



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: March 13, 2024

SUBJECT: Abolish/Create Positions – Division of Family Services

Request:

The attached action is requesting authorization to abolish one (1) unclassified position of Early Childcare Assistant Teacher P/T (Grade 510N) and one (1) unclassified position of Early Childcare Assistant Teacher (Grade 510N); and create one (1) classified position of Early Childcare Teacher (Grade 512E) in the Division of Family Services, effective upon passage of Council.

Why are you requesting?

The Parent Education Program at the Family Care Center has experienced situations where there are not enough childcare slots in its Early Childcare Program. To eliminate this issue, the Family Care Center is requesting an additional Early Childcare Teacher (Grade 512E) which will allow for an additional classroom with slots for eight (8) additional students.

There are currently four (4) full-time Early Childcare Assistant Teacher and two (2) part-time Early Childcare Assistant Teacher positions vacant. The Family Care Center is requesting to abolish one (1) full-time Early Childcare Assistant Teacher and one (1) part-time Early Childcare Assistant Teacher position and create one (1) classified position of Early Childcare Teacher. The Division of Human Resources has reviewed this request and recommends the requested action.



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

This action has a future impact of a cost of \$4,946.80.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Early Childcare Assistant Teacher	\$36,836.80	\$0	\$36,836.80
Early Childcare Teacher	\$0	\$40,612.00	\$40,612.00
Total Annual Impact/ Salary and Benefits \$4,946.80			

File Number: 0299 - 24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

