



MEMORANDUM

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

FROM: John Maxwell by J. M. Hatter
John Maxwell, Director
Division of Human Resources

DATE: January 6, 2017

SUBJECT: Create position — Division of Police

Request:

The attached is requesting authorization to create one (1) vacant unclassified position of Victim's Advocate (Grade 514N) in the Division of Police, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendation for this request 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 cost of \$55,231.03 and will be funded by a grant.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Victim's Advocate	\$0	\$40,156.48	\$40,156.48
Total Annual Impact/ Salary and Benefits \$55,231.03 (Grant Funded)			

File Number:

0020-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

