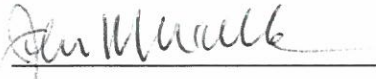




**MEMORANDUM**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

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

**DATE:** January 3, 2020

**SUBJECT:** **Abolish/Create — Division of Emergency Management**

**Request:**

The attached is requesting authorization to abolish one (1) vacant unclassified position of CSEPP Manager P/T (Grade 520N), one (1) vacant unclassified position of Administrative Specialist P/T (Grade 513N) and create one (1) unclassified position of CSEPP Manager (Grade 520N) in the Division of Emergency Management, effective February 3, 2020.

**Why are you requesting:**

The purpose of this request is to expand the number of hours of this grant funded position as authorized by FEMA and therefore, to provide better service to the Emergency Management program.

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

To illustrate, this has a 12-month future impact cost of \$12,274.40.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
CSEPP Manager P/T	(\$34,305.70)	\$0	(\$34,305.70)
Administrative Specialist	(\$19,504.16)	\$0	(\$19,504.16)
CSEPP Manager	\$0	\$54,889.12	\$54,889.12
<b>Total Annual Impact/ Salary and Benefits \$12,274.40</b>			

**File Number:**

0050-20

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

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

