



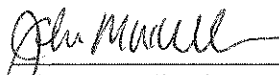
Lexington-Fayette Urban County Government
DIVISION OF HUMAN RESOURCES

Jim Gray
Mayor

Sally Hamilton
Chief Administrative Officer

M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: September 29, 2014

SUBJECT: Abolish/Create position – Division of Family Services

The attached action amends Sections 22-5 of the Code of Ordinances, abolishing one (1) unclassified position of Equipment Operator P/T (Grade 108N) and creating one (1) unclassified position of Clerical Assistant P/T (Grade 104N) in the Division of Family Services, effective upon passage by Council.

The Division requests this action to provide better and more consistent coverage of the front desk/switchboard which is operational for 11 hours per day. This change will also allow for increased compliance with a segregation of duties directive as advised by the Division of Internal Audit.

There is no fiscal impact for this position. Funds are budgeted.

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

Attachments

Log #15-0023