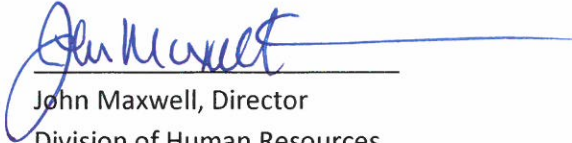




## M E M O R A N D U M

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** March 2, 2022

**SUBJECT:** Abolish/Create Position – Department of Law

**Request:**

The attached action is requesting authorization to abolish one (1) vacant classified position of Administrative Specialist Sr. (Grade 516N) and create one (1) classified position of Paralegal (Grade 517N) in the Department of Law, 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 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 year?**

This action has a future impact of a cost of \$3,164.53.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr.	(\$46,983.04)	\$0	(\$46,983.04)
Paralegal	\$0	\$49,331.36	\$49,331.36



**Total Annual Impact/  
Salary and Benefits  
\$3,164.53**

**File Number:**

0243-22

**Director/Commissioner:** John Maxwell/Sally Hamilton

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

