

City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

3/11

CHAPTER 1985-48

No. 208 AN ORDINANCE IN AMENDMENT OF CHAPTER 1984-55, APPROVED JULY 20, 1984, ENTITLED: "AN ORDINANCE ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE," RELATIVE TO FINANCE OFFICE, AS AMENDED.

Effective: ~~Approved~~ April 14, 1985

Be it ordained by the City of Providence:

SECTION 1. Chapter 1984-55, of the Ordinances of the City of Providence, approved July 20, 1984, is hereby amended to read as follows:

<u>POSITION</u>	<u>FROM</u>	<u>TO</u>
Personnel Technician	\$25,591.00 yr.	\$27,036.36 yr.

SECTION 2. This Ordinance shall take effect retro-active to July 1, 1984.

IN CITY COUNCIL
MAR 21 1985
FIRST READING
READ AND PASSED

Rose M. Mendonca CLERK

IN CITY COUNCIL
APR 4 1985
FINAL READING
READ AND PASSED

Nicholas W. Easton
PRESIDENT
Rose M. Mendonca
CLERK

Effective without the Mayor's signature April 14, 1985

Rose M. Mendonca

No.

CHAPTER

AN ORDINANCE

**THE COMMITTEE ON
FINANCE**

**Approves Passage of
The Within Ordinance**

Rose M. Mendonca
Chairman
February 4, 1985

IN CITY COUNCIL

FEB 21 1985

**FIRST READING
REFERRED TO COMMITTEE ON**

FINANCE

Rose M. Mendonca
CLERK

**THE COMMITTEE ON
FINANCE**

**Approves Passage of
The Within Ordinance**

Rose M. Mendonca
Chairman
March 11, 1985



Executive Chamber, City of Providence

JOSEPH R. PAOLINO, JR.
MAYOR

December 6, 1984

The Honorable Carolyn F. Brassil
Chairwoman
City Council Finance Committee
City Hall
Providence, Rhode Island 02903

Dear Carolyn:

This is in response to your question about the proposed salary increase for Thelma Borelli, the Personnel Technician in the Finance Office.

Public Service Employees' Local 1033 requested a raise for Mrs. Borelli because the Finance Office is currently under-staffed and, as a consequence, she has been assigned responsibilities that are additional to those in her original job description. A grievance is pending regarding her out-of-classification work, and in order to resolve the matter, the Mayor agreed to recommend to the Finance Committee that her salary be increased.

If you have any further questions, please let me know.

Sincerely yours,

KAREN R. ELLSWORTH
Chief Administrative Assistant

KRE/rh

FILED

DEC 7 12 33 PM '84

DEPT. OF CITY CLERK
PROVIDENCE, R. I.



Executive Chamber, City of Providence

JOSEPH R. PAOLINO, JR.
MAYOR

November 21, 1984

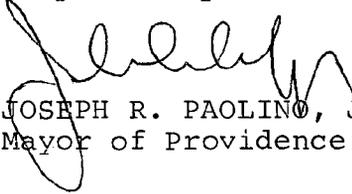
Ms. Carolyn Brassil
Chairwoman
Finance Committee
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Councilwoman Brassil:

I hereby recommend approval of the proposed ordinance increasing the salary of the Personnel Technician to \$27,036.36 a year.

I recommend, however, that the ordinance take effect retroactively to July 1, 1984, rather than January 2, 1984.

Respectfully,


JOSEPH R. PAOLINO, JR.
Mayor of Providence

JRP

DEPT. OF SOCIAL SERVICES
PROVIDENCE, R.I.

NOV 29 9 50 AM '84

FILED

CHANGE IN STATUS OF EMPLOYEE

TO: PERSONNEL DIRECTOR

AND CITY CONTROLLER

DATE: 1-14-44
 BY: [Signature]
 JOB: [Blank]
 DATE: 1-14-44

THIS IS A CHANGE IN STATUS OF EMPLOYEE IN THE SERVICE OF THE CITY OF PROVIDENCE, R.I. THIS FORM MUST BE FILED WITH THE PERSONNEL DIRECTOR AND CITY CONTROLLER BEFORE THE EFFECTIVE DATE WITH RESPECT TO THE EMPLOYEE'S STATUS.

EMPLOYEE'S NAME	JOB TITLE	CLASSIFICATION	GRADE	STATUS	COMPENSATION	
					BASE PAY	TOTAL PAY
Thomas Reynolds	Personnel Technician	1111	1111	Full Time	\$50.97	\$50.97
				Part Time	\$19.73	\$19.73
						$459.93 \times 52 = 23,916$
						$519.73 \times 52 = 27,036$

- STATUS: LEGEND: REMARKS:
- 1 - PERMANENT
 - 2 - TEMPORARY
 - 3 - PART TIME
- 1 - CHANGED TO EMP. FROM
 2 - CHANGE IN POSITION CLASS AND PAY RATE
 3 - CHANGE IN POSITION CLASS ONLY
 4 - CHANGE FROM TEMP TO PERM
 5 - CHANGE IN RATE OF SCALE OF PAY
 6 - CHANGE OF BENEFITANCE DEDUCTION
 7 - CHANGE NAME AND/OR ADDRESS
 8 - CHANGE - OTHER - EXPLAIN

I HEREBY CERTIFY THAT THE CHANGES REQUESTED ABOVE ARE IN COMPLIANCE WITH THE PROVISIONS OF THE ORDINANCES OF THE CITY OF PROVIDENCE WITH RESPECT TO POSITION CLASSIFICATIONS, QUALIFICATIONS, RATES AND QUOTA.

DISAPPROVED FINANCY

TITLE

APPROVED

[Handwritten signature]

[Handwritten signature: James V. Carr]

DIRECTOR OF FINANCY

[Handwritten signature]

SPECIAL CLASSIFICATIONS

SCHEDULE "D"

	Effective 7-1-82	Effective 7-1-83	Effective 7-1-84
Case Work Supervisor	\$21,227.96 yr.	\$22,714.12 yr.	\$24,304.28 yr.
Chief Radio Engineer . . .	26,120.64 yr.	27,948.96 yr.	29,905.20 yr.
Chief Supervisor, Payroll	22,351.68 yr.	23,916.36 yr.	25,590.76 yr.
Detention Officers	11,684.40 yr.	12,932.40 yr.	14,284.40 yr.
Personnel Technician . . .	22,351.68 yr.	23,916.36 yr.	25,590.76 yr.
Radio Engineer	22,538.88 yr.	24,116.56 yr.	25,804.48 yr.
Secretary, Bld. Bd.-Review	24,982.36 yr.	26,731.12 yr.	28,602.08 yr.
Social Case Worker	15,676.44 yr. 17,790.24 yr.	16,924.44 yr. 19,038.24 yr.	18,276.44 yr. 20,390.24 yr.
Social Worker (Senior Citizens)	13,910.00 yr.	15,158.00 yr.	16,510.00 yr.
Supervisor (Senior Citizens)	11,517.48 yr.	12,765.48 yr.	14,117.48 yr.

SCHEDULE "E"

Effective 7-1-82 to June 30, 1984

Position	PAY GRADE OR RATE		
	Effective 7-1-82	Effective 7-1-83	Effective 7-1-84
Account Collector	9	9	9
Accountant I	10	10	10
Accountant II	12	12	12
Accountant III	14	14	14
Accountant III (DPUD)	15	15	15
Accounts Payable Superv.	14	14	14
Asst. Lending Officer (C.D.)	15	15	15
Admin. Asst. to Superv. of City Services (C.D.)	9	9	9
Asst. Supt. Parks for Cultural Affairs	31	31	31
Asst. Supt. Parks for Design Services	31	31	31
Appraiser	16	16	16
Assistant Planner (C.D.)	15	15	15
Asst. Equal Opportunity Officer (C.D.)	15	15	15
Assessment Aide	9	9	9
Asst. Chief (Fiscal Affairs)	29	29	29
Admin. Coordinator (HIP) (C.D.)	18	18	18
Asst. City Printer	13	13	13
Asst. Director (Recreation)	26	26	26
Asst. Legal Secretary	10	10	10
Assistant Planner	13	13	13
Assistant Port Director	17	17	17
Asst. Supt. Parks (Finance)	31	31	31
Asst. Traffic Engineer	31	31	31
Associate Engineer I	20	20	20
Associate Engineer II	24	24	24
Associate Engineer III	28	28	28
Associate Engineer IV	31	31	31
Associate Engineer (Planner)	15	15	15
Automotive Equip. Supt.	19	19	19
Automotive Mechanic II	8	8	8
Bacteriologist I	11	11	11
Bacteriologist II	14	14	14
Bldg. Inspector I	11	11	11
Bldg. Inspector II	16	16	16
Bldg. Inspector III	22	22	22
Bldg. Maintenance Supervisor	13	13	13
Business Relocation Officer	25	25	25
Charwoman	\$190.19 wk	\$214.19 wk	\$240.19 wk



Executive Chamber, City of Providence

JOSEPH R. PAOLINO, JR.
MAYOR

Dec. 19, 1984

The. Hon. Carolyn Brassil
Chairwoman, Finance Committee
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Carolyn,

This letter is intended to provide you and the Finance Committee with the additional information requested regarding the proposed salary increase for the Personnel Technician.

According to the information I have, the duties of this job expanded steadily after the last set of job specifications were revised in 1966, but they expanded drastically in July, 1983 with the retirement of one of the key clerks in the Finance Office. Thelma Borelli, the current Personnel Technician, assumed this woman's duties in addition to her own. This happened after her pay increases contained in the 1982 collective bargaining agreement with Local 1033 were negotiated.

Joe Virgilio tells me that when Mrs. Borelli assumed these additional duties, she did so with the understanding that she would receive a raise. When this did not happen, the union filed a grievance on her behalf.

In early 1984, the union agreed to drop the grievance if Mrs. Borelli would receive a raise as of January 1, 1984. This never happened. Mr. Virgilio's position is that because the grievance was resolved but the resolution was never implemented, the union is now entitled to file an unfair labor practice charge against the city.

Patrick A. Liguori, the city's special counsel for labor matters, estimates that the cost of defending the city in an unfair labor practice proceeding would be about \$3,000. He expresses no opinion about the city's chances of prevailing in this case because he is not familiar enough with the factual background to do so.

The Hon. Carolyn Brassil
Page Two

Enclosed you will find the most recently revised job specifications for the Personnel Technician job, dated 1966, and new job specifications drawn up by Donald W. Oliver, former Acting Personnel Director, to reflect Mrs. Borelli's current duties.

If you or any members of the committee have any questions, please let me know.

Sincerely,



Karen R. Ellsworth
Chief Administrative Assistant

CITY OF PROVIDENCE

PERSONNEL OFFICE

JOB DESCRIPTION

TITLE: PERSONNEL TECHNICIAN

SUMMARY: The Personnel Technician reports directly to the Finance and Personnel directors and is responsible for all phases of Personnel and Personnel -Finance related work.

DUTIES and
RESPONSIBILITIES:

1. To be informed of all phases of Personnel and personnel-finance related work.
2. Supervises all phases of personnel technical work and related finance-budget duties.
3. Prepares all listings of personnel and checks for correctness of same.
4. Is responsible for all personnel forms, entrance change in status and separations, etc..
5. Prepares all statistical, research, and reporting activities.
6. Has the skills and knowledge of the union agreement, handles bumping procedures, etc.
7. To have a demonstrated ability in good public employee relations.
8. To institute all matters concerning administrative policy.

QUALIFICATIONS:

Extensive knowledge and experience in all phases of personnel work and finance related personnel work.

PERSONNEL TECHNICIAN

CLASS TITLE: Personnel Technician

CLASS DEFINITION: Technical work in the coordination and administration of all activities of the municipal personnel program.

DISTINGUISHING FEATURES OF WORK: Work consists, for the most part, in performing a variety of assignments in the fields of recruiting, position classification, pay and related personnel transactions and procedures.

ILLUSTRATIVE EXAMPLES OF WORK: Participates in the review of classification questionnaires and surveys. Drafts class specifications and reviews specifications for changes. Designs personnel forms. Participates in research, reporting and statistical activities of the Finance Department. Prepares annual and special reports concerning personnel. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of the principles of modern personnel management and of the techniques employed in the field. Considerable knowledge of the fundamental principles and practices of public personnel administration including classification, compensation and personnel transaction. Working knowledge of municipal government functions and organization. Working knowledge of the practices, terminology and requirements of a wide variety of occupations. Ability to write reports, memoranda and related materials, rapidly and accurately. Ability to establish and maintain satisfactorily personnel relationships with other employees and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from an accredited college or university with courses in personnel administration, business administration or public administration. Experience in public or private personnel work.



PERSONNEL DEPARTMENT

January 15, 1985

The Honorable Carolyn Brassil
Chairwoman, Finance Committee
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Councilwoman Brassil:

Pursuant to your request for more information regarding the Increase in Salary Requested for Personnel Technician, please find the following answers to your four specific concerns:

1. We have been able to verify the information you received from Miss Karen Ellsworth in her letter of December 19, 1984, regarding Thelma Borelli.
2. "Is the City legally bound and is there anything in writing?"

Enclosed please find a "Change In Status of Employee," form from the Finance Department dated February 14, 1984, wherein the compensation for Thelma Borelli was changed from \$459.93 per week to \$519.93. This form was signed and approved by Mrs. Borelli's immediate supervisor, the Director of Finance, Jerome Baron, the Personnel Director, Mr. Donald Oliver, and by Mayor Joseph R. Paolino, Jr.

We have also enclosed a letter from the City's former attorney, Mr. Vincent Piccirilli, dated May 9, 1984 which apparently was in response to the grievance filed by Thelma Borelli. After reviewing the grievance and the merits of the claim, Mr. Piccirilli recommended that "Mrs. Borelli receive payment under Category 20 for work performed by her in addition to the work that she performs during the regular work week.

An Equal Opportunity Employer

City Hall, Providence, Rhode Island 02903-1789 (401) 421-7740

Mr. Piccirilli continues:

"It would be my further recommendation to you to modify the upcoming budget so that she may be properly compensated for the work she performs and those compensations would be applicable to her retirement."

3. "The members are of the opinion the position should be reviewed on its merits."

In response to the Finance Committee members opinion, Mr. Baron feels the enclosed newest Job Description of December 19, 1984 should be made an addendum to the enclosed September 7, 1966 Job Description.

4. The requested change for the position is from \$25,591.00 a year to \$27,036.36 a year.

The above figures are correct.

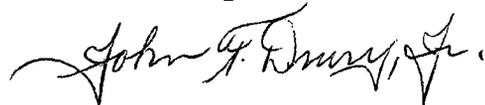
Based on the information in Miss Ellsworth's letter and the other enclosures, I feel the original grievance has already been resolved in favor of Mrs. Borelli by the action of the parties. It is also my understanding that if the resolution of this grievance is not implemented at this time, the Union intends to file an unfair labor charge against the city.

In light of the evidence and testimony at hand, it is my feeling that the Rhode Island State Labor Relations Board would rule in favor of Mrs. Borelli in this case and the City would be wasting \$3,000.00 trying to defend its position.

Therefore, my recommendation is to implement, as soon as possible, the original resolution of this matter and pay Mrs. Borelli according to the agreement.

If I can be of any further assistance to you, please do not hesitate to call on me.

Sincerely,



JOHN F. DRURY, JR.
Deputy Director of Personnel

JFD/rlm