




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: June 27, 2016

RE: Create Positions FY 2017

The attached action is amending the classified and unclassified civil service authorized strength of the Code of Ordinances, creating positions that were funded and approved in the FY 2017 budget process, to become effective July 1, 2016.

These approved positions include the following:

- In 21-5 of the Code of Ordinances:
 - two (2) positions of ERP Analyst in the Division of Enterprise Solutions;
 - one (1) position of Language Access Specialist in the Commissioner of Social Services Office;
 - one (1) position of Custodial Worker in the Division of Youth Services;
 - one (1) position of Administrative Officer in the Division of Facilities and Fleet Management
- In 22-5 of the Code of Ordinances:
 - one (1) position of Stores Clerk P/T in the Division of Facilities and Fleet Management;
 - one (1) position of Program Administrator in the Division of Community Corrections



The fiscal impact for FY 2017 (26 pay periods) will be budget neutral. All funding for the new positions is included in the FY 2017 approved budget.

File Number:

0808-16

Director/Commissioner:

John Maxwell/Sally Hamilton

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

