

March 1, 2007

ADMINISTRATION BUREAU MEMORANDUM NO. 07-5

SUBJECT: Civilian Job Restructuring - Phase II

Reference Special Order 06-24 Civilian Job Restructuring

Phase II of the civilian job classification re-structuring is now being conducted. It is essential that all department members cooperate with this process in order to fully evaluate each position of the department.

The Human Resources, Benefits Section will begin Phase II with the distribution of Position Description Questionnaires (PDQs). The direct supervisor of each element will ensure that the PDQs contain accurate information regarding the work that is being done and they are completed thoroughly and returned in a timely manner.

Distribution of PDQs will be in order as listed below. This list has been established based on the total number of department members in the job classification (beginning with the largest number of affected members) and the period of time since the position was last reviewed.

Job Classification PDQ Distribution List:

Administrative Assistant I, II, III, IV & V
Building Operations Technician I, II, III, IV and Building Operations Crew Leader
Security Guard
Forensic Specialist I, II, III, IV & V
Fleet Operations Technician I, II, & III
Inventory Specialist I, II, & III
Computer Operator I & II
Computer Services Analyst I, II & III
Computer Services Specialist I, II & III
Communications Specialist I, II, III, IV
Detention Ledger Officer & Detention Facility Officer
Firearms Instructor
Fiscal Administrator I, II, & III
Mid-Range Computer Administrator
Network Administrator
OCC Analyst
Operations Analyst
Paralegal Assistant
Senior Paralegal Assistant
Parking Control Officer
Polygraph Examiner
Programmer I, II
Project Coordinator
Public Relations Specialist I & II
Human Resources Specialist I, II, III, IV & V
Clerical Supervisor I, II & III

Job Classification PDQ Distribution List (continued):

Supervisor I, II & III
Administrative Supervisor
Computer Services Supervisor
Operations Assistant Manager
Operations Manager
Manager, Communications
Manager, Computer Services
Manager, Internal Audit
Manager, Technical Systems
Quality Assurance Manager
Associate General Counsel
General Counsel
Director, Criminalistics Unit
Director, Office of Community Complaints
Human Resources Director
Deputy Chief, Administration Bureau

The Benefits Section will keep members informed of their progress by submitting a timeline to be published periodically in the Daily Informant.

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