

CITY OF BETHLEHEM

Inter-Departmental Correspondence

Office of Payroll

To: Dennis Reichard, Business Administrator

From: Jean A. Zweifel, Director Human Resources
Douglas S. Grietzer, Payroll Manager

Subject: 2011 Proposed Budget – Human Resources Temporary Help

Date: 12-16-10

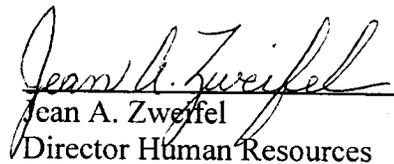
The Human Resources Bureau is requesting a partial reinstatement of the \$3230.00 reduction that was proposed and approved on December 15, 2010. The approved amendment results in a 5.57% salary reduction for the contracted position of Compliance Officer.

The Compliance Officer position presently is responsible for all workers' compensation, safety, compliance of all applicable state and federal laws, equal opportunity and discrimination complaints and fair housing.

This request will increase the revised budgeted amount in account 0207-40004 by \$2,096. This will allow this salary to remain at its current 2010 biweekly rate through the end of 2011. A decrease of \$1,134 will still be realized from the originally proposed 2011 budget amount.

Thank you for your consideration of this request.


Douglas S. Grietzer
Payroll Manager


Jean A. Zweifel
Director Human Resources

Cc: Members of Council
M Sivak
Mayor Callahan
J Swett