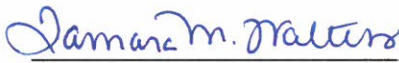




**MEMORANDUM**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** November 8, 2023

**SUBJECT:** **Abolish/Create- Reallocating and removing positions from the Unified Pay Plan**

**Request:**

The attached is requesting authorization to amend the Unclassified Civil Service authorized strength by abolishing two (2) unclassified positions of Administrative Specialist Senior (Grade 518N) and creating two (2) unclassified positions of Police and Fire Pension Benefit Specialists (Grade Z75), establishing a salary range for Grade Z75 with a grade minimum of \$27.536 hourly and grade maximum of \$41.303 hourly and reallocating the incumbents in the Department of Finance. This includes an action to increase the salary of Susan Redmon to \$38.670 hourly, effective October 23, 2023.

**Why are you requesting:**

The Police and Fire Retirement Fund board is requesting this modification to remove these positions from the classification system.

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

This action has a 12-month future impact of a cost of \$8,151.99. Funds are not yet budgeted. If approved, a budget adjustment will be initiated.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Police and Fire Pension Benefit Specialist	\$74,212.32	\$80,433.60	\$6,221.28
<b>Total Annual Impact/ Salary and Benefits \$8,151.99</b>			

File Number: 1159-23

Director/Commissioner: Tamara Walters/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at 859-258-3037.

