




**MEMORANDUM**

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

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

**DATE:** November 3, 2016

**SUBJECT:** **Abolish/Create — Division of Environmental Services**

**Request:**

The attached is requesting authorization to abolish one (1) vacant classified position of Public Service Worker Sr. (Grade 509N), one (1) vacant classified position of Equipment Operator Sr. (Grade 512N) and create one (1) classified position of Arborist (Grade 517N) in the Division of Environmental Services, effective upon passage of 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 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 their 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 of a savings of \$31,813.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Public Service Worker Sr.	(\$31,464.58)	\$0	(\$31,464.58)
Equipment Operator Sr.	(\$36,422.88)	\$0	(\$36,422.88)
Arborist	\$0	\$46,487.58	\$46,487.58
<b>Total Annual Impact/ Salary and Benefits (\$31,813.22)</b>			

**File Number:**

1257-16

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

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

