



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: _____
Leslie Jarvis, Director
Division of Human Resources

DATE: October 18, 2011

SUBJECT: Create positions – Division of Waste Management

The attached action amends Section 21-5 of the Code of Ordinances creating one (1) position of Safety Specialist (Grade 115E) and one (1) position of Administrative Specialist Sr. (Grade 112N) in the Division of Waste Management, effective upon passage by Council.

The Division of Waste Management has realized a need for the requested positions. The position of Safety Specialist will be responsible to oversee heavy equipment driver training programs for all new and existing Equipment Operator Sr. positions as well as safety orientation on heavy equipment for new refuse collectors. The Administrative Specialist Sr. duties would include administrative support to the Division Director and staff at three (3) locations, payroll processing, attendance for approximately 200 employees, Kronos timekeeping training and some programming, as well as PeopleSoft self service support.

A position of Construction Manager was funded in the adopted FY 12 Urban Services Fund. The creation of these positions will use the Construction Manager funds with the additional cost coming out of fund balance. The fiscal impact for FY 2012 will be a cost of \$1,909.32 (15 pay periods includes benefits) to the Urban Services Fund.

Name	Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Funded	Construction Manger	\$81,993.60	\$0	\$(81,993.60)
Vacant	Safety Specialist	\$0	\$45,059.30	\$45,059.30
Vacant	Administrative Specialist Sr.	\$0	\$34,492.90	\$34,492.90
Total Annual Impact/ Salary and Benefits \$3,309.48				

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

Attachment

Log #12-0016