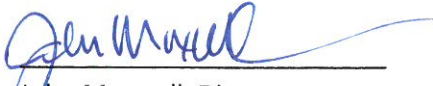




**MEMORANDUM**

**TO:** Jim Gray, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** June 5, 2017

**SUBJECT:** **Abolish/Create - Division of Planning**

**Request:**

The attached action is requesting authorization to abolish two (2) vacant classified positions of Planner Sr. (Grade 521N) and create one (1) classified position of Administrative Officer (Grade 523E), one (1) classified position of Planner (Grade 517N) within the Division of Planning, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a classification studies using standard procedures and the Job Analysis Questionnaire (JAQ). The positions were analyzed by staff using the whole job rank and factor comparison methods as well as the FLSA test from the Department of Labor. As a result, the recommendations for these requests are described in this action.

**What is the cost in the budget year and future budget year?**

To illustrate, this has a 12-month future impact of a savings of \$5,275.88.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Planner Sr.	(\$56,504.45)	\$0	(\$56,504.45)
Planner Sr.	(\$56,504.45)	\$0	(\$56,504.45)
Administrative Officer	\$0	\$62,295.58	\$62,295.58
Planner	\$0	\$46,487.58	\$46,487.58
<b>Total Annual Impact/ Salary and Benefits (\$5,275.88)</b>			

**File Number**

0677-17

**Director/Commissioner:** John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at (859) 258-3957.

