



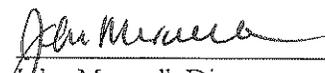
Lexington-Fayette Urban County Government
DIVISION OF HUMAN RESOURCES

Jim Gray
Mayor

Sally Hamilton
Chief Administrative Officer

MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: May 11, 2015

SUBJECT: Reclassify Position – Mayor’s Office

The attached action is requesting authorization to abolish one (1) unclassified position of Executive Assistant to Mayor (Grade 530E); create one (1) unclassified position of Chief of Staff (Grade 537E) and reclassify the incumbent within the Mayor’s office, effective upon passage of Council.

Upon the request of the Mayor’s Office, and in accordance with Section 22-2 (4) of the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position of Executive Assistant to Mayor held by Jamie Emmons. The position was analyzed by staff using the whole job rank and factor comparison methods. The outcome is a recommended change in pay grade as described in this action.

The fiscal impact for FY2015 (2 pay periods) will be a cost of \$2,283.00 including benefits.

Name	Position Title	Annual Base Salary Before	Annual Base Salary After	Annual Increase/Decrease
Jamie Emmons	Chief of Staff	\$93,635.36	\$118,000.00	\$24,364.64
Total Annual Impact/ Salary and Benefits \$29,674.00				

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

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