



M E M O R A N D U M

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

FROM:

John Maxwell by DM Walters

John Maxwell, Director
Division of Human Resources

DATE: June 25, 2021

SUBJECT: Create position – Division of Grants and Special Programs

Request:

The attached action is requesting authorization to create one (1) classified position of Homelessness Prevention Manager (Grade 526E) in the Division of Grants and Special Programs, effective upon passage of Council.

Why are you requesting?

At the request of the Council, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position as 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 \$103,609.04.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Homelessness Prevention Manager	\$0	\$74,628.32	\$74,628.32
Total Annual Impact/ Salary and Benefits \$103,609.04			

File Number:

0691-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

