



MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: February 10, 2017

SUBJECT: Create position — Office of the Mayor

Request:

The attached is requesting authorization to create one (1) vacant unclassified position of Director, ONE City (Grade 527E) in the Office of the Mayor, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendation for this request is 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 cost of \$99,633.87 and funds are not currently included in the budget. A budget amendment will be processed to utilize funds from a contingency account.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Director, ONE City	\$0	\$75,721.15	\$75,721.15
Total Annual Impact/ Salary and Benefits \$99,633.87			

File Number:

0019-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

