




**M E M O R A N D U M**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** March 27, 2023

**RE:** Create Position – Division of Police

**Request:**

The attached action is requesting authorization to create one (1) unclassified position of Behavioral Health and Wellness Coordinator (Grade 523E) for a term of two (2) years ending August 31, 2024 with the potential of a six (6) month extension renewal, in the Division of Police, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. The position was analyzed by staff using the whole job rank and factor comparison method. As a result, a recommendation for the requested position is described in this action.

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

This has a 12-month future impact of a cost of \$96,972.29 and will be grant funded.

**File Number:**

0365-23

**Director/Commissioner:** John Maxwell/Sally Hamilton



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

