




MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: September 29, 2023

SUBJECT: Recommendations for Classification Title Changes

Request:

The attached action amends the classified civil service and unclassified civil service authorized strength by changing the classification titles within the divisions as indicated, effective upon passage of council:

The request includes the following:

- Two (2) classified civil service positions of Social Worker (Grade 516E) to Social Services Worker (Grade 516E), retitling the incumbents, in the Division of Community and Resident Services;
- Fifteen (15) classified civil service positions of Child Care Program Aide (Grade 510N) to Early Childcare Assistant Teacher (Grade 510N) retitling the incumbents, in the Division of Family Services;
- Two (2) classified civil service positions of Social Worker (Grade 516E) to Social Services Worker (Grade 516E), retitling the incumbents, in the Division of Family Services;
- One (1) classified civil service position of Social Worker (Grade 516E) to Social Services Worker (Grade 516E), retitling the incumbent, in the Division of Youth Services;
- One (1) unclassified civil service position of Social Worker (Grade 516E) to Social Services Worker (Grade 516E), retitling the incumbent, in the Division of Aging & Disability Services;
- One (1) vacant unclassified civil service position of Child Care Program Aide (Grade 510N) to Early Childcare Assistant Teacher (Grade 510N), in the Division of Family Services;



- Two (2) vacant unclassified civil service positions of Child Care Program Aide P/T (Grade 510N) to Early Childcare Assistant Teacher P/T (Grade 510N), in the Division of Family Services;
- One (1) vacant unclassified civil service position of Social Worker (Grade 516E) to Social Services Worker (Grade 516E), in the Division of Youth Services.

Why are you requesting:

We are requesting the title change for Child Care Program Aide to align with terminology used within the standards set forth in childcare centers as the incumbents perform the duties of an Early Childcare Assistant Teacher. The request for the title change for the Social Worker classification is made so that our classification title will align with the classification title used by the Commonwealth of Kentucky.

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

There is no fiscal impact with this action.

File Number: 1034-23

Director/Commissioner: Tamara Walters/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton (859) 258-3037.

