




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 5, 2016

SUBJECT: **Reclassifications - Division of Adult & Tenant Services**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Specialist (Grade 513N) and one (1) classified position of Social Worker Sr. (Grade 516E) and create one (1) classified position of Administrative Specialist Sr. (Grade 516N) and one (1) classified Case Management Coordinator (Grade 520E); reclassifying the incumbents within the Division of Adult and Tenant Services, effective the beginning of next pay period following passage of Council.

Why are you requesting:

Upon the request of the division, and in accordance the Code of Ordinances, the Division of Human Resources conducted a reclassification studies on the requested positions of Administrative Specialist held by Chelanda Holliday and Social Worker Sr. held by Sharon Smith within the Division of Adult and Tenant Services. These positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, recommendations for these reclassifications are 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 \$15,519.17.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	(\$40,780.48)	\$0	(\$40,780.48)
Administrative Specialist Sr.	\$0	\$45,674.72	\$45,674.72
Social Worker Sr.	(\$54,441.92)	\$0	(\$54,441.92)
Case Management Coordinator	\$0	\$62,063.04	\$62,063.04
Total Annual Impact/ Salary and Benefits \$15,519.17			

File Number

0907-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

