




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: April 12, 2017

SUBJECT: Abolish/Create — Office of the Mayor

Request:

The attached is requesting authorization to abolish one (1) vacant unclassified position of Administrative Aide to Mayor Sr. (Grade 524E) and one (1) vacant unclassified position of Program Specialist (Grade 513E) and create one (1) unclassified position of Director, One Lexington (Grade 527E) in the Office of the Mayor, effective upon passage of Council.

Why are you requesting:

Upon the request of the Mayor's office, the Division of Human Resources conducted a classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendation for this request is 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 savings of \$39,973.72.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Program Specialist	(\$38,244.13)	\$0	(\$38,244.13)
Administrative Aide to Mayor Sr.	(\$65,413.09)	\$	(\$65,413.09)
Director, One Lexington	\$0	\$75,721.15	\$75,721.15
Total Annual Impact/ Salary and Benefits \$(\$39,973.72)			

File Number:
0413-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

