




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: January 17, 2020

SUBJECT: Abolish/Create position – Division of Engineering

Request:

The attached action is requesting authorization to abolish one (1) classified position of Program Specialist (Grade 513E) and create one (1) classified position of Administrative Specialist (Grade 513N), in the Division of Engineering, effective upon passage of Council.

Why are you requesting?

The purpose of this request is to better align the job duties with the appropriate title within the division.

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

There is no fiscal impact associated with this action.

File Number:

0114-20

Director/Commissioner: John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at 258-3957.

