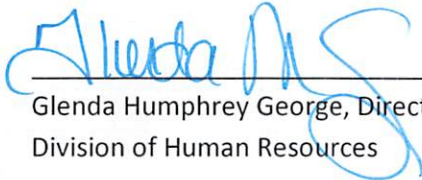




M E M O R A N D U M

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

FROM: 
Glenda Humphrey George, Director
Division of Human Resources

DATE: October 28, 2024

SUBJECT: FLSA change from Exempt to Non-Exempt

Request:

Council authorization is requested to abolish and create positions in order to conform to the Fair Labor Standards Act (FLSA) and transfer the incumbents from exempt to non-exempt status, effective beginning December 30, 2024.

Why are you requesting:

After further review of the job duties for each classification and in accordance with the U.S. Department of Labor's FLSA regulations, the Division of Human Resources has determined that the following classifications and the incumbents will change from exempt to non-exempt status.

Division	Position	Employee Name	Current Grade	New Grade
Aging & Disability	Social Services Worker	Justin Halvorson	516E	516N
Community & Resident Services	Social Services Worker	Alonda McDermott	516E	516N
Community & Resident Services	Social Services Worker	Irisbeidy Galvan	516E	516N
Community & Resident Services	Social Services Worker	Jessica Lopez	516E	516N
Community & Resident Services	Social Services Worker	VACANT	516E	516N
Emergency Management	Emergency Planning Coordinator	Ashley Walo	516E	516N



Family Services	Social Services Worker	Loren Breeding	516E	516N
Family Services	Social Services Worker	Cara MacLeod	516E	516N
Family Services	Social Services Worker	VACANT	516E	516N
Parks & Recreation	Extended School Program Coordinator	Sarah Pigg	516E	516N
Parks & Recreation	Extended School Program Coordinator	Leslie Niemeier	516E	516N
Parks & Recreation	Extended School Program Coordinator	VACANT	516E	516N
Procurement	Procurement Officer	Conni Hayes	517E	517N
Procurement	Procurement Officer	Kristie Thomas	517E	517N
Procurement	Procurement Officer	Jessica Allinder	517E	517N
Aging Services	Social Worker Senior	Jennifer Garland	518E	518N
Aging Services	Social Worker Senior	Lindsay Medley	518E	518N
Communications	Information Officer	Brandon Dunstan	518E	518N
Communications	Information Officer	Amy Wallot	518E	518N
Communications	Information Officer	Derek Terry	518E	518N
Computer Services	Technical Specialist Senior	David Miracle	518E	518N
Council Office	Information Officer	Jillian Riseman	518E	518N
Emergency Management	Information Officer	Emily Fay	518E	518N
Family Services	Social Worker Senior	Tera Sullivan	518E	518N
Family Services	Social Worker Senior	Ronica Roblero	518E	518N
Water Quality	Safety Specialist	Jeremy Bailey	518E	518N
Community Corrections	Community Reentry Coordinator	Vanessa Israel	519E	519N
Family Services	Certified Social Worker	Sarah Harsch	520E	520N
Family Services	Certified Social Worker	Kevin Vereen	520E	520N
Historic Preservation	Historic Preservation Specialist	Amelia Armstrong	520E	520N
Historic Preservation	Historic Preservation Specialist	Barry Dennis	520E	520N
Historic Preservation	Historic Preservation Specialist	Jennifer Howell	520E	520N
Human Resources	Safety/Loss Control Specialist	Andrew Shuck	520E	520N
Human Resources	Safety/Loss Control Specialist	Michaela Land	520E	520N
Water Quality	Pump Station Supervisor	VACANT	520E	520N

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

While the base salaries remain the same, there may be a potential fiscal impact due to the fact that these employees will become eligible for overtime pay.

File Number: 1100-24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

