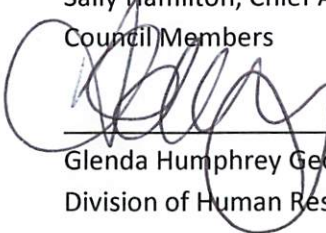




MEMORANDUM

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

FROM: 
 Glenda Humphrey George, Director
 Division of Human Resources

DATE: August 3, 2026

SUBJECT: Abolish/Create position – Division of Waste Management

Request:

This request is for authorization to abolish one (1) unclassified civil service position of Administrative Officer (Grade 523E) and create one (1) classified civil service position of Administrative Officer (Grade 523E) in the Division of Waste Management, effective upon passage of Council.

Why are you requesting:

This position is essential to support the numerous ongoing projects within Waste Management. The work performed is full-time, ongoing, and integral to the division's operations. As such, it is appropriate to abolish the current unclassified position and establish the role as a classified position within the civil service authorized strength.

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

This request is budget-neutral.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Officer	\$72,271.68	\$0	(\$72,271.68)
Administrative Officer	\$0	\$72,271.68	\$72,271.68
Total Annual Impact/ Salary and Benefits \$0			



File Number: 0664.26

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

