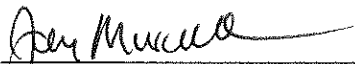




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: March 17, 2016

SUBJECT: **Abolish/Create Position—Division of Adult and Tenant Services**

Request:

The attached is requesting authorization to abolish one (1) classified vacant position of Child Care Program Aide (Grade 508N) in the Division of Family Services, and create one (1) classified position of Staff Assistant (Grade 508N) in the Division of Adult and Tenant Services, effective upon passage of Council.

Why are you requesting:

The division has requested this position to staff the Client Intake Station at the Adult and Tenant Service office. The primary role will be to provide external and internal customer service to the clients, general public and program staff. This position will enhance client relations.

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

This action is budget neutral.

Are funds budgeted?

There are no funds associated with this request.

File Number:

0310-116

Director/Commissioner:

John Maxwell/Sally Hamilton

If you have any questions or additional information is warranted, please contact Alisha Lyle at 859-258-3957.

