



M E M O R A N D U M

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

FROM: John Maxwell by mmaxwell
John Maxwell, Director
Division of Human Resources

DATE: February 8, 2021

SUBJECT: Abolish/Create positions – Division of Streets and Roads

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Operations Supervisor (Grade 518E), one (1) vacant classified position of Safety Coordinator (Grade 516N) and create one (1) classified position of Equipment Operator (Grade 510N), one (1) classified position of Safety Specialist (Grade 518N) in the Division of Streets and Roads, 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 Job Analysis Questionnaires (JAQs) and position audits. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested positions is described in this action.

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

This will have a future impact of a savings of \$15,102.48.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Operations Supervisor	(\$49,786.88)	\$0	(\$49,786.88)
Safety Coordinator	(\$45,158.88)	\$0	(\$45,158.88)
Safety Specialist	\$0	(\$49,786.88)	(\$49,786.88)
Equipment Operator	\$0	(\$33,700.16)	(\$33,700.16)
Total Annual Impact/ Salary and Benefits (\$15,102.48)			

File Number:

0187-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

