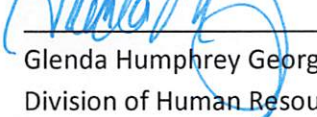




M E M O R A N D U M

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

FROM: 
Glenda Humphrey George, Director
Division of Human Resources

DATE: January 8, 2024

SUBJECT: Create Position – Department of Housing Advocacy & Community Development

Request:

The attached action is requesting authorization to create one (1) classified position of Administrative Specialist Principal (Grade 520N) in the Department of Housing Advocacy & Community Development, effective upon passage of Council.

Why are you requesting?

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. The position was analyzed by staff using the whole job rank and factor comparison methods. 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 action has a future impact of a cost of \$84,477.31.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Principal	\$0	\$59,999.68	\$59,999.68
Total Annual Impact/ Salary and Benefits \$84,477.31			



File Number: 0036.24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

