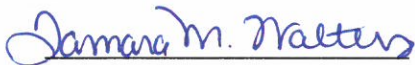




MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: June 23, 2022

SUBJECT: Create Position – Division of Family Services

Request:

The attached action is requesting authorization to create one (1) unclassified part-time position of Licensed Clinical Social Worker (LCSW) Grade 519E for a term of two (2) years, in the Division of Family Services, expiring July 31, 2024.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a study on the requested position of the LCSW within the division of Family Services. This position will bring enhanced expertise in delivering abuse/neglect prevention to young mothers that are enrolled in the program. Additionally, this position will allow for future opportunities for expanded individual work if and when funding becomes available with the Parent Education clients. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position as described in this action.

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

This has a 12-month future impact of a cost of \$52,705.48 and is grant funded.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Licensed Clinical Social Worker P/T	(\$0)	\$0	\$34,841.30
Total Annual Impact/ Salary and Benefits \$52,705.48			

File Number:

0671-22

Director/Commissioner: Tamara Walters/Sally Hamilton

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

