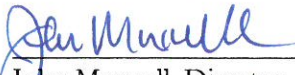




## MEMORANDUM

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

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** October 20, 2016

**SUBJECT:** Reclassification of Recreation Manager Sr., Division of Parks & Recreation

**Request:**

The attached action is requesting authorization to abolish one (1) classified position of Recreation Manager Sr. (Grade 520E) and create one (1) classified position of Cultural Arts Program Administrator (Grade 525E); reclassifying the incumbent within the Division of Parks & Recreation, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a reclassification study on the requested position of Recreation Manager Sr. held by Amber Luallen within the Division of Parks and Recreation. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$13,384.43.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Recreation Manager Sr.	(\$51,719.20)	\$0	(\$51,719.20)
Cultural Arts Program Administrator	\$0	\$62,439.52	\$62,439.52
<b>Total Annual Impact/ Salary and Benefits \$13,384.43</b>			

**File Number**

1200-16



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

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

