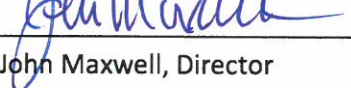




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 29, 2021

SUBJECT: Abolish/Create positions – Division of Police

Request:

The attached action is requesting authorization to abolish three (3) vacant classified positions of Staff Assistant (Grade 508N) and create one (1) classified position of Assistant Records Custodian (Grade 510N) and one (1) classified position of Staff Assistant Sr. (Grade 510N) in the Division of Police, effective upon passage of Council.

Why are you requesting?

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted 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 the requested positions are described in this action.

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

This will have a future impact of a savings of \$39,259.25.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant	(\$31,177.12)	\$0	(\$31,177.12)
Staff Assistant	(\$31,177.12)	\$0	(\$31,177.12)
Staff Assistant	(\$31,177.12)	\$0	(\$31,177.12)
Assistant Records Custodian	\$0	\$34,374.08	\$34,374.08
Staff Assistant Sr.	\$0	\$34,374.08	\$34,374.08
Total Annual Impact/ Salary and Benefits (\$39,259.25)			

File Number:

1246-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

