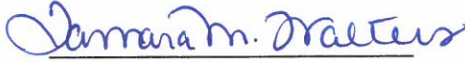




MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: April 24, 2023

SUBJECT: Abolish/Create positions – Division of Police

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Staff Assistant (Grade 509N) and create one (1) classified position of Staff Assistant Sr. (Grade 511N) in the Division of Police, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and a position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

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

This has a 12-month future impact of a cost of \$3,448.22 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant	(\$35,164.48)	\$0	(\$35,164.48)



Staff Assistant Sr.	\$0	\$37,729.12	\$37,729.12
Total Annual Impact/ Salary and Benefits \$3,448.22			

File Number:

0405-23

Director/Commissioner: Tamara Walters/Sally Hamilton

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

