




TO: Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Councilmembers

FROM: Glenda Humphrey George, Director   
Division of Human Resources

DATE: June 21, 2024

RE: Reorganization – Division of Water Quality

**Request:**

The attached action is requesting authorization to amend the classified and unclassified civil service authorized strength as follows:

Classified Civil Service Authorized Strength

Abolishing one (1) position of Public Service Worker Sr., Grade 510N and creating one (1) position of Sewer Line Maintenance Field Technician Sr., Grade 516N;

Abolishing four (4) positions of Public Service Worker Sr., Grade 510N and creating four (4) positions of Sewer Line Maintenance Field Technician, Grade 515N;

Abolishing four (4) positions of Equipment Operator, Grade 512N and creating four (4) positions of Sewer Line Maintenance Field Technician, Grade 515N;

Abolishing seven (7) positions of Equipment Operator Sr., Grade 515N and creating seven (7) positions of Sewer Line Maintenance Field Technician, Grade 515N;

Abolishing two (2) positions of Equipment Operator Sr., Grade 515N and creating two (2) positions of Sewer Line Maintenance Field Technician Sr., Grade 516N;

Abolishing three (3) positions of Heavy Equipment Operator, Grade 516N and creating three (3) positions of Sewer Line Maintenance Field Technician Sr., Grade 516N;



Abolishing six (6) positions of Public Service Supervisor, Grade 517N and creating six (6) positions of Sewer Line Maintenance Supervisor, Grade 518N;

Abolishing three (3) positions of Public Service Supervisor Sr., Grade 518N and creating three (3) positions of Sewer Line Maintenance Supervisor Sr., Grade 519N;

Changing the pay grade of one (1) position of Sewer Line Maintenance Superintendent, Grade 522E to one (1) position of Sewer Line Maintenance Superintendent, Grade 524E;

Changing the pay grade of one (1) position of CMOM Program Manager, Grade 523E to one (1) position of CMOM Program Manager, Grade 525E; and transferring the incumbents.

Unclassified Civil Service Authorized Strength

Abolishing two (2) positions of Public Service Apprentice, Grade 504N and creating two (2) positions of Sewer Line Maintenance Technician Apprentice, Grade 509N;

Effective retroactive to July 1, 2024.

**Why are you requesting:**

Upon the request of the Department Environmental Quality and Public Works, with the approval of the CAO, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested positions.

The study was conducted according to standard procedures using a Job Analysis Questionnaire (JAQ) and position audit. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested positions is described in this action.

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

This has a 12-month future impact cost of \$156,644.34.

File Number: 0691.24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you need additional information, please contact Alana Morton at 859-258-3037.

