




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: January 28, 2022

SUBJECT: Abolish/Create Positions – Division of Family Services

Request:

The attached action is requesting authorization to abolish one (1) unclassified position of Staff Assistant Sr. (Grade 510N) and create one (1) unclassified position of Staff Assistant Sr. Part-time (Grade 510N) in the Division of Family Services, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position as 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 savings of \$34,209.78.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	(\$35,060.48)	\$0	(\$35,060.48)
Staff Assistant Sr. P/T	\$0	\$17,530.24	\$17,530.24
Total Annual Impact/ Salary and Benefits (\$34,209.78)			

File Number:

0139-22

Director/Commissioner: John Maxwell/Sally Hamilton

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

