




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: February 10, 2017

SUBJECT: **Abolish/Create positions — Division of Parks and Recreation**

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Trades Worker (Grade 509N), one (1) vacant classified position of Public Service Worker Sr. (Grade 509N) and create one (1) classified position of Parks and Recreation Superintendent (Grade 525E) in the Division of Parks and Recreation, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendation for this request is described in this action.

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

To illustrate, this has a 12-month future impact cost of \$2,039.88.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Trades Worker	(\$31,464.58)	\$0	(\$31,464.58)
Public Service Worker Sr.	(\$31,464.58)	\$0	(\$31,464.58)
Parks & Rec Superintendent	\$0	\$68,683.26	\$68,683.26
Total Annual Impact/ Salary and Benefits \$2,039.88			

File Number:

0173-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

