


**MEMORANDUM**

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: April 20, 2017

SUBJECT: Reallocation – Division of Police

Request:

The attached action is requesting authorization to abolish one (1) unclassified position of SANE Program Manager (Grade 519E) and create one (1) unclassified position of SANE Program Manager (Grade 525E); reclassifying the incumbent within the Division of Police, effective beginning of pay period following passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position of SANE Program Manager held by Anita Capillo within the Division of Police. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reallocation is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$15,493.11 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
SANE Program Manager	(\$68,939.52)	\$81,348.80	\$12,409.28
Total Annual Impact/ Salary and Benefits \$15,493.11			



File Number

0480-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

