



MEMORANDUM

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

FROM: Glenda H. George by EH
Glenda Humphrey George, Director
Division of Human Resources

DATE: July 30, 2025

RE: Transfer positions- FY 2026

Request:

The attached action is requesting authorization to transfer the following positions based upon the approved FY26 budget:

- Transfer one (1) classified position of Human Resources Analyst (Grade 521E) and the incumbent along with the associated funds from the Division of Waste Management to the Division of Human Resources;
- Transfer one (1) unclassified position of Program Coordinator (Grade 525E), three (3) classified positions of Language Access Specialist (Grade 523E), and one (1) Administrative Specialist Sr. (Grade 516N), and the incumbents along with the associated funds from the Office of the Mayor to the Department of Social Services.
- Effective retroactive to July 1, 2025.

Why are you requesting?

After creating a Human Resources Manager assigned to the Division of Waste Management, it was decided to transfer the HR Analyst position and the incumbent to the Division of Human Resources. The positions in the Mayor's Office are a better fit in the Commissioner of Social Services Office. Therefore, we are moving the positions and incumbents.



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

There is no fiscal impact associated with this action.

File Number: 0714.25

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton (859) 258-3037.

