




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: June 21, 2017

SUBJECT: **Reclassification - Division of Facilities and Fleet Management**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Officer (Grade 523E) and create one (1) classified position of Project Program Manager (Grade 527E); reclassifying the incumbent within the Division of Facilities and Fleet Management, effective the beginning of next pay period following passage of Council.

Why are you requesting:

Upon the request of the division, and in accordance the Code of Ordinances, the Division of Human Resources conducted a reclassification study on the requested position of Administrative Officer held by Jessica Walker. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, recommendation for this reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$12,953.34.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Officer	(\$63,720.80)	\$0	(\$63,720.80)
Project Program Manager	\$0	\$74,095.84	\$74,095.84
Total Annual Impact/ Salary and Benefits \$12,953.34			

File Number

0767-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

