




MEMORANDUM

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

**FROM:**   
Glenda Humphrey George, Director  
Division of Human Resources

**DATE:** June 22, 2024

**RE:** Amendment to Authorized Strength - FY 2025 Budget

The attached action amends the classified civil service authorized strength by creating positions as approved in the FY 2025 budget process, to become effective July 1, 2024.

The request includes the following to be effective July 1, 2024:

- Create one (1) classified civil service position of Program Manager Sr (Grade 525E) in the Department of Planning and Preservation;
- Create four (4) classified civil service positions of Safety Officer (Grade 515N) in the Division of Police;
- Create one (1) classified civil service position of Grants Administrative Aide (Grade 518N) in the Division of Grants and Special Programs

The fiscal impact for FY 2025 (26 pay periods) will be budget-neutral. All funding for the new positions are included in the FY 2025 approved budget.

**File Number:** 0688-24

**Direct or/Commissioner:** Glenda Humphrey George/Sally Hamilton

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

