



MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: February 24, 2023

SUBJECT: Create Position – Department of Social Services

Request:

The attached action is requesting authorization to create one (1) unclassified position of Community Reentry Advocate (Grade 517N) for a term of one (1) year ending March 31, 2024 with the potential of a twenty-four (24) month extension renewal, in the Department of Social Services, effective the first payroll Monday following 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 method. 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 has a 12-month future impact of a cost of \$73,847.93 and will be granted funded.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Community Reentry Advocate	(\$50,564.80)	\$0	(\$50,564.80)
Total Annual Impact/ Salary and Benefits \$73,847.93			

File Number:

0242-23

Director/Commissioner: Tamara Walters/Sally Hamilton

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

