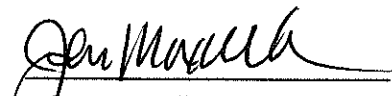




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: September 19, 2016

SUBJECT: Reclassifications and Title Change - Office of the CAO, Division of HR and Division of Risk Management

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Specialist (Grade 513N), and create one (1) classified position of Administrative Specialist Principal (Grade 518N); reclassifying the incumbent; in the Division of Human Resources. Also requesting authorization to abolish one (1) unclassified position of Administrative Specialist (Grade 513N), and create one (1) unclassified position of Administrative Specialist Sr. (Grade 516N); reclassifying the incumbent in the Office of the CAO. Additionally, requesting authorization to change the classification name from Risk Manager to Manager of Safety and Loss Control in the Division of Risk Management effective the beginning of next pay period following passage of Council.

Why are you requesting:

Upon the request of each office/division, the Division of Human Resources conducted a reclassification study on the requested position of Administrative Specialist held by Shannon Settles within the Office of the CAO and Alisha Lyle within the Division of Human Resources. Additionally, the Division of Risk Management requested a title change that better aligns with the duties of the position. As a result, a recommendation for the reclassifications 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 \$14,967. There is no financial impact for the title change.

| Position Title | Annual Salary Before | Annual Salary After | Annual Increase/Decrease |
|---|-----------------------------|----------------------------|---------------------------------|
| Administrative Specialist – HR | (\$37,943.36) | \$0 | (\$37,943.36) |
| Administrative Specialist Principal – HR | \$0 | \$44,372.64 | \$44,372.64 |
| Administrative Specialist – CAO | (\$47,016.32) | \$0 | (\$47,016.32) |
| Administrative Specialist Sr. – CAO | \$0 | \$52,657.28 | \$52,657.28 |
| Total Annual Impact/ Salary and Benefits \$14,967.22 | | | |

Are funds budgeted?

Funds are budgeted.

File Number:

1077-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

