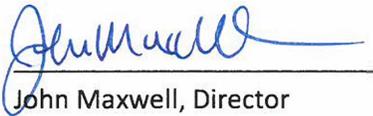




MEMORANDUM

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

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

**DATE:** June 17, 2020

**RE:** Abolish/Create Positions FY 2021

The attached action amends the classified and unclassified civil service authorized strength, abolishing and creating positions as approved in the FY 2021 budget process, to become effective July 1, 2020.

These approved positions include the following:

- Change the name of the Division of Adult and Tenant Services to the Division of Community and Resident Services.
- Reorganize the Divisions of Risk Management and Human Resources by transferring all filled positions from the Division of Risk Management to the Division of Human Resources and updating job titles as necessary, and abolishing the Division of Risk Management
  - In the classified civil service authorized strength:
    - Abolish one (1) vacant classified position of Director Risk Management (Grade 532E) in the Division of Risk Management;
    - Abolish one (1) classified position of Manager of Safety & Loss Control (Grade 526E) in the Division of Risk Management and create one (1) classified position



of HR Manager of Safety & Loss Control (Grade 526E) and reallocate the incumbent in the Division of Human Resources;

- Abolish one (1) classified position of Industrial Hygiene/Loss Control (Grade 520E) in the Division of Risk Management and create one (1) classified position of Safety & Loss Control Specialist (Grade 520E) and reallocate the incumbent in the Division of Human Resources; and,
- Abolish one (1) classified position of Risk Management Analyst (Grade 519E) in the Division of Risk Management and create one (1) classified position of Risk Analyst (Grade 519E) and reallocate the incumbent in the Division of Human Resources.

- In the unclassified civil service authorized strength:
  - Abolish one (1) unclassified position of Administrative Specialist Sr. P/T (Grade 516N) in the Division of Risk Management and create one (1) unclassified position of Administrative Specialist Sr. P/T (Grade 516N) and transfer the incumbent to the Division of Human Resources.
  - Create one (1) unclassified position of Clerical Assistant P/T (Grade 505N) in the Division of Aging and Disabilities Services.

The fiscal impact for FY 2021 (26 pay periods) will be budget neutral. All funding for these changes are included in the FY 2021 approved budget.

**File Number:**

0620-20

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

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

