



M E M O R A N D U M

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

FROM:


John Maxwell, Director
Division of Human Resources

DATE: May 26, 2021

SUBJECT: Abolish/Create Position – Division of Facilities and Fleet Management

Request:

The attached action is requesting authorization to abolish one (1) vacant unclassified position of Fleet Parts Specialist (Grade 510N) and create one (1) classified position of Service Writer (Grade 510N) in the Division of Facilities and Fleet Management, 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 position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

This action is budget neutral.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Fleet Parts Specialist	(\$33,700.16)	\$0	(\$33,700.16)
Service Writer	\$0	\$33,700.16	\$33,700.16



**Total Annual Impact/
Salary and Benefits
\$0**

File Number:

0560-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

