




M E M O R A N D U M

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: June 12, 2023

SUBJECT: Abolish/Create positions – Department of Social Services

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Youth Advocacy Officer (Grade 523E) and create one (1) classified position of Program Coordinator (Grade 525E), in the Department of Social Services, effective upon passage of Council.

Why are you requesting?

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and position audits. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

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

This will have a future impact cost of \$9,338.38.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Youth Advocacy Officer	(\$67,764.32)	\$0	(\$67,764.32)
Program Coordinator	\$0	\$74,709.44	\$74,709.44
Total Annual Impact/ Salary and Benefits \$9,338.38			

File Number:

0652-23

Director/Commissioner: Tamara Walters/Sally Hamilton

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

