



M E M O R A N D U M

TO: Jim Gray, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: John Maxwell by mmaxwell
John Maxwell, Director
Division of Human Resources

DATE: June 5, 2017

RE: Title and FLSA updates – Circuit Judges’ Office (Friend of the Court)

Request:

The attached is requesting authorization to change the titles and exemption status of three (3) unclassified Social Worker Sr. (Grade 516E) positions to Family Court Services Specialist (Grade 516N) and one (1) unclassified Social Services Coordinator (Grade 520E) to Family Court Services Specialist (Grade 516N); reclassifying the incumbents all within the Circuit Judges’ Office, effective the beginning of next pay period following passage by Council.

Why are you requesting?

The Division of Human Resources conducted a classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The positions were analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor.

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

There is no fiscal impact with this action.



File Number:

0678-17

Director/Commissioner:

John Maxwell/Sally Hamilton

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

