




**MEMORANDUM**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** August 8, 2022

**SUBJECT:** Transfer positions – Division of Planning

**Request:**

The attached action is requesting authorization to transfer one (1) classified position of Zoning Enforcement Officer Sr. (Grade 518E), three (3) classified positions of Zoning Enforcement Officer (Grade 516N) and one classified position of Staff Assistant (Grade 508N) along with the incumbents from the Division of Planning to the Division of Building Inspection. Funds associated with these positions will also transfer, effective upon passage of Council.

**Why are you requesting:**

The division has requested the above mentioned positions to be transferred back to the Division of Building Inspection. Historically, zoning enforcement was carried out in Building Inspection and this will allow the division to realign responsibilities to the appropriate areas.

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

No budgetary impact associated with this action.

**File Number:**

0796-22

**Director/Commissioner: Tamara Walters/Sally Hamilton**



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

