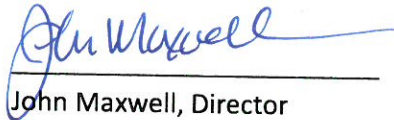




M E M O R A N D U M

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

FROM:



John Maxwell, Director
Division of Human Resources

DATE: June 20, 2019

SUBJECT: Transfer positions – Department of General Services

Request:

The attached action is requesting authorization to transfer one (1) classified position of Administrative Officer Sr. (Grade 526E) and the incumbent from the Department of General Services to the Division of Facilities and Fleet Management. Funds associated with this position will also transfer, effective upon passage of Council.

Why are you requesting?

The Commissioner's office is recommending the transfer of this position in order to realign responsibilities to the appropriate areas.

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

No budget impact associated with this action.

File Number: 0708-18

Director/Commissioner: John Maxwell/Sally Hamilton

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

