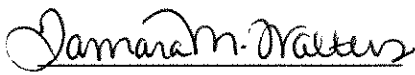




**M E M O R A N D U M**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** June 30, 2023

**RE:** Recommendations from Administrative Reviews – Division of Human Resources

The attached action amends the classified and unclassified civil service authorized strength, to include changes in classifications and pay grades from the administrative review process, to become effective retroactive to November 7, 2022.

The request will include the following:

- Abolish one (1) classified civil service position of Information Systems Business Analyst (Grade 529E) and create one (1) classified civil service position of Enterprise Resource Planning (ERP) Manager (529E), retitling the incumbent, in the Division of Enterprise Solutions;
- Abolish two (2) classified civil service positions of Accounting Technician (Grade 510N) and create two (2) classified civil service positions of Accounts Payable Assistant (Grade 510N), retitling the incumbents, in the Division of Accounting;
- Abolish one (1) classified civil service position of Program Specialist (Grade 514E) and create one (1) classified civil service position of Community Engagement Coordinator (Grade 514E) in the Department of Social Services;
- Reallocate three (3) classified civil service positions of Evidence Technician from Grade 515N to Grade 516N, including incumbents, in the Division of Police; and,



- Change the job classification code of one (1) unclassified civil service position of Program Specialist and one (1) unclassified civil service position of Program Specialist P/T from 4108 to 108, in the Department of Social Services.

**File Number:**

**Director/Commissioner:** Tamara Walters/Sally Hamilton

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

