



MEMORANDUM

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

FROM: 
Glenda Humphrey George, Director
Division of Human Resources

DATE: December 19, 2023

SUBJECT: Abolish/Create positions – Division of Police

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Specialist (Grade 516N) and create one (1) classified position of Police Intelligence Specialist (Grade 515N) in the Division of Police, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted classification studies for the requested positions. The studies were conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and position audits. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested positions is described in this action.

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

This has a 12-month future impact of a cost of (\$3,079.82).



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	\$49,362.56	\$0	(\$49,362.56)
Police Intelligence Specialist	\$0	\$47,012.16	\$47,012.16
Total Annual Impact/ Salary and Benefits (\$3,079.82)			

File Number: 0001-24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

