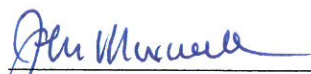




**M E M O R A N D U M**

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

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** November 14, 2016

**RE:** **Title change - Division of Community Corrections**

**Request:**

The attached is requesting authorization to change the title of the unclassified position title of Program Administrator (Grade 524N) to Clinical Services Supervisor (Grade 524E) in the Division of Community Corrections, effective November 28, 2016.

**Why are you requesting?**

The request for this title change came about during the job description review process. The Division of Human Resources recommends the change as this title more accurately reflects the duties of this position.

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

There is no fiscal impact with this action.

**File Number:**

1293-16

**Director/Commissioner:**

John Maxwell/Sally Hamilton

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

