



Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Janet Graham  
Commissioner

**M E M O R A N D U M**

**TO:** Jim Gray, Mayor  
Richard Moloney, Chief Administrative Officer  
Council Members

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

**DATE:** July 20, 2012

**SUBJECT:** Abolish/Create positions – Division of Building Inspection

The attached action amends Section 21-5 of the Code of Ordinances, abolishing one (1) position of Administrative Specialist Sr. (Grade 112N) and one (1) position of Staff Assistant Sr. (Grade 108N) and creating two (2) positions of Administrative Specialist (Grade 110N) in the Division of Building Inspection, effective upon passage by Council.

The Division of Building Inspection requests this action due to the recent transfer of zoning enforcement duties and associated staff to the Division of Planning has necessitated the need to reorganize the support staff to increase efficiency and improve customer service. The support staff will be divided into two functional work groups (customer service and administrative) with each group supervised by an Administrative Specialist.

The fiscal impact for FY2013 (20 pay periods) will be a savings of \$7,468.12. All costs include benefits. This amount does not include lapse which has been included in the attached Budget Amendment.

Name	Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Vacant	Administrative Specialist (2 positions)	\$0	\$61,517.04	61,517.04
Vacant	Administrative Specialist Sr.	\$41,146.56	\$0	\$(41,146.56)
Vacant	Staff Assistant Sr.	\$27,993.16	\$0	\$(27,993.16)
<b>Total Annual Impact/ Salary and Benefits \$(9,708.55)</b>				

If you have questions or need additional information, please contact Daniel H. Fischer at 258-3030.

Attachment

cc: Clay Mason, Commissioner - Department of Public Safety  
Dewey Crowe, Director – Division of Building Inspection

Log #13-0007