



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

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

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

**DATE:** June 26, 2020

**RE:** **Abolish/Create - Division of Fire and Emergency Services**

**Request:**

The attached is requesting authorization to abolish one (1) vacant classified position of Staff Assistant Sr. (Grade 510N) and create one (1) classified position of Fleet Parts Specialist Sr. (Grade 513N) in the Division of Fire and Emergency Services, effective upon passage by Council.

**Why are you requesting?**

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position as described in this action.

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

This has a 12-month future impact of a cost of \$7,001.57.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	(\$33,700.16)	\$0	(\$33,700.16)
Fleet Parts Specialist Sr.	\$0	\$39,008.32	\$39,008.32
<b>Total Annual Impact/ Salary and Benefits \$7,001.57</b>			

**File Number:**

06666-20

**Director/Commissioner:**

John Maxwell/Sally Hamilton

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

