




## MEMORANDUM

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

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

**DATE:** March 16, 2016

**SUBJECT:** Reclassification of Staff Assistant Sr., Division of Police

**Request:**

The attached action is requesting authorization to abolish one (1) classified position of Staff Assistant Sr. (Grade 510N) and create one (1) classified position of Permit Clerk (Grade 512N); reclassifying the incumbent within 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 reclassification study on the requested position of Staff Assistant Sr. held by Amanda Bauer-Massie within the Division of Police. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is 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 \$4,105.70.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	\$32,880.64	\$0	(\$32,880.64)
Permit Clerk	\$0	\$36,169.12	\$36,169.12
<b>Total Annual Impact/ Salary and Benefits \$4,105.70</b>			

**File Number**

0311-16



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

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

