTER

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**SECTION 11****CITY COLLECTOR**

1 ASSIST CITY COLLECTOR  
 1 CHIEF TELLER  
 1 CITY COLLECTOR  
 4 CLERK II  
 2 CLERK III  
 2 CLERK CITY COLLECTOR  
 1 CLERK CITY COLLECTOR-BILINGUAL  
 1 CLERK CITY COLLECTOR-COURIER  
 1 CONTROL SUPERVISOR  
 1 DEPUTY CITY COLLECTOR  
 2 FISCAL OFFICER/TAX SALE SPECIALIST  
 1 LIMITED TELLER  
 1 REVENUE COLLECTION AGENT  
 1 SUPERVISOR PERSONAL PROPERTY TAX COLL  
 5 TELLERS

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**SECTION 12****CITY ASSESSOR**

1 ADMIN ASSIST (ASSESSOR)  
 1 ADMINISTRATIVE AIDE  
 2 APPRAISER  
 3 APPRAISER I  
 1 APPRAISER-COMMERCIAL  
 2 APPRAISER-RESIDENTIAL  
 1 CARTOGRAPHER  
 1 CITY ASSESSOR  
 1 CLERK II  
 1 CLERK ASSESSOR'S OFFICE  
 2 DEPARTMENTAL CLERK (ASSESSORS)  
 1 DEPUTY CITY ASSESSOR  
 1 DRAFTSMAN REAL ESTATE  
 1 MOTOR VEHICLE APPRAISER  
 2 READER OF DEEDS  
 2 READER OF DEEDS/TRANSFERS  
 1 SECRETARY BD OF TAX ASSESSMENT – ADM. ASST.  
 2 SENIOR CLERK ASSESSOR  
 1 SUPERVISOR PROPERTY TAX/ASST. TO ASSESSOR  
 1 SUPERVISOR TANGIBLE TAX

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**SECTION 13****BOARD OF TAX ASSESSMENT REVIEW**

1 CHAIRMAN BD OF TAX ASSESSMENT  
 4 MEMBER OF BOARD (TAX ASSESSMENT)

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**SECTION 14****CITY TREASURER**

1 ADMIN ASST-TREASURER  
 1 CHIEF CLERK TREASURY  
 1 CITY TREASURER  
 1 CLERK II  
 2 CLERK IV

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**SECTION 15****HUMAN RESOURCES (PERSONNEL)**

1 ADMIN. CONFIDENTIAL ASST. - HUMAN RESOURCES  
 1 ASSISTANT CLAIMS EXAMINER  
 1 ASSISTANT TO HUMAN RESOURCES DIRECTOR  
 1 BENEFIT SPECIALIST  
 1 CLAIMS EXAMINER (WORKERS COMP)  
 1 COORDINATOR OF EMPLOYEES BENEFITS  
 1 EQUAL OPPORT EMPLOY OFFICER/COMPLIANCE MONITOR  
 1 HUMAN RESOURCES ASSISTANT  
 1 HUMAN RESOURCES DIRECTOR  
 1 HUMAN RESOURCES GENERALIST  
 1 MBE/WBE PROGRAM ADMINISTRATOR  
 1 OCCUPATIONAL HEALTH OFFICER  
 1 PERSONNEL TECHNICIAN I  
 1 PERSONNEL TECHNICIAN II  
 1 TRAINING COORDINATOR  
 1 WORKERS COMPENSATION CLAIM ADMINISTRATOR

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**SECTION 16****COMMISSIONER OF PUBLIC SAFETY**

1 ADMIN ASSIST FISCAL  
 2 ADMIN ASSIST TO COMMISSIONER  
 2 CHIEF CLERK  
 0 COMMISSIONER OF PUBLIC SAFETY  
 1 DEPUTY COMMISSIONER  
 1 FISCAL OFFICER  
 1 GRANTS WRITER  
 1 PAYROLL ANALYST - PUBLIC SAFETY  
 2 SENIOR FISCAL OFFICER

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**SECTION 17****POLICE DEPARTMENT**

1 ADMINISTRATIVE ASST. POLICE CONFIDENTIAL  
 2 ADMINISTRATIVE BUREAU LEGAL CLERK  
 1 ADMINISTRATIVE BUREAU LEGAL CLERK/HUMAN RES.  
 6 ANIMAL CONTROL OFFICER  
 2 ANIMAL CONTROL TECHNICIAN  
 5 ANIMAL HANDLER MOUNTED POLICE  
 1 AUTOMOTIVE EQUIP SUPT - POLICE  
 1 CHIEF CLERK - DETAILS  
 2 CLERK II  
 11 CLERK IV

**POLICE DEPARTMENT (continued)**

2 CLERK SPECIAL PROJECTS  
 6 COORDINATOR  
 18 CUSTOMER SERVICE CLERK  
 1 DEPUTY CHIEF  
 3 DETECTIVE BUREAU LEGAL CLERK  
 16 DETENTION OFFICER  
 1 EXECUTIVE ADMINISTRATIVE ASSISTANT  
 1 FOREMAN  
 1 GRAPHIC ARTIST DESIGN  
 1 HUMAN RESOURCE MANAGER - PS  
 8 INVESTIGATIVE CLERK  
 1 KENNEL DIRECTOR  
 2 LABORER  
 0 MANAGEMENT INFORMATION SYSTEMS  
 30 PARKING CHECKERS  
 8 POLICE CAPTAIN  
 1 POLICE CHIEF  
 1 POLICE INSPECTOR  
 20 POLICE LIEUTENANT  
 4 POLICE MAJOR  
 395 POLICE PERSON  
 64 POLICE SERGEANT  
 3 ROSECUTION LEGAL CLERK  
 1 PUBLIC INFORMATION OFFICER  
 4 RECORDS BUREAU CLERK  
 1 SECRETARY MOUNTED COMMAND  
 1 SENIOR ANIMAL CONTROL OFFICER  
 4 SENIOR LEGAL CLERK - POLICE  
 1 SENIOR PARKING ENFORCEMENT OFFICER  
 1 SENIOR PATROL BUREAU COORDINATOR  
 1 STABLE SUPERV MOUNTED POLICE  
 1 SUPERVISOR OF PARKING ENFORCEMENT  
 2 TRAFFIC BUREAU LEGAL CLERK  
 2 VEHICLE INSPECTOR  
 3 VIN STATION CLERK

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**SECTION 18****FIRE DEPARTMENT**

1 ADMIN. ASSIST. TO FIRE CHIEF  
 1 AIR SUPPLY TECH  
 1 ASSIST CHIEF OF OPERATIONS  
 1 ASSIST FIRE CHIEF  
 1 ASSIST PLAN REVIEW INSPECTOR  
 1 ASSIST SHOP SUPERVISOR  
 1 CHIEF OF COMMUNICATIONS - FIRE  
 1 CLERK II  
 1 CLERK IV  
 1 DEPARTMENT INVESTIGATIVE OFFICER  
 5 DEPUTY ASSIST FIRE CHIEF  
 1 DEPUTY FIRE MARSHALL  
 1 DIRECTOR OF TRAINING & PROF. DEVELOPMENT  
 9 FIRE BATTALION CHIEF  
 24 FIRE CAPTAIN  
 1 FIRE CAPTAIN DISPATCHER  
 1 FIRE CHIEF  
 1 FIRE EQUIP MAN

**FIRE DEPARTMENT (continued)**

70 FIRE LIEUTENANT  
 0 FIRE LIEUTENANT COMMAND AIDES  
 5 FIRE LIEUTENANT DISPATCHERS  
 1 FIRE MARSHALL (PLAN REVIEWER)  
 1 FIRE PREVENTION CAPTAIN  
 2 FIRE PREVENTION LIEUTENANT  
 5 FIRE RESCUE CAPTAIN  
 15 FIRE RESCUE LIEUTENANT  
 20 FIRE RESCUE TECHNICIAN  
 1 FIRE TRAINING INSTRUCTOR  
 313 FIREFIGHTER  
 4 FIREFIGHTER CAR 56  
 3 FIREFIGHTER CAR 79  
 4 FIREFIGHTER PLAN REVIEW  
 1 HUMAN RESOURCE MANAGER - PS  
 1 JUVENILE FIRESETTER  
 1 LABORER  
 1 PERSON IN CHARGE CARPENTER SHOP  
 1 PERSON IN CHARGE SUPPLY ROOM  
 3 PLAN REVIEW INSPECTOR  
 1 SECRETARY TO FIRE CHIEF  
 10 SENIOR MECHANIC  
 1 SHOP SUPERVISOR - FIRE  
 1 SUPERVISOR OF MAINTENANCE

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518**SECTION 19****DEPARTMENT OF COMMUNICATIONS**

1 CHIEF RADIO ENGINEER  
 2 CITY SWITCH BOARD OPERATOR II  
 13 CLASSIFIED DISPATCHER-POLICE  
 1 CLERK II  
 3 COMMUNICATION SPECIALIST-POLICE  
 1 COMPUTER TECHNICIAN  
 24 CONTROL CENTER OPERATORS  
 3 CONTROL CTR. OPERATOR/TELETYPE TECH.  
 7 CREW CHIEFS POLICE DISPATCH  
 1 DEPUTY DIRECTOR OF COMMUNICATION  
 1 DIRECTOR OF COMMUNICATIONS  
 5 FIRE ALARM TECHNICIAN  
 11 FIRE DEPARTMENT DISPATCHER  
 1 FOREMAN CABLE CREW  
 1 FOREMAN LINE CREW  
 1 LABORER  
 1 OPERATIONS ASSISTANT  
 1 RADIO ENGINEER  
 1 RADIO REPAIR TECHNICIAN  
 1 SENIOR SWITCHBOARD OPERATOR  
 2 TELEPHONE TECHNICIAN  
 1 VALIDATION OFFICER

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**SECTION 20 INSPECTION & STANDARDS - ADMINISTRATION**

1 ADMINISTATOR ASSISTANT  
 1 ADMINISTRATOR COORDINATOR (I&S)  
 1 CHIEF INFO PROCESSOR  
 0 CLERK II  
 0 CLERK III  
 4 DEPARTMENT CLERK  
 2 DEPARTMENT CLERK - BILINGUAL  
 1 DEPUTY DIRECTOR OF BUILDING SYSTEMS  
 1 DIRECTOR OF INSP & STANDARDS  
 1 SECRETARY REVIEW BOARDS  
 1 SECRETARY ZONING BOARD OF REVIEW  
 5 ENIOR DEPARTMENT CLERK  
 2 SENIOR DEPARTMENT CLERK - BILINGUAL  
 1 ZONING ASSISTANT

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**SECTION 21 INSPECTION & STANDARDS - STRUCTURES & ZONING**

1 ASSIST SUPERV STRUCTURES AND ZONING  
 2 BUILDING INSPECTOR I  
 7 BUILDING INSPECTOR II  
 1 BUILDING OFFICIAL  
 1 CHIEF OF STRUCTURES & ZONING  
 1 PERMIT TECHNICIAN  
 1 PLAN ESTIMATOR  
 1 SUPERVISOR STRUCTURES AND ZONING

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**SECTION 22 INSPECTION & STANDARDS - PLUMBING DRAINAGE & GAS**

1 CHIEF PLUMBING, DRAINAGE & GAS PIPING  
 2 PLUMBING INSPECTOR II  
 1 PLUMBING INSPECTOR III

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**SECTION 23 INSPECTION & STANDARDS - ELECTRICAL INSTALLATION**

1 CHIEF OF ELEC INST  
 3 ELECTRICAL INSPECTOR II

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**SECTION 24 INSPECTION & STANDARDS - MECHANICAL INSTALL.**

1 AIR POLLUTION / MECH INSPECTOR  
 1 CHIEF OF MECH EQUIP  
 2 MECH EQUIP INSPECTOR II

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<b>SECTION 25</b>	<b>ZONING BOARD OF REVIEW</b>
1	AUXILIARY MEMBER ZONING BOARD
1	CHAIRMAN ZONING BOARD OF REVIEW
4	MEMBER ZONING BOARD OF REVIEW
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<b>SECTION 26</b>	<b>BUILDING &amp; HOUSING BOARD OF REVIEW</b>
1	CHAIRMAN BLDG BD OF REVIEW
4	MEMBER BLDG BD OF REVIEW
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<b>SECTION 27</b>	<b>HOUSING BOARD OF REVIEW</b>
0	CHAIRMAN HOUSING BD OF REVIEW
0	MEMBER HOUSING BD OF REVIEW
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<b>SECTION 28</b>	<b>INSPECTION &amp; STANDARDS - CODE ENFORCEMENT</b>
1	RENEWAL INSP I
1	RENEWAL INSP II
9	RENEWAL INSP III
1	SUPERVISOR CODE ENFORCEMENT
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<b>SECTION 29</b>	<b>INSPECTION &amp; STANDARDS - PROSECUTION</b>
1	ASSIST LEGAL SECRETARY
1	ASSIST PROSECUTION COORDINATOR
1	COURT COORDINATOR
1	LEGAL SECRETARY / PROSECUTION
1	PROSECUTION COORDINATOR
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<b>SECTION 30</b>	<b>PUBLIC WORKS – ADMINISTRATION</b>
1	ACCOUNTS PAYABLE OFFICER
1	ADMINISTRATIVE ASSISTANT DPW
0	ASSISTANT DIRECTOR GENERAL SERVICES
1	CLERK IV
1	DEPARTMENTAL – SWITCHBOARD OPERATOR
1	DEPUTY DIRECTOR OF PUBLIC WORKS
1	DIRECTOR OF PUBLIC WORKS/CHIEF ENGINEER
1	ENVIRONMENTAL COURT LIAISON
1	FISCAL ADVISOR
1	PUBLIC WORKS CLERK
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**SECTION 31****PUBLIC WORKS - ENGINEERING**

1 ASST. CHIEF ENGINEERING  
 1 ASST. DIRECTOR PROJECT MANAGEMENT  
 2 ASSOC ENGINEER III  
 1 CHIEF ENGINEER  
 1 CIVIL ENGINEER  
 1 ENGINEERING AIDE III  
 1 ENGINEERING AIDE IV  
 1 ENGINEERING SUPERVISOR  
 1 HURRICANE BARRIER TECHNICIAN  
 2 JUNIOR CIVIL ENGINEER  
 1 SUPERVISOR OF ENGINEERING/PLANNING

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**SECTION 32****PUBLIC WORKS - ENVIRONMENTAL ENFORCEMENT**

1 ASSOCIATE DIRECTOR OF ENVIRONMENTAL CONTROL  
 1 COURT CLERK II  
 1 ENVIRONMENTAL CLERK  
 0 ENVIRONMENTAL OFFICERS  
 6 ENVIRONMENTAL SPECIALIST  
 8 ENVIRONMENTAL TECHNICIAN  
 4 LABORER (RODENT CONTROL)  
 1 MAINTENANCE PLANNER  
 0 RECYCLING COORDINATOR  
 1 RODENT CONTROL SUPERVISOR  
 1 SPECIAL ASST ENVIRONMENTAL CONTROL  
 1 SUPERINTENDENT ENVIRONMENTAL SERVICES  
 1 SUPERINTENDENT ENVIRONMENTAL TECHNICIAN  
 1 SUPERVISOR OF ENVIRONMENTAL

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**SECTION 33****PUBLIC WORKS - HIGHWAY & BRIDGE MAINTENANCE**

1 CARPENTER  
 5 CEMENT FINISHER  
 1 DEPUTY SUPERINTENDENT HIGHWAY  
 1 DISPATCHER  
 22 EQUIPMENT OPERATOR  
 6 FOREMAN  
 2 HEAVY EQUIPMENT OPERATOR  
 1 HIGHWAY SUPERINTENDENT  
 1 JUNIOR ENVIRONMENTAL INSPECTOR  
 16 LABORER  
 1 MAINTENANCE MAN II

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**SECTION 34 PUBLIC WORKS - TRAFFIC ENGINEERING**

1 CLERK II  
 1 FOREMAN TRAFFIC SIGN MAINTENANCE  
 1 PARKING METER MAINTENANCE MAN  
 1 PARKING METER MAINTENANCE MAN II  
 1 TRAFFIC ENGINEER  
 1 TRAFFIC ENGINEERING ELECTRICIAN  
 1 TRAFFIC MARKER & SIGN MAN  
 5 TRAFFIC SIGN MAINTENANCE MAN  
 1 TRAFFIC SIGNAL MAINTENANCE FOREMAN  
 1 TRAFFIC SYSTEMS ANALYST

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**SECTION 35 PUBLIC WORKS - SEWER CONST. & MAINT.**

1 CEMENT FINISHER  
 0 EQUIP OPERATOR  
 1 FOREMAN  
 1 HEAVY EQUIPMENT OPERATOR  
 4 LABORER  
 4 SEWER CONSTRUCTION WORKER  
 3 SEWER EQUIPMENT OPERATOR  
 1 SUPT OF SEWER CONSTRUCTION

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**SECTION 36 PUBLIC WORKS - GARAGE MAINTENANCE**

1 ASSIST. SHOP SUPERVISOR  
 1 BODY REPAIR/ SENIOR MECHANIC  
 1 DIESEL TRUCK/ HEAVY  
 1 EQUIPMENT MAINT SUPERVISOR  
 1 MECHANIC  
 3 SENIOR MECHANIC  
 1 SHOP SUPERVISOR  
 2 WELDER

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**SECTION 37 RECREATION DEPARTMENT**

1 ASSISTANT COORDINATOR OF SUPPORT SERVICES  
 1 ASSISTANT ATHLETIC COORDINATOR  
 1 ATHLETIC COORDINATOR  
 1 CLERK I  
 1 DEPUTY DIRECTOR OF RECREATION  
 1 DIRECTOR OF RECREATION  
 1 DIRECTOR OF SUPPORT SERVICES  
 10 RECREATION CENTER DIRECTORS  
 1 SECRETARY RECREATION  
 2 SENIOR SECRETARY  
 1 SPECIAL EVENTS COORDINATOR  
 2 TRANSPORTATION COORDINATOR

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**SECTION 38****RECREATION SEASONAL**

12 ASSIST RECREATION CENTER DIREC  
 1 BUS DRIVER - REC SEASONAL  
 4 CUSTODIANS - SEASONAL  
 24 LIFE GUARD  
 36 POOL ATTENDANTS  
 26 RECREATION AIDES  
 2 RECREATION CTR MANAGER  
 22 RECREATIONAL LEADER SEASONAL  
 25 RECREATION RANGER  
 30 REFEREE  
 29 SUPERVISOR  
 36 WATCHMAN - SEASONAL

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**SECTION 39****PARKS - NEIGHBORHOOD SERVICES**

1 ADMIN. ASSISTANT - PARKS  
 1 ASSIST. SHOP SUPERVISOR  
 1 DEPUTY DIRECTOR OF NEIGHBORHOOD SERVICES (NORTH)  
 1 DEPUTY DIRECTOR OF NEIGHBORHOOD SERVICES (SOUTH)  
 1 DIRECTOR OF NEIGHBORHOOD PARKS SERVICES  
 20 EQUIPMENT OPERATOR  
 5 FOREMAN  
 2 HEAVY EQUIPMENT OPERATOR  
 1 INVENTORY CONTROL SUPERV  
 5 LABORER  
 2 LIGHT EQUIPMENT OPERATOR  
 2 MAINT MAN III  
 7 MAINT MAN IV  
 0 MECHANIC  
 1 PARKS ELECTRICIAN  
 2 SENIOR MECHANIC  
 1 SHOP SUPERV-MECHANIC  
 1 SUPERVISOR GEN. MAINT.  
 1 SUPERVISOR GROUNDS MAINT

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**SECTION 40****PARKS - FORESTRY**

1 COORDINATOR OF FORESTRY OPERATIONS  
 2 EQUIPMENT OPERATOR  
 1 FORESTRY CLERK  
 1 GENERAL FOREMAN  
 1 HEAVY EQUIP OPERATOR  
 1 LABORER  
 1 TREE INSPECTOR  
 1 TREE RESOURCE MANAGER  
 9 TREE TRIMMERS

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**SECTION 41                      PARKS - ZOOLOGICAL AND SECURITY SERVICES**

1    ASSOCIATE VETERINARIAN TECHNICIAN  
5    LEAD ZOOKEEPER  
1    VETERINARY TECHNICIAN  
1    ZOO REGISTRAR  
23   ZOOKEEPER

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**SECTION 42                      PARKS - GREENHOUSE**

1    EDUCATION ASSISTANT  
1    EDUCATION SUPERVISOR  
1    EQUIPMENT OPERATOR  
1    FOREMAN  
1    GARDEN CURATOR  
1    GENERAL FOREMAN  
1    GROWER  
1    HEAVY EQUIPMENT OPERATOR  
1    HORTICULTURALIST  
4    LABORERS  
4    LANDSCAPE GARDENER  
1    SUPERVISOR OF INSPECTIONS

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**SECTION 43                      PARKS - ROGER WILLIAMS PARK SERVICES**

2    CLERK IV  
1    CURATOR MUSEUM  
2    CURATORIAL ASSISTANT  
3    EQUIPMENT OPERATOR  
1    EVENT PLANNER  
1    FACILITIES COORDINATOR  
2    HEAVY EQUIPMENT OPERATOR  
1    LABORER  
2    LIGHT EQUIPMENT OPERATOR  
1    MANAGER OF EVENTS FACILITIES  
1    MUSEUM DIRECTOR  
1    MUSEUM EDUCATOR  
1    PLANETARIUM PROGRAMMER  
1    PRODUCTION SPECIALIST  
1    PROGRAM VOLUNTEER COORDINATOR  
1    PUBLIC GROUNDS INSPECTOR  
1    ROGER WILLIAMS PARK MANAGER  
9    SECURITY OFFICER  
3    SENIOR SECURITY OFFICER

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**SECTION 44**

**PARKS - OFFICE OF THE SUPERINTENDENT**

- 1 CITY FORESTER
- 1 CLERK STENO III - PARKS
- 1 CONSTRUCTION PROJECT MANAGER
- 1 DEPARTMENT SWITCHBOARD OPERATOR - PARKS
- 1 DEPUTY DIRECTOR OF PARKS
- 1 FISCAL ADVISOR PARKS
- 1 PAYROLL PERSONNEL ASSIST
- 1 SECRETARY TO SUPERINTENDENT
- 1 SPECIAL PROGRAM MANAGER
- 1 SUPERINTENDENT OF PARKS
- 1 SUPERINTENDENT OF ENGINEERING & PLANNING
- 1 SUPERVISOR OF SPECIFICATIONS

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**SECTION 45**

**PARKS - NORTH BURIAL GROUND**

- 1 CLERK I
- 5 EQUIPMENT OPERATOR
- 1 FOREMAN
- 1 HEAVY EQUIP OPERATOR
- 4 LABORER
- 2 LIGHT EQUIPMENT OPERATOR
- 1 MAINTENANCE MAN II
- 1 OFFICE MANAGER NORTH BURIAL GROUND
- 1 SENIOR MECHANIC

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**SECTION 46**

**RECORDER OF DEEDS**

- 4 LAND RECORDS CLERK I
- 1 RECORDER OF DEEDS
- 4 SENIOR LAND RECORDS CLERK

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**SECTION 47**

**VITAL STATISTICS**

- 1 CHIEF CLERK - VITAL STATISTICS
- 1 CITY REGISTRAR OF VITAL STATISTICS
- 1 CLERK VITAL STATS - BILINGUAL
- 1 SENIOR CLERK II - VITAL STATS
- 1 SENIOR CLERK VITAL STATS

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**SECTION 48****BOARD OF CANVASSERS**

1 ADMINISTRATOR OF ELECTIONS  
 0 CHIEF CLERK – BOARD OF CANVASSERS  
 2 CLERK IV  
 1 CLERK IV - BILINGUAL  
 1 EXEC SECRETARY BD OF CANV  
 2 MEMBER OF BD OF CANV  
 1 SUPERVISOR REGISTRATION/CANVASSERS

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**SECTION 49****BOARD OF LICENSES**

1 CHAIRMAN AND SECRETARY B OF L  
 1 CHIEF CLERK – B OF L  
 4 COMMISSIONER B OF L  
 1 LICENSE ADMINISTRATOR  
 1 LICENSE BOARD CLERK  
 2 LICENSE INSPECTOR  
 2 SENIOR LICENSE BD CLERK

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**SECTION 50****HUMAN RELATIONS**

0 CLERK II  
 0 DEPUTY DIRECTOR  
 0 EXEC DIR HUMAN RELATIONS  
 0 HOUSING INVESTIGATOR  
 0 HUMAN RESOURCE ADMINISTRATOR  
 0 HUMAN RESOURCE SPECIALIST  
 0 SECRETARY/TRANSLATOR

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**SECTION 51****PROVIDENCE EMERGENCY MANAGEMENT**

1 ADMINISTRATOR ASST. – EMERGENCY MANAGEMENT  
 1 DEPUTY DIRECTOR EMERGENCY MANAGEMENT  
 1 DIRECTOR OF EMERGENCY MANAGEMENT  
 1 HOMELAND SECURITY LIAISON  
 1 MIS DIRECTOR  
 0 PORT SECRETARY

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## SECTION 52

## PLANNING &amp; DEVELOPMENT

1 ADMIN. ASST. TO DIRECTOR  
 1 ADMINISTRATIVE ASSISTANT  
 1 ADMINISTRATIVE ASSISTANT - DPD  
 1 ASSISTANT DIRECTOR BUSINESS DEVELOPMENT  
 1 ASSISTANT DIRECTOR FISCAL OPERATIONS  
 1 ASSIST DIRECTOR PROJECT MANAGEMENT  
 1 ASSOCIATE DIRECTOR OF FISCAL OPERATIONS  
 1 CLERK II  
 1 COMMERCIAL LENDING OFFICER  
 1 COMPLIANCE & MONITORING OFFICER  
 1 COMPLIANCE & MONIT OFF~FIRST SOURCE/BILINGUAL  
 1 DEPUTY DIRECTOR DEVELOPMENT  
 1 DEPUTY DIRECTOR PLANNING  
 1 DIRECTOR OF ADMINISTRATION  
 1 DIRECTOR OF COMPLIANCE & MONITORING ~ FIRST SOURCE  
 1 DIRECTOR OF DEVELOPMENT & REVIEW  
 1 DIRECTOR OF PLANNING  
 1 DIRECTOR OF REAL ESTATE  
 1 DIRECTOR PLANNING AND DEVELOPMENT  
 1 ECONOMIC DEVELOPMENT COORDINATOR  
 1 FINANCIAL COMPLIANCE OFFICER  
 2 FISCAL OFFICER  
 1 FISCAL OPERATIONS OFFICER  
 2 GIS COORDINATOR  
 1 HOUSING INSPECTOR  
 1 HOUSING OFFICER  
 1 HOUSING PROGRAM COORDINATOR  
 1 HOUSING PROGRAM SPECIALIST  
 2 HUD MONITOR SPECIALIST  
 1 INFORMATION SYSTEMS COORDINATOR (DPD)  
 1 LEAD ABATEMENT COORDINATOR  
 1 LEAD INSPECTOR (CERTIFIED)  
 1 LEGAL RESEARCH ASSISTANT (DPD)  
 1 OFFICE MANAGER HOUSING DIVISION  
 1 PRESERVATION PLANNER  
 7 PRINCIPAL PLANNER  
 1 PROGRAM EVALUATION OFFICER  
 1 REAL ESTATE AIDE II  
 1 RESIDENTIAL LENDING OFFICER (LOAN SPECIALIST)  
 1 SECRETARY DPD  
 1 SENIOR COMPLIANCE OFFICER & MONITORING  
 1 SENIOR REAL ESTATE OFFICER  
 1 SENIOR SUPERVISOR REHAB SERVICES  
 1 SPECIAL PROJECTS COORDINATOR  
 1 SWITCHBOARD OPERATOR  
 1 VERIFICATION SPECIALIST  
 1 VERIFICATION SPECIALIST/SEC

**SECTION 53****CITY COUNCIL - ADMINISTRATION**

1 ADVANCE COUNCIL  
 1 ADMINISTRATIVE AIDE - CITY COUNCIL  
 1 ADMINISTRATIVE AIDE - TRANSLATOR  
 1 CHIEF OF STAFF – CITY COUNCIL  
 1 COORDINATOR - CITY COUNCIL INITIATIVES  
 1 LEGAL ADVISOR  
 1 MANAGER OF COMMUNICATIONS & MEDIA RELATIONS  
 1 MANAGER OF POLICY & RESEARCH  
 1 LANNER  
 1 PRESS SECRETARY  
 1 RECEPTIONIST – CITY COUNCIL  
 1 RESEARCH ANALYST  
 1 RESEARCH ASSISTANT  
 1 SECRETARY CITY COUNCIL  
 1 SPECIAL ASST TO CITY COUNCIL/SPEC. PROJECTS  
 1 TECHNOLOGY INFORMATION SPECIALIST

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**SECTION 53(a)****OFFICE OF THE INTERNAL AUDITOR**

2 ASSISTANT TO INTERNAL AUDITOR  
 1 INTERNAL AUDITOR  
 1 INTERNAL AUDITOR/ ANALYST  
 2 SENIOR AUDITOR ANALYST

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**SECTION 54****ARCHIVES & HISTORY**

1 ARCHIVAL ASSISTANT  
 1 CITY ARCHIVIST  
 1 CLERK II  
 1 DEPUTY ARCHIVIST

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**SECTION 55****DEPARTMENT OF HUMAN SERVICES**

1 ADMIN. ASST. – HUMAN SERVICES  
 1 ANALYST/COORD. – HEALTH & SUBSTANCE ABUSE  
 1 ANALYST/COORD. – YOUTH DEVELOPMENT  
 1 ASST TO DIRECTOR – COUNCIL ON SUBSTANCE ABUSE  
 1 CASE MANAGER – Sstar FED DEMONSTRATION  
 1 CLERK II  
 1 COORDINATOR OF SENIOR AIDES  
 1 DIRECTOR OF ELDERLY SERVICES  
 1 ELDERLY AFFAIRS CLERK  
 1 EXECUTIVE DIRECTOR – COUNCIL ON SUBSTANCE ABUSE  
 2 GRANT WRITER  
 1 HOUSING INVESTIGATOR  
 1 HUMAN RELATIONS – EXECUTIVE DIRECTOR  
 1 HUMAN RELATIONS SPECIALIST  
 1 PREVENTION SPECIALIST Federal Allocation  
 1 PRISONER RE-ENTRY ASSISTANT  
 1 PRISONER RE-ENTRY COORDINAOR

**DEPARTMENT OF HUMAN SERVICES (continued)**

1 PROGRAM DIRECTOR - RISAPA  
 1 PROGRAM DIRECTOR – SENIOR SERVICES  
 1 PROJECT DIRECTOR – COUNCIL ON SUBSTANCE ABUSE  
 1 SECRETARY TRANSLATOR – HUMAN RELATIONS  
 1 SUPERVISOR

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**SECTION 56****OFFICE OF ARTS, FILM, CULTURE & TOURISM**

1 CULTURAL AFFAIRS COORDINATOR  
 1 DIRECTOR OF CULTURAL AFFAIRS  
 2 PRODUCTION COORDINATOR  
 1 SPONSORSHIP & MARKETING COORDINATOR

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**SECTION 57****P.E.R.A.**

1 CONFIDENTIAL SECRETARY  
 1 EXECUTIVE DIRECTOR  
 2 INVESTIGATOR

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**SECTION 58****PUBLIC PROPERTY**

1 ADMIN ASSIST PUBLIC PROPERTY  
 1 ARCHIVAL CLERK/RECORDS MANAGEMENT  
 1 ASST. ELECTRICIAN  
 1 COORDINATOR PUBLIC PROPERTY  
 1 DEPUTY DIRECTOR OF PUBLIC PROPERTY  
 1 DIRECTOR OF PUBLIC PROPERTY  
 1 ELECTRICIAN PUBLIC PROPERTY  
 1 FLEET MANAGER  
 2 FOREMAN  
 1 GAS PUMP OPERATOR  
 1 INSPECTOR OF PUBLIC PROPERTY  
 12 LABORER/CUSTODIAN  
 1 LEAD MAINTNANCE MAN  
 1 MAINT MAN III POOLS & REC  
 2 MAILROOM CLERK  
 1 MANAGEMENT OFFICER  
 1 PRINTER  
 1 STATIONARY EQUIPMENT OPERATOR

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**SECTION 59 PURCHASING**

- 1 ASSOCIATE DIRECTOR PURCHASING
- 1 CLERK III
- 5 PURCHASING AGENT II
- 1 PURCHASING AGENT III
- 1 PURCHASING AGENT IV
- 1 PURCHASING HELP DESK SUPPORT
- 0 SUPERVISOR/PURCHASING AGENT

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**SECTION 60**

The number of employees in the Office of the Mayor shall not be limited. The Mayor may appoint without reference to civil service provisions and without the necessity for approval by the City Council a Chief of Staff and such Deputies, Assistant's, Aides, Secretaries, Stenographers, Clerks and other personnel, as he may deem necessary.

**SECTION 61**

No person shall be appointed to, and the City Treasurer shall not pay, nor shall an officer or employee of the city issue a check for the payment of, nor pay any salary or compensations to a person holding or claiming to hold a position in the classified service in any department which is in excess of the total number of positions or the number of any individual class of positions provided herein for the particular department; provided, however, that with the approval of the department head and the Director of Finance, said maximum may be exceeded temporarily when regular employees are absent on vacation and the excess employees do not aggregate more than the number on vacation or during the absence of employees, due to injuries received while discharging their duties as employees or during absences of employees on sick leave, and it is necessary to employ temporary employees for the duration of the employee's sick leave, or during the absence of employees who have been granted a temporary leave of absence or when in the opinion of the Director of Finance, a temporary emergency exists.

**SECTION 62**

Where no maximum limit is fixed on the total number of positions or the number of any individual class of positions in a department, the number of persons appointed and employees shall be determined by the unexpended appropriation available.

**SECTION 63**

Effective with the adoption of this Ordinance, Officers and Employees of the City of Providence may authorize Employees to perform duties of a higher rated classification only when a temporary vacancy exists in the higher rated classification, cause by leave or retirement, and that said position is funded and provided for in this Ordinance. Said assignment may be for a maximum of 90 days per fiscal year with notice to the Personnel Director. Any period longer than 90 days shall be approved by the Personnel Director and such approval with reasons for the extension shall be provided to the City Council.

**SECTION 64**

This Ordinance shall take effect upon passage.

**IN CITY COUNCIL**  
**JUL 10 2006**  
**FIRST READING**  
**READ AND PASSED**  
*Ann M. Steen* CLERK  


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*[Signature]*  
**MAYOR** 7/14/06

**IN CITY COUNCIL**  
**JUL 13 2006**  
**FINAL READING**  
**READ AND PASSED**  
*[Signature]*  


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**PRESIDENT**  
*Ann M. Steen*  


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**CLERK**