



Lexington-Fayette Urban County Government
DIVISION OF HUMAN RESOURCES

Jim Gray
Mayor

Sally Hamilton
Chief Administrative Officer

MEMORANDUM

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

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

DATE: August 11, 2015

SUBJECT: Abolish/Create Positions – Reclassification of Staff Assistant Sr., Division of Police

Request:

The attached action is requesting authorization to abolish one (1) classified position of Staff Assistant Sr. (Grade 510N) and create one (1) classified position of Permit Clerk (Grade 512N); reclassifying the incumbent within the Division of Police, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, and in accordance with Section 21-2 (d) of the Code of Ordinances, the Division of Human Resources conducted a reclassification study on the requested position of Staff Assistant Sr. held by William Tanner within the Division of Police. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is described in this action. Since Mr. Tanner already earns more than the calculated amount in the new pay grade, there will be no change in his salary.

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

This will not have a 12-month future impact cost.

Name	Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
William Tanner	Permit Clerk	\$37,534.00	\$37,534.00	\$0

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

File Number
1016-15

Director/Commissioner:
John Maxwell/Sally Hamilton