



MEMORANDUM

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

FROM: 
 Glenda Humphrey George, Director
 Division of Human Resources

DATE: July 27, 2026

SUBJECT: Abolish/Create position – Division of Human Resources

Request:

This request is for authorization to abolish one (1) classified civil service position of Administrative Specialist Sr., (Grade 518N) and create one (1) classified civil service position of HR Analyst (Grade 521E) in the Division of Human Resources, effective upon passage of Council.

Why are you requesting:

The duties currently assigned to the Administrative Specialist Sr. role mirror the core functional responsibilities of the HR Analyst classification. This consistent overlap shows that the position is performing work at the HR Analyst level, including the complexity, scope, and analytical decision-making expected of that classification. Reclassifying the position ensures alignment between the work performed and the appropriate classification, accurately reflecting the role's organizational impact.

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

This has a 12-month future impact cost of \$11,168.40.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr	\$56,628.00	\$0	(\$56,628.00)
HR Analyst	\$0	\$65,555.36	\$65,555.36
Total Annual Impact/ Salary and Benefits \$11,168.40			



File Number: 0632.26

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

