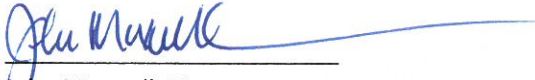




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: July 31, 2018

SUBJECT: Abolish/Create Position – Division of Water Quality

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Electronic Computer Controls Specialist (Grade 517N) and create one (1) classified position of Administrative Specialist Principal (Grade 518N) in the Division of Water Quality, effective upon passage by Council.

Why are you requesting?

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position as 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 cost of \$3,228.47.

File Number:

0799-18

Director/Commission: John Maxwell/Sally Hamilton

