




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: March 7, 2016

SUBJECT: Reorganization — Division of Environmental Services

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Public Service Worker Sr. (Grade 509N), one (1) vacant classified position of Environmental Inspector (Grade 516N), one (1) vacant classified position of Arborist Sr. (Grade 519E), and one (1) vacant classified position of Arborist (Grade 517E) and create one (1) classified position of Arborist Technician (Grade 515N), one (1) classified position of Enforcement Officer (Grade 513N), one (1) classified position of City Arborist (Grade 521E) and one (1) classified position of Arborist (Grade 517N) in the Division of Environmental Services, effective upon passage of 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 classification studies on the requested positions. The 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, a recommendation for their requested positions 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 of \$12,146.22 and funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Public Service Worker Sr.	(\$30,847.23)	\$0	(\$30,847.23)
Arborist Technician	\$0	\$41,337.50	\$41,337.50
Environmental Inspector	(\$43,405.44)	\$0	(\$43,405.44)
Enforcement Officer	\$0	\$37,493.66	\$37,493.66
Arborist Sr.	(\$50,246.98)	\$0	(\$50,246.98)
City Arborist	\$0	\$55,397.06	\$55,397.06
Total Annual Impact/ Salary and Benefits \$12,146.22			

**File Number:
0246-16**

Director/Commissioner: John Maxwell/Sally Hamilton

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

