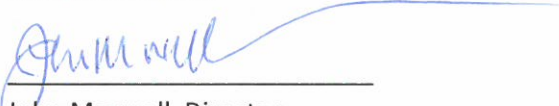




M E M O R A N D U M

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: May 16, 2022

SUBJECT: Abolish/Create Positions – Division of Parks and Recreation

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Staff Assistant (Grade 508N), one (1) vacant classified position of Skilled Trades Manager (Grade 521E) and create one (1) classified position of Parks and Recreation Superintendent (Grade 525E) in the Division of Parks and Recreation, 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 Job Analysis Questionnaires (JAQs) and a position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is 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 savings of \$30,802.76.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant	\$31,177.12	\$0	\$31,177.12
Skilled Trades Manager	\$58,787.04	\$0	\$58,787.04
Parks & Recreation Superintendent	\$0	(\$71,456.32)	(\$71,456.32)
Total Annual Impact/ Salary and Benefits (\$30,802.76)			

File Number:

0510-22

Director/Commissioner: John Maxwell/Sally Hamilton

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

