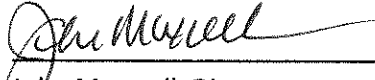




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: May 24, 2016

SUBJECT: Abolish/Create — Office of Chief Development Officer

Request:

The attached is requesting authorization to abolish one (1) vacant unclassified position of Communications Specialist (Grade 515N) and one (1) vacant unclassified position of Program Specialist (Grade 513N) in the Office of the Mayor and create one (1) unclassified positions of Workforce Development Manager (Grade 520N) in the Office of Chief Development Officer, 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. 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 as described in this action.

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

This has a 12-month future impact of a \$37,646.89 savings.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Communications Specialist	(\$41,337.50)	\$0	(\$41,337.50)
Program Specialist	(\$37,493.66)	\$0	(\$37,493.66)
Workforce Development Manager	\$0	\$52,758.78	\$52,758.78
Total Annual Impact/ Salary and Benefits (\$37,646.89)			

File Number:

OLP45-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

