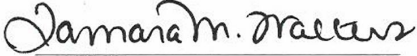




MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: October 3, 2022

RE: **Create position - Division of Facilities and Fleet Management**

Request:

The attached action is requesting authorization to create one (1) unclassified position of Project Manager (Grade 517N) in the Division of Facilities and Fleet Management, this position will have an expiration date on December 31, 2026.

Why are you requesting?

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. 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. Now with the implementation of the American Rescue Plan Act (ARPA), we request to create this position to assist with the required administrative tasks that accompany the grants. This position will be 100% funded by ARPA funds.

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

This has a 12-month future impact of a cost of \$73,847.93 and will be grant funded.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Project Manager	(\$0)	\$50,564.80	\$50,564.80
Total Annual Impact/ Salary and Benefits \$73,847.93			

File Number:

1021-22

Director/Commissioner: Tamara Walters/Sally Hamilton

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

