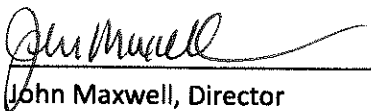




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: May 31, 2016

SUBJECT: **Abolish/Create — Division of Emergency Management/E911**

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Emergency Program Manager (Grade 518E) and create one (1) vacant classified position of Operations and Recovery Manager (Grade 521E) in the Division of Emergency Management/E911, 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 study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position as described in this action.

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

This has a 12-month future impact of a cost of \$9,417.92 and funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Emergency Program Manager	(\$47,853.73)	\$0	(\$47,853.73)
Operations and Recovery Manager	\$0	\$55,397.06	\$55,397.06
Total Annual Impact/ Salary and Benefits 9,417.92			

File Number:

0681-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

