

**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date:  
District ALL  
Item Creation Date:

Agenda Item#:

**Summary:**

Approve the proposed revisions to the Master Classification Ordinance by adding 19 new job classifications, changing 3 job grades, and deleting/delimiting 7 classifications.

**Background:**

The Human Resources Department recommends the following revisions to the civilian Master Classification Listing. We ask Council to approve these changes in the interests of updating our classification and compensation programs to better support departmental operations. No positions will be added as a result of these changes. No additional budget costs will be incurred. This RCA is for the purpose of establishing the titles as authorized classifications. Use of these titles in the future for budgeted positions will be subject to separate review.

These revisions can be found on Exhibit A of the ordinance.

Per Financial Policies for the City of Houston (Ordinance 2018 390), no Fiscal Note is needed for items included in the FY 20 Adopted Budget.

**A. Change job titles**

<u>Current Job Title</u>	<u>Proposed New Title</u>	<u>Current Grade</u>
NONE		

**B. Change job grades**

	<u>Current Grade</u>	<u>New Grade</u>
Forester	15	17
Epidemiologist Supervisor	24	25
Epidemiologist Manager	27	28

**C. Add job classifications**

<u>Proposed Job Title</u>	<u>Proposed Pay Grade</u>
Forestry Trainee	11


Tree Worker	13
Forestry Supervisor	20
Assistant Forestry Manager	22
Senior Forester (Compliance)	24
Forestry Manager	24
Surveillance Investigator – Epidemiology	17
Epidemiologist Generalist	19
Epidemiologist Specialist	21
Epidemiologist Biostatistician	23
Sanitarian IV	24
Victims Advocate	17
Senior Victims Advocate	19
Victims Advocate Supervisor	22
Library Outreach Representative	13
Senior Library Outreach Representative	15
Household Hazardous Waste Technician	10
Senior Household Hazardous Waste Technician	17
Household Hazardous Waste Technician Supervisor	21

**Proposed Titles to be Deleted/Delimited**

**Proposed Action**

Central Payroll Clerk	Delimit
Senior Central Payroll Clerk	Delimit
Central Payroll Supervisor	Delimit
Central Payroll Manager	Delimit
Payroll Control Clerk	Delimit
Senior Payroll Control Clerk	Delimit
Payroll Control Supervisor	Delimit

**From time to time we may delete/delimit job titles we have in our system that we are certain are obsolete and outmoded to the point they will not be used again.**



Jane E. Cheeks – Human Resources Director  
(832) 393-6043

**Amount of Funding:**

Funding for this item is included in the FY20 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

**Contact Information:**

Jane E. Cheeks – Human Resources Director  
(832) 393-6043