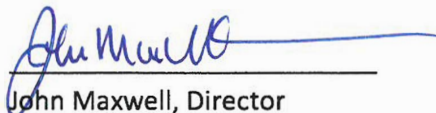




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: October 25, 2021

SUBJECT: Abolish/Create position – Division of Police

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Polygraph Technician (Grade 514N) and create one (1) classified position of Background Investigation Specialist (Grade 515N), in the Division of Police, effective upon passage of Council.

Why are you requesting?

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and position audits. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

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

This will have a future impact of a cost of \$2,814.16 and funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Polygraph Technician	(\$41,778.88)	\$0	(\$41,778.88)
Background Investigation Specialist	\$0	\$43,867.20	\$43,867.20
Total Annual Impact/ Salary and Benefits \$2,814.16			

File Number:

1104-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

