



**M E M O R A N D U M**

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

**FROM:** *John Maxwell by JMorales*  
John Maxwell, Director  
Division of Human Resources

**DATE:** October 23, 2018

**SUBJECT:** Transfer positions – Commissioner of Planning, Preservation & Development

**Request:**

The attached action is requesting authorization to transfer one (1) classified position of Administrative Officer Sr. (Grade 526E) and the incumbent from the Department of Planning, Preservation & Development to the Division of Planning and transfer one (1) vacant classified position of Administrative Officer (Grade 523E) from the Division of Planning to the Department of Planning, Preservation & Development; the funds associated with these positions will also transfer, effective upon passage of Council.

**Why are you requesting?**

The Commissioner’s office is recommending the transfer of these positions in order to realign responsibilities to the appropriate areas.

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

No budget impact associated with this action.

**File Number:** *1156-18*

**Director/Commissioner:** John Maxwell/Sally Hamilton

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

