




Lexington-Fayette Urban County Government
DIVISION OF HUMAN RESOURCES

Jim Gray
Mayor

Sally Hamilton
Chief Administrative Officer

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, 2015

SUBJECT: Create position – Administrative Specialist, Division of Revenue

Request:

The attached action is requesting authorization to create one (1) classified position of Administrative Specialist (Grade 513N) in the Division of Revenue, effective upon passage by Council.

Why are you requesting?

The Division is requesting this position because of the increasing number of shut-offs per week, resulting in an increase in collections. Due to the manual nature of the current system, the additional position is warranted to complete the shut-off, turn off collection processes associated with the system as a whole.

Upon the request of the division, and in accordance with Section 21-2 (d) of the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position of Administrative Specialist within the Division of Revenue. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$51,906.00

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	\$0	\$51,906.00	\$51,906.00
Total Annual Impact/ Salary and Benefits \$51,906.00			

Are the funds budgeted?

Funds are budgeted.

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

File Number:

1114-15

Director/Commissioner:

John Maxwell/Sally Hamilton