




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: April 11, 2016

SUBJECT: **Reclassification of Information Officer — Division of Government Communications**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Information Officer (Grade 518E) and create one (1) classified position of Information Office Supervisor (Grade 522E); reclassifying the incumbent within the Division of Government Communications, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a reclassification study on the requested position of Information Officer held by Stacey Dimon within the Division of Government Communications. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification 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 \$9,670.86.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Information Officer	(\$55,332.16)	\$0	(\$55,332.16)
Information Office Supervisor	\$0	\$63,078.08	\$63,078.08
Total Annual Impact/ Salary and Benefits \$9,670.86			

File Number
0413-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

