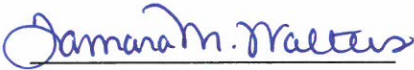




MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: April 18, 2023

SUBJECT: Abolish/Create positions – Division of Parks and Recreation

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Stores Clerk (Grade 509N) and create one (1) classified position of Recreation Specialist Sr. (Grade 516E) in the Division of Parks and Recreation, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and a position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is 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 \$17,471.93 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Stores Clerk	(\$35,164.48)	\$0	(\$35,164.48)



Recreation Specialist Sr.	\$0	\$48,158.24	\$48,158.24
Total Annual Impact/ Salary and Benefits \$17,471.51			

File Number:

[0443-23](#)

Director/Commissioner: Tamara Walters/Sally Hamilton

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

