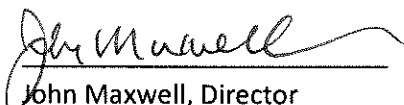




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 31, 2016

RE: Create Positions FY 2017

The attached action is amending the classified 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:

- one (1) classified position of Assistant Records Custodian (Grade 510N) in the Division of Police;

As a result of the creation of this new position, the attached action is also requesting authorization to:

- Abolish two (2) classified positions of Staff Assistant (Grade 508N) and create two (2) classified positions of Assistant Records Custodian (Grade 510N); reclassifying the incumbents in the Division of Police, effective the beginning of the next pay period following passage of Council.

All funding for the new position is included in the FY 2017 approved budget and therefore, is budget neutral.

The 12-month future impact for the two reclassifications has a cost of \$7,858.22.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant (2)	(\$62,944.96)	\$0	(\$62,944.96)
Assistant Records Custodian (2)	\$0	\$69,239.04	\$69,239.04
Total Annual Impact/ Salary and Benefits \$7,858.22			

File Number: 1021-16

Director/Commissioner:
John Maxwell/Sally Hamilton

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

