



Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Janet Graham  
Commissioner

**M E M O R A N D U M**

**TO:** Jim Gray, Mayor  
Richard Moloney, CAO  
Council Members

**FROM:** \_\_\_\_\_  
John Maxwell, Director  
Division of Human Resources

**DATE:** August 10, 2012

**RE: Create Positions—Division of Water Quality**

The attached action amends Section 22-5 of the Code of Ordinances, creating one (1) position of Administrative Specialist Principal (Grade 114E) and three (3) positions of Administrative Specialist (Grade 110N) in the Division of Water Quality for a term to expire September 23, 2014 effective upon passage of Council.

The original positions were established by Ordinance number 163-10 for a two year term. As part of the ongoing work related to the new billing procedures for the Sanitary Sewer Fee, the Water Quality Management Fee, and the Landfill Fee to take effect in September 2012, the Division of Water Quality and Department of Environmental Quality & Public Works request the extension of the term for four temporary positions.

In addition to the duties these positions provide to support continued implementation of the Water Quality Management Fee, they will be working directly with the Division of Revenue on the implementation of the new fee collection system. Their duties will include, but not be limited to:

- detailed and technical assistance to callers referred by LexCall,
- with GIS staff, the update, maintenance and submittal of the monthly Water Quality Management Fee billing file
- record various types of adjustments into Customer Suite
- record sump pump fee to accounts as identified by Division of Water Quality and monitor account activity by either adding or deleting fees as necessary
- other support duties as may be required once billing system is in production

The fiscal impact is budget neutral. These positions were included in the adopted FY2013 budget.

If you have questions or need additional information, please contact Daniel H. Fischer at 258-3030.

cc: Charlie Martin, Director-Division of Water Quality  
Log 13-0012

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