



**MEMORANDUM**

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

**FROM:**   
Glenda Humphrey George, Director  
Division of Human Resources

**DATE:** January 22, 2024

**SUBJECT:** Create position – Division of Human Resources

**Request:**

The attached action is requesting authorization to create one (1) classified position of Human Resources Manager (Grade 527E) in the Division of Human Resources, effective upon passage of Council.

**Why are you requesting:**

The Division of Human Resources is requesting to create an HR Manager position that will be located at the Division of Community Corrections. This position will handle recruitment, hiring, new employee orientation, employee relations matters, discipline and CBA issues.

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

This has a 12-month future impact cost of \$116,485.66.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Human Resources Manager	\$0	\$84,427.20	\$84,427.20
<b>Total Annual Impact/ Salary and Benefits \$116,485.66</b>			



File Number: 0104.24

**Director/Commissioner: Glenda Humphrey George/Sally Hamilton**

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

