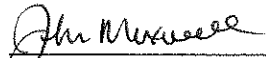




MEMORANDUM

TO: Jim Gray, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 17, 2016

SUBJECT: Abolish/Create Positions - Division of Police

Request:

The attached action is requesting authorization to abolish one (1) classified position of Staff Assistant Sr. (Grade 510N) and create one (1) classified position of Accreditation Manager (Grade 521E) within the Division of Police, 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 within the Division of Police. The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA tests from the Department of Labor. As a result, a recommendation for the classification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$29,297.72.

| Position Title | Annual Salary Before | Annual Salary After | Annual Increase/Decrease |
|---|----------------------|---------------------|--------------------------|
| Staff Assistant Sr. | (\$33,038.30) | \$0 | (\$33,038.30) |
| Accreditation Manager | \$0 | \$56,504.45 | \$56,504.45 |
| Total Annual Impact/ Salary and Benefits \$29,297.72 | | | |



File Number

1329-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

