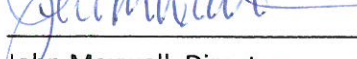




**MEMORANDUM**

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

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

**DATE:** August 31, 2018

**SUBJECT:** Reclassify and Create Positions, Divisions of Revenue and Government Communications

**Request:**

The attached is requesting authorization to abolish three (3) classified positions of Administrative Specialist (Grade 513N), and create two (2) classified positions of Administrative Specialist Sr. (Grade 516N) and one (1) classified position of Administrative Specialist Principal (Grade 518E) and reclassify the incumbents within the Division of Revenue. The attached is also requesting authorization to abolish six (6) classified positions of Customer Service Specialist (Grade 510N) and create five (5) classified positions of Customer Account Specialist (Grade 512N) and one (1) classified position of Customer Account Specialist Sr. (Grade 514N) and reclassify the incumbents within the Division of Government Communications, effective the beginning of next pay period following passage of Council.

In addition, the attached action amends the classified civil service authorized strength to create three (3) classified positions of Administrative Specialist (Grade 513N) that were approved in the FY 2019 budget process in the Division of Revenue, effective July 1, 2018

**Why are you requesting:**

The Division of Human Resources conducted reclassification studies on the requested positions due to the significant changes that occurred with the migration of the LexServ program. The positions were



analyzed by staff using the whole job rank and factor comparison methods. As a result, the recommendation for the reclassifications are described in this action.

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

The reclassifications have a combined 12-month future impact of a cost of \$57,280.35.

<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Administrative Specialist	(\$40,984.32)	\$0	(\$40,984.32)
Administrative Specialist	(\$37,425.44)	\$0	(\$37,425.44)
Administrative Specialist	(\$54,560.48)	\$0	(\$54,560.48)
Administrative Specialist Principal	\$0	\$47,541.81	\$47,541.81
Administrative Specialist Sr.	\$0	\$41,916.49	\$41,916.49
Administrative Specialist Sr.	\$0	\$61,107.74	\$61,107.74
Customer Service Specialist	(\$42,388.32)	\$0	(\$42,388.32)
Customer Service Specialist	(\$49,917.92)	\$0	(\$49,917.92)
Customer Service Specialist	(\$49,917.92)	\$0	(\$49,917.92)
Customer Service Specialist	(\$32,104.80)	\$0	(\$32,104.80)
Customer Service Specialist	(\$32,882.72)	\$0	(\$32,882.72)
Customer Service Specialist	(\$32,527.04)	\$0	(\$32,527.04)
Customer Account Specialist	\$0	\$46,627.15	\$46,627.15
Customer Account Specialist	\$0	\$54,909.71	\$54,909.71



Customer Account Specialist	\$0	\$54,909.71	\$54,909.71
Customer Account Specialist	\$0	\$37,236.16	\$37,236.16
Customer Account Specialist	\$0	\$36,170.99	\$36,170.99
Customer Account Specialist Sr.	\$0	\$35,599.47	\$35,599.47
<b>Total Annual Impact/ Salary and Benefits \$57,280.35</b>			

**Are funds budgeted?**

Funds are budgeted.

**File Number:**

0926-18

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

