



MEMORANDUM

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

**FROM:** Glenda H. George <sup>EH</sup>  
Glenda Humphrey George, Director  
Division of Human Resources

**DATE:** September 18, 2025

**RE:** Amendment to Authorized Strength

The attached action amends the classified civil service authorized strengths as follows:

- Create one (1) Administrative Specialist (Grade 516N), one (1) Aging Services Program Manager Sr. (Grade 524E) and one (1) Custodial Worker (Grade 506N) in the Division of Aging & Disability Services
- Create one (1) Deputy Director of Accounting (Grade 529E) in the Division of Accounting
- All effective retroactive to July 1, 2025.

The fiscal impact for FY 2026 (26 pay periods) positions will be budget-neutral. All funding for the new positions is included in the FY 2026 approved budget.

File Number: 0922-25

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton 859-258-3037.

