



M E M O R A N D U M

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

FROM: _____
Glenda Humphrey George, Director
Division of Human Resources

DATE: January 8, 2024

SUBJECT: Create Position – Office of the Mayor

Request:

The attached action is requesting authorization to create one (1) unclassified position of Administrative Specialist (Grade 516N) in the Office of the Mayor, 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 \$70,539.06.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	\$0	\$49,362.56	\$49,362.56
Total Annual Impact/ Salary and Benefits \$70,539.06			



File Number:

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

