




M E M O R A N D U M

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: March 6, 2023

RE: **Abolish/Create position - Division of Fire and Emergency Services**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Specialist (Grade 516N) and create one (1) classified position of Heavy Equipment Technician (Grade 519N) in the Division of Fire and Emergency 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 the requested position is described in this action.

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

This action has a 12-month future impact of a cost of \$8,945.71.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	(\$48,158.24)	\$0	(\$48,158.24)
Heavy Equipment Technician	\$55,748.16	\$0	\$55,748.16
Total Annual Impact/ Salary and Benefits \$8,945.71			

File Number:

02910-23

Director/Commissioner: Tamara Walters/Sally Hamilton

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

