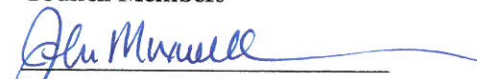




MEMORANDUM

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

FROM:


John Maxwell, Director
Division of Human Resources

DATE: November 28, 2016

SUBJECT: Reclassification of Staff Assistant Sr., Division of Police

Request:

The attached action is requesting authorization to abolish one (1) classified position of Staff Assistant Sr. (Grade 510N) and create one (1) classified position of Administrative Specialist (Grade 513N); reclassifying the incumbent within the Division of Police, effective beginning of pay period following 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 Staff Assistant Sr. held by Stephanie Bowen within the Division of Police. 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 \$5,614.50.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	(\$37,469.12)	\$0	(\$37,469.12)
Administrative Specialist	\$0	\$41,966.08	\$41,966.08
Total Annual Impact/ Salary and Benefits \$5,614.50			



File Number

1348-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

