




**MEMORANDUM**

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

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

**DATE:** February 2, 2022

**SUBJECT:** Abolish/Create Positions – Division of Aging and Disability Services

**Request:**

The attached action is requesting authorization to abolish one (1) unclassified position of Administrative Specialist (Grade 513N) and create one (1) unclassified position of Administrative Specialist Sr. (Grade 516N) in the Division of Aging and Disability 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?**

This has a 12-month future impact of a cost of \$8,621.86



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	(\$40,584.96)	\$0	(\$40,584.96)
Administrative Specialist Sr.	\$0	\$46,983.04	\$46,983.04
<b>Total Annual Impact/ Salary and Benefits \$8,621.86</b>			

**File Number:**

0156-22

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

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

