



MEMORANDUM

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

FROM: *John Maxwell by jm@altus*
John Maxwell, Director
Division of Human Resources

DATE: August 1, 2017

SUBJECT: Abolish/Create – Office of Commissioner of Social Services

Request:

The attached action is requesting authorization to abolish one (1) vacant unclassified position of Administrative Aide to Mayor (Grade 523E) in the Office of the Mayor and create one (1) classified position of Youth Advocacy Officer (Grade 523E); in the Office of Commissioner of Social Services, 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 position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

What is the cost in the budget year and future budget year?

This action is budget neutral.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Aide to Mayor	(\$62,295.58)	\$0	(\$62,295.58)
Youth Advocacy Officer	\$0	\$62,295.58	\$62,295.58



**Total Annual Impact/
Salary and Benefits
\$0**

File Number

0804-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

