




Lexington-Fayette Urban County Government
DIVISION OF HUMAN RESOURCES

Jim Gray
Mayor

Janet Graham
Commissioner

MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: February 5, 2013

SUBJECT: Create position – Office of the Chief Administrative Officer

The attached action amends Section 22-5 of the Code of Ordinances creating one (1) position of Deputy Chief Administrative Officer (Grade 122E) in the Office of the Chief Administrative Officer, effective upon passage by Council.

The Chief Administrative Officer seeks to create a new position of Deputy Chief Administrative Officer to perform work of complex and considerable difficulty assisting the Chief Administrative Officer and Mayor in the development of policy recommendations, working on special projects, monitoring legislation, or any other required assistance relating to all areas of government. This position will assist the Chief Administrative Officer with the daily operations of government, insuring that policies established by the Mayor, Council, and Charter are followed.

The fiscal impact for FY2013 (7 pay periods) will be \$32,620.85. All costs include benefits and will be funded from existing vacant positions. This amount does not include lapse which has been included in the attached Budget Amendment.

Name	Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Vacant	Deputy Chief Administrative Officer	\$0	\$90,000.00	\$90,000.00
Total Annual Impact/ Salary and Benefits \$121,163.15				

If you have questions or need additional information, please contact Daniel H. Fischer at 258-3030.

Attachment