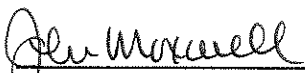




**MEMORANDUM**

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

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

**DATE:** July 20, 2016

**SUBJECT:** **Abolish/Create Position—Division of Fire and Emergency Services**

**Request:**

The attached is requesting authorization to abolish one (1) classified position of Technical Specialist (Grade 515N), and create one (1) classified position of Digital Content Administrator (Grade 520E) in the Division of Fire and Emergency Services, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, 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 cost of \$14,446.22.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Technical Specialist	(\$42,163.68)	\$0	(\$42,163.68)
Digital Content Administrator	\$0	\$53,813.76	\$53,813.76
<b>Total Annual Impact/ Salary and Benefits \$14,446.22</b>			

**Are funds budgeted?**

Funds are budgeted.

**File Number:**

0906-16

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

