



**MEMORANDUM**

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

**FROM:** *John Maxwell by [Signature]*  
John Maxwell, Director  
Division of Human Resources

**DATE:** April 13, 2017

**SUBJECT:** **Abolish/Create — Streets and Roads**

**Request:**

The attached is requesting authorization to abolish one (1) classified position of Administrative Specialist Sr. (Grade 516N) and one (1) classified position of Public Service Worker Sr. (Grade 509N) and create one (1) classified position of Computer Analyst (Grade 520E) in the Division of Computer Services and one (1) classified position of Equipment Operator (Grade 510N) in the Division of Streets and Roads, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendations for this request are described in this action.

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

To illustrate, this has a 12-month future impact cost of \$11,830.89 and funds are budgeted.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Administrative Specialist Sr.	(\$44,272.80)	\$0	(\$44,272.80)
Public Service Worker Sr.	(\$31,464.58)	\$	(\$31,464.58)
Computer Analyst	\$0	\$53,813.76	\$53,813.76
Equipment Operator	\$0	\$31,464.58	\$31,464.58
<b>Total Annual Impact/ Salary and Benefits \$11,830.89</b>			

**File Number:**

0438-17

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

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

