


**MEMORANDUM**

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: March 14, 2016

SUBJECT: **Reclassification of Attorney — Department of Law**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Attorney (Grade 523E) and create one (1) classified position of Attorney Sr. (Grade 528E); reclassifying the incumbent within the Department of Law, 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 Attorney held by Michael Cravens within the Department of Law. 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 this budget year and future budget year?

To illustrate, this has a 12-month future impact of a cost of \$15,215.24 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Attorney	(\$58,676.80)	\$0	(\$58,676.80)



Attorney Sr.	\$0	\$70,863.52	\$70,863.52
Total Annual Impact/ Salary and Benefits \$15,215.24			

File Number:

0284-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

