




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: January 26, 2022

SUBJECT: Create Positions – Division of Parks and Recreation

Request:

The attached action is requesting authorization to create two (2) unclassified positions of Project Manager (Grade 517N) and one (1) unclassified position of Administrative Specialist Principal (Grade 518N) in the Division of Parks and Recreation, all positions will have a termination date of December 31, 2026, effective upon passage of Council.

Why are you requesting?

Upon the request of the division, the Division of Human Resources conducted a classification studies on the requested positions. The studies were conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and position audits. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested positions are described in this action.

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

This has a 12-month future impact of a cost of \$220,343.13 and will be grant funded.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Project Manager (x2)	\$0	\$49,331.36	\$49,331.36



Administrative Specialist Principal	\$0	\$51,798.24	\$51,798.24
Total Annual Impact/ Salary and Benefits \$220,343.13			

File Number:

0138-22

Director/Commissioner: John Maxwell/Sally Hamilton

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

