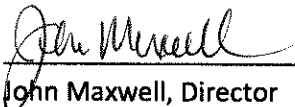




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: March 21, 2016

SUBJECT: Abolish/Create — Department of Law

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Risk Manager (Grade 526E) and one (1) vacant classified position of Staff Assistant Sr. (Grade 510N) and create two (2) classified positions of Attorney (Grade 523E) 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 classification studies on the requested positions. The studies were conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested positions as 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 \$23,790.72 if budgeted 20% into the range. However, the Department of Law plans to hire at a salary level less than the prior incumbents, thus creating an estimated savings of \$3,000. Funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Risk Manager	(\$70,701.70)	\$0	(\$70,701.70)
Staff Assistant Sr.	(\$32,390.59)	\$0	(\$32,390.59)
Attorney (x2)	\$0	\$122,147.58	\$122,147.58
Total Annual Impact/ Salary and Benefits \$23,790.72			

File Number:

0315-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

