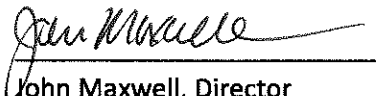




**MEMORANDUM**

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

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** March 28, 2016

**SUBJECT:** **Create positions — Division of Government Communications**

**Request:**

The attached is requesting authorization to create four (4) classified positions of Customer Service Specialist (Grade 510N) in the Division of Government Communications, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted classification study on the requested positions. 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 the requested positions as 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 \$182,140.94. The funds for these positions will be available by utilizing funds from the LexServ program.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Customer Service Specialist (x4)	\$0	\$129,562.36	\$129,562.36
<b>Total Annual Impact/ Salary and Benefits \$182,140.94</b>			

**File Number:**

**0355-16**

**Director/Commissioner:** John Maxwell/Sally Hamilton

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

