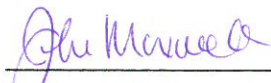




M E M O R A N D U M

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

FROM: 

John Maxwell, Director
Division of Human Resources

DATE: November 19, 2018

RE: Abolish/Create Positions - Division of Parks & Recreation

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Information Systems Specialist (Grade 514N) and one (1) vacant classified position of Administrative Officer (Grade 523E) and create one (1) classified position of Information Office Supervisor (Grade 522E) and one (1) classified position of Information Officer (Grade 518N) in the Division of Parks and Recreation, effective upon passage by 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 classification studies on 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 their requested positions 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 \$7,499.17.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Information Systems Specialist	(\$40,959.36)	\$0	(\$40,959.36)
Administrative Officer	(\$63,541.92)	\$0	(\$63,541.92)
Information Office Supervisor	\$0	\$60,515.52	\$60,515.52
Information Officer	\$0	\$49,786.88	\$49,786.88
Total Annual Impact/ Salary and Benefits \$7,499.17			

File Number:

1273-18

Director/Commissioner:

John Maxwell/Sally Hamilton

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

