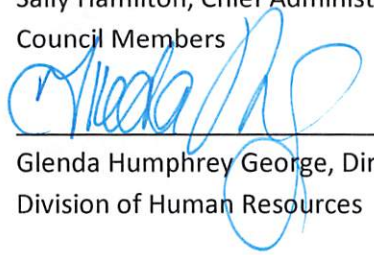




MEMORANDUM

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 – Office of the Chief Administrative Officer

Request:

The attached action is requesting authorization to create one (1) unclassified position of Senior Special Projects Administrator (Grade 530E) in the Office of the Chief Administrative Officer, effective upon passage of Council.

Why are you requesting:

The purpose of this position is to manage special projects, to coordinate and administer city-wide initiatives, manage projects as assigned and ensure compliance with state, local and federal law.

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

This has a 12-month future impact cost of \$133,923.46.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Senior Special Projects Administrator	\$0	\$97,735.04	\$97,735.04
Total Annual Impact/ Salary and Benefits \$133,923.46			



File Number: 0105-24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

