




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: July 29, 2016

SUBJECT: Reclassification of Municipal Engineer Sr., Division of Water Quality

Request:

The attached is requesting authorization to abolish one (1) classified position of Municipal Engineer Sr. (Grade 525E), and create one (1) classified position of Plant Engineering Manager (Grade 531E); reclassifying the incumbent in the Division of Water Quality, effective the beginning of next 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 Municipal Engineer Sr. held by Tiffany Rank within the Division of Water Quality. 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 this budget year and future budget year?

To illustrate, this has a 12-month future impact of a cost of \$17,314.31.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Municipal Engineer Sr.	(\$77,569.44)	\$0	(\$77,569.44)
Plant Engineering Manager	\$0	\$91,532.48	\$91,532.48
Total Annual Impact/ Salary and Benefits \$17,314.31			

Are funds budgeted?

Funds are budgeted.

File Number:

0908-16

Director/Commissioner: John Maxwell/Sally Hamilton

