




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 12, 2018

RE: **Abolish/Create Positions - Division of Parks & Recreation**

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Golf Pro Supervisor (Grade 522E) and create one (1) classified position of Public Service Manager (Grade 521E) in the Division of Parks and Recreation, effective upon passage by 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 a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) 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 their requested position is described in this action.

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

This has a 12-month future impact of a savings of \$3,724.04.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Golf Pro Supervisor	(\$60,515.52)	\$0	(\$60,515.52)
Public Service Manager	\$0	\$57,634.72	\$57,634.72
Total Annual Impact/ Salary and Benefits (\$3,724.04)			

File Number:

124-18

Director/Commissioner:

John Maxwell/Sally Hamilton

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

