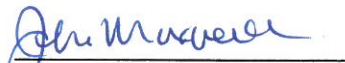




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 26, 2018

SUBJECT: Abolish/Create Positions

Request:

The attached is requesting authorization to abolish two (2) vacant classified positions of Public Service Worker Sr. (Grade 509N), two (2) vacant classified positions of Public Service Worker Sr. (Grade 509) in the Divisions of Streets & Roads and Water Quality and one (1) vacant classified position of Equipment Operator Sr. (Grade 512N) in the Division of Waste Management and also create two (2) unclassified positions of Public Works Apprentice (Grade 504N) in the Division of Streets & Roads, two (2) unclassified positions of Public Works Apprentice (Grade 504N) in the Division of Water Quality and two (2) unclassified positions of Public Works Apprentice (Grade 504N) in the Division of Waste Management, 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 a classification studies on the requested positions. These studies were conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, recommendations for their requested positions as 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 savings of \$14,695.49.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Public Service Worker Sr.	(\$32,094.40)	\$0	(\$32,094.40)
Public Service Worker Sr.	(\$32,094.40)	\$0	(\$32,094.40)
Public Service Worker Sr.	(\$32,094.40)	\$0	(\$32,094.40)
Public Service Worker Sr.	(\$32,094.40)	\$0	(\$32,094.40)
Equipment Operator Sr.	(\$37,150.88)	\$0	(\$37,150.88)
Public Works Apprentice	\$0	\$25,143.04	\$25,143.04
Public Works Apprentice	\$0	\$25,143.04	\$25,143.04
Public Works Apprentice	\$0	\$25,143.04	\$25,143.04
Public Works Apprentice	\$0	\$25,143.04	\$25,143.04
Public Works Apprentice	\$0	\$25,143.04	\$25,143.04
Public Works Apprentice	\$0	\$25,143.04	\$25,143.04
Total Annual Impact/ Salary and Benefits (\$14,695.49)			

File Number:

1286-18

Director/Commission: John Maxwell/Sally Hamilton

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

