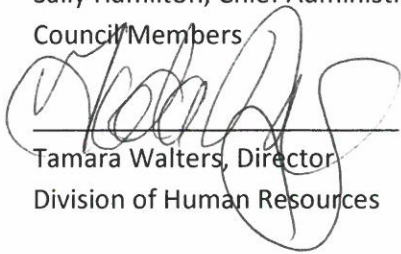




**MEMORANDUM**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** November 6, 2023

**SUBJECT:** Abolish/Create positions – Division of Revenue

**Request:**

The attached action is requesting authorization to abolish two (2) classified positions of Administrative Specialist (Grade 516N), create one (1) classified position of Administrative Specialist Sr. (Grade 518N) and one (1) classified position of Staff Assistant Sr. (Grade 511N) in the Division of Revenue, 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 (\$7,372.50).



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	\$49,362.56	\$0	(\$49,362.56)
Administrative Specialist	\$49,362.56	\$0	(\$49,362.56)
Administrative Specialist Sr.	\$0	\$54,423.20	\$54,432.20
Staff Assistant Sr.	\$0	\$38,675.52	\$38,675.52
<b>Total Annual Impact/ Salary and Benefits (\$7,372.50)</b>			

File Number: 1151-23

Director/Commissioner: Tamara Walters/Sally Hamilton

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

