




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: October 23, 2017

SUBJECT: Abolish/Create position – Division of Youth Services

Request:

The attached action is requesting authorization to abolish one (1) vacant unclassified position of Equipment Operator (Grade 510N) and create one (1) unclassified position of Educational Program Aide (Grade 508N) in the Division of Youth Services, effective upon passage by Council.

Why are you requesting?

Upon the request of the division, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

To illustrate, this has a 12-month future impact of a savings of \$3,809.51.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Equipment Operator	(\$33,038.30)	\$0	(\$33,038.30)



Educational Program Aide	\$0	\$29,966.14	\$29,966.14
Total Annual Impact/ Salary and Benefits (\$3,809.51)			

File Number:

1109-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

