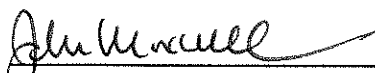




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 4, 2016

SUBJECT: Abolish/Create Position—Division of Streets and Roads

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Equipment Operator Sr. (Grade 512N), and create one (1) classified position of Administrative Specialist Principal (Grade 518N) in the Division of Streets and Roads, 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 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 their requested position 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 of a cost of \$15,360.29.



| Position Title | Annual Salary Before | Annual Salary After | Annual Increase/Decrease |
|---------------------------------------------------------------------|----------------------|---------------------|--------------------------|
| Equipment Operator Sr. | (\$36,422.88) | \$0 | (\$36,422.88) |
| Administrative Specialist Principal | \$0 | \$48,810.11 | \$48,810.11 |
| Total Annual Impact/ Salary and Benefits \$15,360.29 | | | |

Are funds budgeted?

Funds are budgeted.

File Number:

0905-16

Director/Commissioner: John Maxwell/Sally Hamilton

