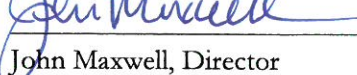




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: October 13, 2016

SUBJECT: Abolish/Create positions – Division of Police

Request:

The attached action is requesting authorization to abolish one (1) classified position of Mailroom Clerk (Grade 508N) create one (1) classified position of Polygraph Technician (Grade 514N) in the Division of Police, effective upon passage by 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 a classification study on the requested position. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$12,722.74.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Mailroom Clerk	(\$29,966.14)	\$0	(\$29,966.14)
Polygraph Technician	\$0	\$40,156.48	\$40,156.48
Total Annual Impact/ Salary and Benefits \$12,722.74			



Are the funds budgeted?

Funds are budgeted.

File Number:

1164-14

Director/Commissioner: John Maxwell/Sally Hamilton

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

