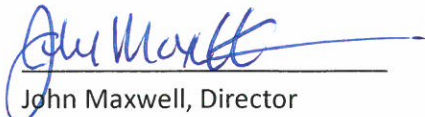




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: February 28, 2022

SUBJECT: Abolish/Create Positions – Division of Family Services

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Staff Assistant Sr. (Grade 510N) and create one (1) classified position of Family Services Center Supervisor (Grade 520E) in the Division of Family Services, effective upon passage of Council.

Why are you requesting:

The Division of Family Services has requested this change to create numerous benefits, including supervision and support of the teaching staff, enrollment and classroom coverage. The Division of Human Resources conducted a classification study on the position and as a result, a recommendation for their requested position is described in this action.

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

This has a 12-month future impact of a cost of \$29,708.42 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	(\$35,060.48)	\$0	(\$35,060.48)



Family Services Center Supervisor	\$0	\$57,106.40	\$57,106.40
Total Annual Impact/ Salary and Benefits \$29,708.42			

File Number:

0231-22

Director/Commissioner: John Maxwell/Sally Hamilton

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

