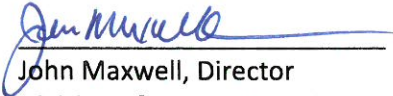


**MEMORANDUM**

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: April 20, 2017

SUBJECT: **Reclassification – Department of Public Safety**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Specialist Sr. (Grade 516N) and create one (1) classified position of Administrative Specialist Principal (Grade 518N); reclassifying the incumbent within the Department of Public Safety, effective beginning of pay period following passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a reclassification study on the requested position of Administrative Specialist Sr. held by Carolyn Bailey within the Department of Public Safety. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$6,899.97 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr.	(\$55,269.76)	\$0	(\$55,269.76)
Administrative Specialist Principal	\$0	\$60,796.32	\$60,796.32



**Total Annual Impact/
Salary and Benefits
\$6,899.97**

File Number

0472-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

