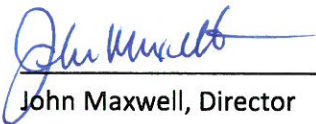




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: July 31, 2019

SUBJECT: Transfer position – Division of Planning

Request:

The attached action is requesting authorization to transfer one (1) classified position of Administrative Officer Sr. (Grade 526E) and the incumbent from the Division of Planning to the Office of the Chief Development Officer; the funds associated with this position will also transfer, effective upon passage of Council.

Why are you requesting?

The transfer of this position is requested in order to realign responsibilities to the appropriate area.

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

No budget impact associated with this action.

File Number:

0795-19

Director/Commissioner: John Maxwell/Sally Hamilton

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

