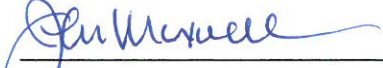




**M E M O R A N D U M**

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

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

**DATE:** November 12, 2018

**RE:** **Abolish/Create Positions - Division of Family Services**

**Request:**

The attached is requesting authorization to abolish one (1) vacant classified position of Life Skills Program Specialist (Grade 515N) and create one (1) classified position of Social Worker Sr. (Grade 516E) in the Division of Family Services, effective upon passage by Council.

**Why are you requesting?**

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and a position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

This has a 12-month future impact of a cost of \$2,780.26.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Life Skills Program Specialist	(\$43,008.16)	\$0	(\$43,008.16)
Social Worker Sr.	\$0	\$45,158.88	\$45,158.88
<b>Total Annual Impact/ Salary and Benefits \$2,780.26</b>			

**File Number:**

1240-18

**Director/Commissioner:**

John Maxwell/Sally Hamilton

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

