




**MEMORANDUM**

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

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

**DATE:** November 14, 2016

**SUBJECT:** Create position — Division of Engineering

**Request:**

The attached is requesting authorization to create one (1) classified positions of Municipal Engineer Sr. (Grade 525E) in the Division of Engineering, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendation for this request is 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 \$90,847.00 and funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Municipal Engineer Sr.	\$0	\$68,683.26	\$68,683.26
<b>Total Annual Impact/ Salary and Benefits \$90,847.00</b>			

**File Number:**

1290-16

**Director/Commissioner:** John Maxwell/Sally Hamilton

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

