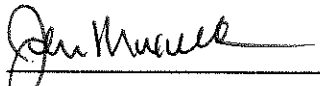




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 10, 2016

SUBJECT: **Abolish/Create - Division of Park and Recreation**

Request:

The attached is requesting authorization to abolish one (1) classified position of Trades Worker (Grade 509N), and create one (1) classified position of Skilled Trades Worker Sr. (Grade 517N) in the Division of Parks and Recreation, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. 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 their requested position as described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$18,628.67.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Trades Worker	(\$31,464.58)	\$0	(\$31,464.58)
Skilled Trades Worker Sr.	\$0	\$46,487.58	\$46,487.58
Total Annual Impact/ Salary and Benefits \$18,628.67			

Are funds budgeted?

Funds are budgeted.

File Number:

0941-16

Director/Commissioner: John Maxwell/Sally Hamilton

