



MEMORANDUM

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

FROM: 
Glenda Humphrey George, Director
Division of Human Resources

DATE: July 31, 2026

SUBJECT: Create position – Division of Human Resources

Request:

This request is for authorization to create one (1) classified civil service position of CDL Program Coordinator (Grade 524E) in the Division of Human Resources, effective upon passage of Council.

Why are you requesting:

Due to the nationwide shortage of CDL drivers, LFUCG has experienced significant challenges in recruiting qualified candidates. Despite multiple strategies to improve hiring outcomes, we have not been able to meet operational staffing demands. Establishing an in-house CDL training program will allow us to develop current employees who show strong potential and prepare community candidates for CDL-required positions within the organization. This initiative also serves as a cost-saving measure by reducing reliance on external training providers. Building and maintaining a consistent pipeline of CDL-qualified drivers will strengthen essential operations, including snow removal and emergency mobilization. A dedicated CDL Program Trainer is necessary to implement, coordinate, and sustain this internal training program to meet ongoing organizational needs.

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

This has a 12-month future impact cost of \$100,789.41.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
CDL Program Coordinator	\$0	\$75,884.64	\$75,884.64
Total Annual Impact/ Salary and Benefits \$100,789.41			

File Number: 0633.26

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

