

DATE: _____ RECOMMENDED: _____ NOT RECOMMENDED: _____
 DIVISION CHIEF: _____
 DEPARTMENT HEAD: 04/25/2023 [Signature] _____
 HR CHIEF: 4/25/23 _____
 BUDGET OFFICE: 5-3-23 _____ J.U.

DEPARTMENT: Neighborhoods Department / Housing & Community Development TO BE EFFECTIVE: 10/1/2023

(17) Delete

ACTION	No.	ACTIVITY NO/ DESCRIPTION	TITLE	OCC CODE	PAY GRADE	PAY RANGE
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Community Development Asst. Administrator	04639	29.15	65,486.71 - 110,258.32
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Chief of Housing and Community Development	04332	19.10	105,376.47 - 172,043.16
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Human Services Planner II	P0142	26.15	43,356.52 - 81,643.01
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Executive Assistant to Appointed Official	04916	29.07	41,087.22 - 69,177.44
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Planning Technician	P0144	15.13	36,150.96 - 69,576.64
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Mortgage Loan Processor	P0157	26.14	39,688.69 - 74,738.47
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Abstract Clerk	C0001	15.10	28,973.72 - 55,763.39
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Housing and Community Development Regulatory Specialist	B0302	26.16	47,607.27 - 89,647.90
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Document Specialist Housing	04344	29.02	30,702.86 - 51,581.15
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Credit Compliance and Finance Manager - Housing	04470	29.15	65,486.71 - 110,258.32
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Housing Property Coordinator	04178	29.06	38,761.45 - 65,261.73
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Clerical Support Aide II	C0081	15.07	24,271.07 - 46,712.35
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Assistant Program Manager Disaster Recovery	04358	29.15	\$63,889.47 \$107,569.10

FUNDING: Indicate funding for this change. Yes No

Funds are available within current appropriations for this change.
 If NO, funds will be provided by:
 Funds are contained within companion BT. (one position added to SHIP)

11101-174123-010700-0-0

JUSTIFICATION:
 To reauthorize grant-positions to new year grant funding. new 5/15/23
 The changes in positions within the grant are based upon anticipated time and effort. No positions are being added or
~~deleted within the Division as a whole.~~

Reference TD/BT BT Council approval required? Yes No Date action required: 10/1/2023

ACTION TAKEN BY MBRC: _____ SIGNATURES: _____
 Chief Administrative Officer

AMENDMENTS: _____ MAYOR _____

Comments: _____ Exhibit 3
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Page 1 of 3

DATE: _____ RECOMMENDED: _____ NOT RECOMMENDED: _____
 DIVISION CHIEF: _____
 DEPARTMENT HEAD: 04/15/2023 [Signature] _____
 HR CHIEF: 4/28/23 _____
 BUDGET OFFICE: _____ f-a

DEPARTMENT: Neighborhoods Department / Housing & Community Development TO BE EFFECTIVE: 10/1/2023

ACTION	No.	ACTIVITY NO/ DESCRIPTION	TITLE	OCC CODE	PAY GRADE	PAY RANGE
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Accountant	A0031	26.14	39,688.69 - 74,738.47
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Housing Rehabilitation Specialist	P0147	15.15	42,915.16 - 82,594.32
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Disaster Assistance Program Manager	04625	29.14	61,779.90 - 104,017.27
Delete	1	ERCD1A1 / PDC001-23 CDBG Admin	Disaster Assistance Specialist - Housing and Comm. Dev.	04722	29.06	38,761.45 - 65,261.73
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Community Development Asst. Administrator	04639	29.15	65,486.71 - 110,258.32
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Chief of Housing and Community Development	04332	19.10	105,376.47 - 172,043.16
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Human Services Planner II	P0142	26.15	43,356.52 - 81,643.01
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Executive Assistant to Appointed Official	04916	29.07	41,087.22 - 69,177.44
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Planning Technician	P0144	15.13	36,150.96 - 69,576.64
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Mortgage Loan Processor	P0157	26.14	39,688.69 - 74,738.47
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Abstract Clerk	C0001	15.10	28,973.72 - 55,763.39
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Housing and Community Development Regulatory Specialist	B0302	26.16	47,607.27 - 89,647.90
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Document Specialist Housing	04344	29.02	30,702.86 - 51,581.15

(15)
Add

FUNDING: Indicate funding for this change:
 Funds are available within current appropriations for this change: Yes No
 If NO, funds will be provided by:

Funds are contained within companion BT. 11101-174103-010700-0-0

JUSTIFICATION:
 To reauthorize grant-positions to new year grant funding. new 5/15/23
 The changes in positions within the grant are based upon anticipated time and effort. No positions are being added or
~~deleted within the Division as a whole.~~

Reference TD/BT BT24-001 Council approval required? Yes No Date action required: 10/1/2023

ACTION TAKEN BY MBRC: _____ SIGNATURES: _____
 Chief Administrative Officer _____
 MAYOR _____
 AMENDMENTS: _____ Comments: _____

CITY OF JACKSONVILLE, FLORIDA

RC #: RC 24-001
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DATE: _____ RECOMMENDED: _____ NOT RECOMMENDED: _____
 DIVISION CHIEF: _____
 DEPARTMENT HEAD: 04/25/2023 [Signature] _____
 HR CHIEF: 4/25/23 [Signature] _____
 BUDGET OFFICE: _____

DEPARTMENT: Neighborhoods Department / Housing & Community Development TO BE EFFECTIVE: 10/1/2023

ACTION	No.	ACTIVITY NO/ DESCRIPTION	TITLE	OCC CODE	PAY GRADE	PAY RANGE
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Credit Compliance and Finance Manager - Housing	04470	29.15	65,486.71 - 110,258.32
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Housing Property Coordinator	04178	29.06	38,761.45- 65,261.73
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Clerical Support Aide II	C0081	15.07	24,271.07 - 46,712.35
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Accountant	A0031	26.14	39,688.69 - 74,738.47
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Disaster Assistance Program Manager	04625	29.14	61,779.90 - 104,017.27
Add	1	ERCD1A1 / PDC001-24 CDBG Admin	Disaster Assistance Specialist - Housing and Comm. Dev.	04722	29.06	38,761.45 - 65,261.73
Delete	6,000	ERCD1A1 / PDC001-23	Part-time Hours			
Add	6,000	ERCD1A1 / PDC001-24	Part-time Hours			

FUNDING: Indicate funding for this change:
 Funds are available within current appropriations for this change: Yes No

If NO, funds will be provided by:
 Funds are contained within companion BT . (two positions added to HOME) 11101 - 174103 - 010700 - 0-0

JUSTIFICATION:
 To reauthorize grant-positions to new year grant funding. 5/15/23 me
 The changes in positions within the grant are based upon anticipated time and effort. ~~No positions are being added or deleted within the Division as a whole.~~

Reference TD/BT BT 24-001 Council approval required? Yes No Date action required: 10/1/2023

ACTION TAKEN BY MBRC: _____ SIGNATURES: _____
 Chief Administrative Officer _____
 MAYOR _____
 AMENDMENTS: _____ Comments: _____