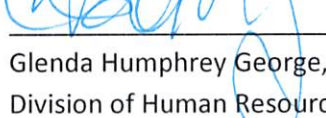




MEMORANDUM

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

FROM: 
 Glenda Humphrey George, Director
 Division of Human Resources

DATE: April 22, 2024

SUBJECT: Create position – Division of Human Resources

Request:

The attached action is requesting authorization to abolish two (2) classified positions of Staff Assistant Sr. (Grade 511N) and create two (2) classified positions of Administrative Specialist (Grade 516N) in the Division of Human Resources, effective upon passage of Council.

Why are you requesting:

The Division of Human Resources requests to create Administrative Specialist positions to assist with increasing administrative duties that will expand from one section to multiple sections throughout the division.

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

This has a 12-month future impact cost of \$28,007.31.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	\$38,675.52	\$0	(\$38,675.52)
Staff Assistant Sr.	\$38,675.52	\$0	(\$38,675.52)
Administrative Specialist	\$0	\$49,362.56	\$49,362.56
Administrative Specialist	\$0	\$49,362.56	\$49,362.56



Total Annual Impact/
Salary and Benefits
\$28,007.31

File Number: 0436-24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

