

**MEMORANDUM**

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

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

DATE: October 26, 2016

SUBJECT: Create position — Division of Code Enforcement

Request:

The attached is requesting authorization to create one (1) classified position of Administrative Officer (Grade 523E) in the Division of Code Enforcement, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, 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 the requested position as described in this action.

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

To illustrate, this has a 12-month future impact cost of \$82,871.91.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Officer	\$0	\$62,295.58	\$62,295.58



**Total Annual Impact/
Salary and Benefits
\$82,871.91**

File Number:

1232-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

