



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: January 27, 2020

SUBJECT: Transfer positions – Division of Accounting

Request:

The attached action is requesting authorization to transfer two (2) unclassified positions of Administrative Specialist Sr. (Grade 516N) and the incumbents from the Division of Accounting to the Office of the Commissioner of Finance, effective January 6, 2020.

Why are you requesting?

The transfers of these positions are being requested in order to align responsibilities of the incumbents to the appropriate area.

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

No budget impact associated with this action.

File Number:

0143-20

Director/Commissioner: John Maxwell/Sally Hamilton

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

