City of New Haven

Signature Copy

Ordinance: OR-2014-0054

File Number: OR-2014-0054

ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 AUTHORIZING CREATION OF NEW ADMINISTRATIVE ASSISTANT 1 POSITION IN SUPPORT OF THE SMALL BUSINESS SERVICE CENTER PROGRAM

WHEREAS, Section 60 of the Charter and Section 2-386 (1) & (3) of the Code of General Ordinances requires the approval of the Board of Alders for the creation of a new position within the Special Fund budget; and

WHEREAS, through the course of FY15 City of New Haven (the "City") has established a new Small Business Service Center ("SBSC") at 200 Orange Street which supports new entrepreneurs and small businesses with technical assistance, marketing and business planning services; and

WHEREAS, the "SBSC" has already provided assistance to over 200 people and/or businesses which has exceeded program expectations and which requires additional staff in order to manage the work load; and

WHEREAS, whereas special funding through account #21652309 supports economic development initiatives in the City including SBSC programs; and
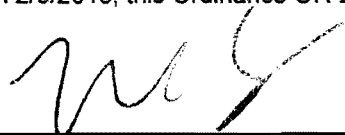
WHEREAS, the City has identified the need for an Administrative Assistant 1 full time position to support the SBSC; and

WHEREAS, the Civil Service Commission recently approved a Civil Service List 13-05 for Administrative Assistant 1 which together with the Civil Service Transfer List may be used to appoint a person to fill such new position; and
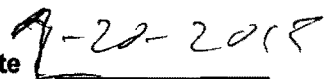
NOW, THEREFORE, BE IT ORDAINED by the New Haven Board of Alders that a new full-time position entitled Administrative Assistant 1 is hereby created in the Fiscal Year 2015 Special Fund budget funded at a salary level of up to Range 4 Step 4 ($39,120) and funded from Account 21652309.
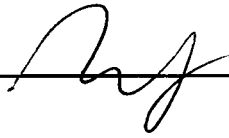
At a meeting of the Board of Alders on 2/3/2015, this Ordinance OR-2014-0054 was Approved.
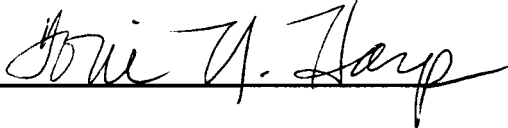
Attest, City Clerk _____   **Date** 1-22-2015

Signed, City Clerk _____   Date _____

Signed, Mayor _____   Date _____