

**MEMORANDUM**

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: April 17, 2017

SUBJECT: **Reclassification – Office of Commissioner of Social Services**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Officer (Grade 523E) and create one (1) classified position of Administrative Officer Sr. (Grade 526E); reclassifying the incumbent within the Office of Commissioner of Social Services, effective beginning of pay period following passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a reclassification study on the requested position of Administrative Officer held by Theresa Maynard within the Office of Commissioner of Social Services. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$10,504.46 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Officer	(\$70,110.56)	\$0	(\$70,110.56)
Administrative Officer Sr.	\$0	\$78,524.16	\$78,524.16



**Total Annual Impact/
Salary and Benefits
\$10,504.46**

File Number

0445-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

