



## Memorandum

**TO:** Civil Service Commission

**FROM:** Jennifer Schembri

**SUBJECT: ENVIRONMENTAL SERVICES  
PROGRAM MANAGER**

**DATE:** January 27, 2020

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In response to the reallocation appeals and per the request of the Commissioners, the Human Resources Department conducted a classification and compensation study for the Environmental Services Program Manager classification. The outcome of the study is to create a higher level classification, Senior Environmental Services Program Manager.

The current Environmental Services Program Manager classification remains; however, the Senior Environmental Services Program Manager classification has higher level duties and significant impact on City-wide organizational priorities.

In coordination with the Environmental Services Department, we will reallocate the three pending/denied reallocations to the newly created classification of Senior ESPM. All other positions will remain in the ESPM classification. We are targeting the March/April Civil Service Commission to file the new classification.

A handwritten signature in cursive script that reads "J. Schembri".

Jennifer Schembri  
Director of Employee Relations and  
Director of Human Resources