

City of Pawtucket

CHAPTER #3301

APPROVED 7/24/2024

AN ORDINANCE IN AMENDMENT OF THE SCHEDULE OF PAY RATES FOR CLASSIFIED NON-UNION POSITIONS IN SECTION § 88-12 OF THE CODE OF ORDINANCES OF THE CITY OF PAWTUCKET, 1996. (Add: Bilingual Program Coordinator)

Be it ordained by the City of Pawtucket as follows:

SECTION 1. The Schedule of Pay Rates for Classified Non-Union Positions in § 88-12 of the Code of Ordinances of the City of Pawtucket, 1996, shall be amended as follows:

SECTION 2. Schedule of Annual Pay Rates for Classified Nonunion Employees

35 Hours Per Week

| Grade | Minimum | Maximum |
|-------|----------|----------|
| X00 | \$18,000 | \$23,000 |
| X01 | \$30,500 | \$37,500 |
| X02 | \$32,500 | \$40,000 |
| X03 | \$34,000 | \$42,500 |
| X04 | \$35,500 | \$45,500 |
| X05 | \$37,000 | \$47,500 |
| X06 | \$38,500 | \$49,500 |
| X07 | \$40,000 | \$51,000 |
| X08 | \$42,500 | \$53,000 |
| X09 | \$45,000 | \$55,000 |
| X10 | \$47,500 | \$60,000 |
| X11 | \$50,000 | \$62,500 |
| X12 | \$52,000 | \$65,000 |
| X13 | \$53,500 | \$65,000 |
| X14 | \$55,000 | \$75,000 |
| X15 | \$58,000 | \$77,500 |
| X16 | \$60,000 | \$80,000 |
| X17 | \$65,000 | \$82,500 |
| X18 | \$67,500 | \$85,000 |
| X19 | \$70,000 | \$95,000 |
| X20 | \$75,000 | \$100,00 |
| X21 | \$85,000 | \$110,00 |
| X22 | \$95,000 | \$120,00 |

40 Hours Per Week

| Grade | Minimum | Maximum |
|-------|----------|-----------|
| 01X | \$30,500 | \$37,500 |
| 02X | \$32,500 | \$40,000 |
| 03X | \$34,000 | \$42,500 |
| 04X | \$35,500 | \$45,500 |
| 05X | \$37,000 | \$47,500 |
| 06X | \$38,500 | \$49,500 |
| 07X | \$40,000 | \$51,000 |
| 08X | \$42,500 | \$53,000 |
| 09X | \$45,000 | \$55,000 |
| 10X | \$47,500 | \$60,000 |
| 11X | \$50,000 | \$62,500 |
| 12X | \$52,000 | \$65,000 |
| 13X | \$53,500 | \$67,500 |
| 14X | \$55,000 | \$75,000 |
| 15X | \$58,000 | \$77,500 |
| 16X | \$60,500 | \$80,000 |
| 17X | \$65,000 | \$82,500 |
| 18X | \$67,500 | \$85,000 |
| 19X | \$70,000 | \$95,000 |
| 20X | \$75,000 | \$100,000 |

SECTION 3. Schedule of Annual Pay Rates Assigned to Established Classified Nonunion Positions

| Position | Grade |
|--|--------------|
| Assistant City Solicitor | X10 |
| Assistant Director of Planning and Redevelopment | X16 |
| Assistant Director of Public Works Operations | 20X |
| <u>Bilingual Program Coordinator</u> | <u>15X</u> |
| Chief Financial Officer | 20X |
| Consolidated Human Resources Coordinator | 20X |
| Director of Human Resources | X22 |
| EMA - Administrative Secretary | X02 |
| Executive Project Manager | 16X |
| Human Resources Assistant | X09 |
| Human Resources Specialist | 15X |
| Paralegal | X05 |
| Police Administrative Secretary | X05 |
| Preparedness Officer | X03 |
| Public Safety IT Systems Administrator | 20X |
| Recycling and Sustainability Administrator | 12X |
| Volunteer Coordinator/Logistics Officer | X03 |

SECTION 4. (a) set of performance benchmarks for the position of Recycling and Sustainability Administrator shall be provided to the City Council, and the Director of Public Works shall report quarterly to the Council on the progress made towards meeting those benchmarks.

(b) The position of Recycling and Sustainability Administrator shall be paid pursuant to this ordinance as long as there are sufficient funds in Fund 706, Municipal Waste Reduction Fund, from which the funding for this position is derived.

SECTION 5. For the purposes of this ordinance, any amount within the pay ranges provided for each class of positions listed shall constitute the rate set forth in the pay plan for the class of position in which each employee is employed.

SECTION 6. Hourly Pay Rates Assigned to Established Part-Time Classified Nonunion Positions

| Position | Pay Rate (per hour) |
|----------------------|----------------------------|
| Fire Dispatcher | \$15.00 |
| Preparedness Officer | \$16.50 – \$20.50 |

SECTION 7. Employees hired before 9/20/2007 in the classified non-union service shall receive longevity pay in accordance with the following schedule of service.

| | |
|--|-----|
| 0-4 years | 0% |
| Commencing in the 5 th year-9 years | 7% |
| Commencing in the 10 th year – 14 years | 8% |
| Commencing in the 15 th year – 19 years | 9% |
| Commencing in the 20 th year – retirement | 10% |

SECTION 8. This Ordinance shall take effect upon passage.

ORDINANCE OF THE
CITY OF PAWTUCKET

INTRODUCED AND
LAID ON THE TABLE

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CHAPTER # 3301

Clerk

AN ORDINANCE IN AMENDMENT OF
THE SCHEDULE OF PAY RATES FOR
CLASSIFIED NON-UNION POSITIONS IN
SECTION SECTION §88-12 OF THE CODE
OF ORDINANCES OF CITY OF
PAWTUCKET, 1996 (Add: Bilingual Program
Coordinator)

LAID ON THE TABLE AND REFERRED TO THE

FINANCE COMMITTEE

06/18/2024
Richard Goldst Clerk

FINANCE COMMITTEE
RECOMMENDS APPROVAL

7/10/2024
Mark Q. Goldst Chair

READ AND GIVEN FIRST PASSAGE

AYES 6 NOES 0

7/10/2024
Richard Goldst Clerk

READ AND GIVEN SECOND PASSAGE

AYES 7 NOES 0

7/24/2024
Richard Goldst Clerk

APPROVED

7/24/2024
[Signature] MAYOR



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

WILLIAM G. KEEGAN, JR.
ACTING DIRECTOR

TO: Personnel Board

FROM: William G. Keegan, Jr.

DATE: June 3, 2024

SUBJECT: Request to Add Bilingual Program Coordinator to the Classified Non-Union Pay Ordinance

Title of Position: **Bilingual Program Coordinator**

Requested Classification: **X-15**

Salary Range: \$58,000- \$77,500

DISCUSSION:

Enclosed for your review are the following document(s):

Job Description

RECOMMENDATION:

That you approve the above request.

Acting Director of Human Resources

- Concurrence, Collective Bargaining Agreement -N/A
- Compliance with Charter Provisions

APPROVAL AS TO SUFFICIENCY OF FUNDS:

For Present Budget:

Yes No

Acknowledges arbitration directive

Yes No



Director of Finance

CONCURRENCE:

Director of Administration

Implementation:

Please sign and return to the Personnel Division.

Approve:

Reject:

Other:



Chairman

6/03/2024
Date

- Manages the established Spanish language voting telephone line

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to speak, read, and write English and Spanish fluently
- Excellent computer skills including Microsoft Office Suite and data entry
- Ability to review and interpret election statutes and rules
- Proficient time management and organization skills

EDUCATION and/or EXPERIENCE

Associate's Degree from a college or university. Three years' experience of training, public or community groups may be substituted for education; or an equivalent combination of education and experience. Must also have working knowledge of election laws, modern office practices, and computer skills.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write voter correspondence in both English and Spanish. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization in both English and Spanish.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid License to operate a Motor Vehicle

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF THE MAYOR

DONALD R. GREBIEN
MAYOR

Tracey M. Giron, Director of Administration
Ryan J. Holt, Chief of Staff

May 24, 2024

Mr. Ken Riley, Chairman
Personnel Board
City of Pawtucket
137 Roosevelt Ave
Pawtucket, RI 02860

Re: Bilingual Program Coordinator

Dear Chairman Riley:

I present to you for the Board's consideration a new position that the City has agreed to with the United State Department of Justice (DOJ) as it relates to the oversight and management of bilingual programs for the City's election process. The DOJ has identified bilingual elections programs as an area that the City should improve based on the current and growing multi-cultural profile of this community and requirements of the Voting Rights Act and Help America Vote Act.

In response to this agreement, we have asked our Acting Human Resources Director, William Keegan to develop a position that will be known as Bilingual Program Coordinator. I have attached the proposed job description and pay classification for your Board's consideration.

Generally speaking this position has been developed for the purpose of having a point person who will work directly with the Board of Canvassers to provide the City with the capability of providing effective translation of all election materials produced by the City from one of our translation companies. This individual will oversee the efforts to produce ballots (including provisional ballots) to be in both English and Spanish on the same document. This person will also work with Hispanic organizations and organizations that serve Spanish-speakers to assist in recruiting bilingual election officials who will assist in the City's outreach to Spanish-speaking voters.

This individual will also assist in placing bilingual poll workers in each of the City's voting precincts and to have staff who are bilingual trained and ready to be deployed on any day when bilingual poll workers are understaffed. The specific requirements for the bilingual staffing

Mr. Ken Riley
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May 24, 2024

needs will be determined through mutual agreement between the City and the DOJ. This individual will also be responsible for monitoring a Spanish language telephone line for inquiries pertaining to any up-coming election.

Other duties will be assigned to this individual as they develop over time but as the work relates to bilingual voting issues.

This will be a full-time, 35 hour a week position and will be paid at an approximate pay range of \$50,000 to \$75,000 per year.

I appreciate your support in approving this position. We are prepared to address any questions or concerns you may have with this new request.

Sincerely,



Tracey M. Giron, Director of Administration
City of Pawtucket

Cc: Board of Canvassers
Chief of Staff
Acting Human Resources Director