




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 15, 2016

SUBJECT: **Reclassification - Division of Government Communications**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Video Specialist (Grade 518E) and create one (1) classified position of Video Production Supervisor (Grade 522E); reclassifying the incumbent within the Division of Government Communications, effective the upon 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 study on the requested position of Video Specialist held by Christopher Edwards within the Division of Government Communications. This position was analyzed by staff using the whole job rank and factor comparison methods. As a result, recommendation for this reclassification is 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 \$11,758.67.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Video Specialist	(\$67,728.96)	\$0	(\$67,728.96)
Video Production Supervisor	\$0	\$77,211.68	\$77,211.68
Total Annual Impact/ Salary and Benefits \$11,758.67			

File Number

0944-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

