



MEMORANDUM

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

FROM: Glenda H. George by EH  
Glenda Humphrey George, Director  
Division of Human Resources

DATE: January 16, 2025

SUBJECT: Create position - Division of Environmental Services

Request:

The attached action is requesting to create one (1) classified position of Administrative Specialist Principal (Grade 520N) in the Division of Environmental Services, effective upon passage of Council.

Why are you requesting:

The Division of Environmental Services requests this position to convert one part-time position into a full-time civil service position. Although the Clerk position is considered part-time, the employee in this position typically works 40 or more hours per week.

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

This has a 12-month future impact cost of \$83,444.89.

| Position Title  | Annual Salary Before | Annual Salary After | Annual Increase/Decrease |
|---|----------------------|---------------------|--------------------------|
| Administrative Specialist Principal                                 | \$0                  | \$60,900.32         | \$60,900.32              |
| <b>Total Annual Impact/<br/>Salary and Benefits<br/>\$83,444.89</b> |                      |                     |                          |

File Number: 0087.25

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

