



Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Sally Hamilton  
Chief Administrative Officer

**MEMORANDUM**

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

**FROM:** *John Maxwell by emrattus*  
John Maxwell, Director  
Division of Human Resources

**DATE:** August 10, 2015

**SUBJECT:** **Abolish/Create Position—Division of Police**

**Request:**

The attached is requesting authorization to abolish one (1) vacant classified position of Staff Assistant Sr., (Grade 510N), and creating one (1) classified position of Community Program Coordinator (Grade 514N), effective upon passage of Council.

**Why are you requesting:**

The Community Program Coordinator will work within the Bureau of Special Operations in the Community Services Section and will be responsible for development and coordination of our Police Activities League. This position will work specifically with the youth of our community and will enhance the programs that we can offer our youth and broaden our community partnerships. This will add a non-sworn position to Community Services Section, which is necessary for program development.

Upon the request of the Division and in accordance with Section 21-2 of the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

To illustrate, this has a 12-month future impact of a savings of \$1,379.99.

<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Staff Assistant Sr.	\$(40,474.72)	\$0	\$(40,474.72)
Community Program Coordinator	\$0	\$39,369.41	\$39,369.41
<b>Total Annual Impact/ Salary and Benefits \$(1,379.99)</b>			

**Are the funds budgeted?**

Funds are budgeted.

**File Number:**

1011-15

**Director/Commissioner:**

John Maxwell/Sally Hamilton

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