



MEMORANDUM

TO: Linda Gorton, Mayor
 Sally Hamilton, Chief Administrative Officer
 Council Members
FROM: 
 Glenda Humphrey George, Director
 Division of Human Resources
DATE: April 7, 2025
SUBJECT: Abolish/Create position – Division of Emergency Management

Request:

The attached action is requesting authorization to abolish one (1) unclassified position of Emergency Planning Coordinator (Grade 516E) and create one (1) classified position of Emergency Planning Coordinator (Grade 516E), in the Division of Emergency Management, effective upon passage of Council.

Why are you requesting:

The purpose of changing this position from Unclassified to Classified is to help attract the best candidate for the position and affirm the importance of the position in the organization.

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

This request is budget neutral.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Emergency Planning Coordinator	\$50,103.04	\$0	(\$50,103.04)
Emergency Planning Coordinator	\$0	\$50,103.04	\$50,103.04
Total Annual Impact/ Salary and Benefits \$0			



File Number: 0340.25

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

