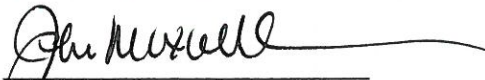




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: January 7, 2019

SUBJECT: **Abolish/Create — Office of the Mayor**

Request:

The attached is requesting authorization to abolish one (1) vacant unclassified position of Innovation Director (Grade 531E) and create one (1) unclassified position of Administrative Aide to Mayor (Grade 523E) and one (1) unclassified position of Administrative Specialist (Grade 513N) in the Office of the Mayor, effective upon passage of Council.

Why are you requesting:

The purpose of this request is to better align the job duties with the appropriate titles within the Office of the Mayor.

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

To illustrate, this has a 12-month future impact cost of \$15,475.95.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Innovation Director	(\$93,880.80)	\$0	(\$93,880.80)
Administrative Aide to Mayor	\$0	\$63,541.92	\$63,541.92
Administrative Specialist	\$0	\$39,008.32	\$39,008.32
Total Annual Impact/ Salary and Benefits \$15,475.95			

File Number:

0033-19

Director/Commissioner: John Maxwell/Sally Hamilton

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

