



Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Janet Graham  
Commissioner

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

**TO:** Jim Gray, Mayor  
Richard Moloney, Chief Administrative Officer  
Council Members

**FROM:** \_\_\_\_\_  
Leslie Jarvis, Acting Director  
Division of Human Resources

**DATE:** February 17, 2012

**SUBJECT: Internal Advertisement for All Vacant Positions**

The Division of Human Resources is requesting your concurrence and approval of the option of internal advertisement of all vacant positions within the Lexington-Fayette Urban County Government effective upon passage of Council through June 30, 2012.

Due to limited funding, it is our goal to save on advertising costs and to provide current employees, whenever possible, internal promotional opportunities when vacancies occur. If a division chooses the option of internal advertisement first and the Division of Human Resources does not receive a qualified pool of internal applicants to fill the vacancy within the first week of posting, the Division will then open and advertise the vacancy to external candidates.

If there are any questions, please call Daniel H. Fischer at 258-3030.

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cc: Tamara Walters, HR Manager Sr., Division of Human Resources

Log # 12-0032