




**MEMORANDUM**

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

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

**DATE:** April 22, 2019

**SUBJECT:** Reallocation and Title Change – Division of Aging and Disability Services

**Request:**

The attached action is requesting authorization to reallocate one (1) classified position of Recreation Assistant from Grade 510N to Grade 514N in the Division of Aging and Disability Services and reallocate the incumbent. Also, abolish one (1) classified position of Community Program Coordinator (Grade 514N) and create one (1) classified position of Recreation Assistant (Grade 514N) in the Division of Aging and Disability Services, reclassifying the incumbent. Both action to be effective the beginning of next pay period following passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a study on the requested position of Recreation Assistant held by Sylvia Rose within the Division of Aging and Disability Services. As a result, a recommendation for the reallocation and title change is 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 \$6,189.70. There is no financial impact for the title change.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Recreation Assistant	(\$34,199.36)	\$0	(\$34,199.36)
Recreation Assistant	\$0	\$38,987.52	\$38,987.52
<b>Total Annual Impact/ Salary and Benefits \$6,189.70</b>			

**Are funds budgeted?**

Funds are budgeted.

**File Number:**

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

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

