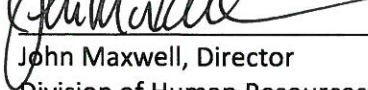




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: February 5, 2018

SUBJECT: Create Positions – Office of Commissioner of Social Services

Request:

The attached action is requesting authorization to create two (2) unclassified civil service positions of Program Specialist (Grade 513N) 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 positions. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested positions is described in this action.

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

To illustrate, this has a 12-month future impact cost of \$105,686.88.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Program Specialist	\$0	\$0	\$38,244.13
Program Specialist	\$0	\$0	\$38,244.13
Total Annual Impact/ Salary and Benefits \$105,686.88			



File Number

0157-18

Director/Commissioner: John Maxwell/Sally Hamilton

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

