

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Officer Sr.	\$80,406.56	0	(\$80,406.56)
Software Developer Sr.	\$0	\$76,577.28	\$76,577.28
<b>Total Annual Impact/ Salary and Benefits (\$5,017.66)</b>			

File Number: 1218-23

Director/Commissioner: Tamara Walters/Sally Hamilton

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





**MEMORANDUM**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** November 21, 2023

**SUBJECT:** Abolish/Create positions – Division of Computer Services

**Request:**

The attached action is requesting authorization to abolish one (1) unclassified position of Administrative Officer Sr. (Grade 526E) and create one (1) classified position of Software Developer Sr. (Grade 525E) in the Division of Computer Services, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a classification study for the requested position. The study was conducted according to standard procedures using a Job Profile Questionnaire (JPQ) 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 (\$5,017.66).

