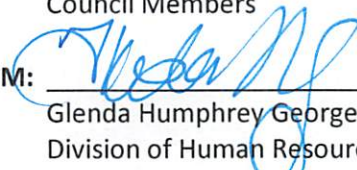




M E M O R A N D U M

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

FROM: 
Glenda Humphrey George, Director
Division of Human Resources

DATE: November 7, 2025

RE: Market Studies – Multiple Divisions

Request:

The attached action is requesting authorization to amend the classified and unclassified civil service authorized strength by updating job codes from 3-digits to 6-digits and adjusting the job titles and/or pay grades as summarized below, effective at the beginning of the first pay period upon passage of Council.

Abolish thirteen (13) positions of Municipal Engineer Sr., Grade 528E; create thirteen (13) positions of Municipal Engineer, Grade 530E; and transfer the incumbents.

Abolish three (3) positions of Engineering Section Manager, Grade 530E; create three (3) positions of Engineering Section Manager, Sr., Grade 532E; and transfer the incumbents.

Split forty-eight (48) job classifications with five hundred thirty-seven (537) positions into ninety-six (96) job classifications; increase the pay grades for thirty-one (31) job classifications; and transfer the incumbents.

Why are you requesting:

With the approval of the CAO, the Division of Human Resources conducted a market study for 49 job classifications. The amendments will aid in the administration and maintenance of the comprehensive



plan for the classified civil service and better align it to the labor market for work performed, benefiting employee recruitment, retention, and career planning.

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

This action will have a 12-month impact of \$324,385. Each cost by fund is as follows:

1101	\$87,361
1115	\$65,269
4002	\$136,537
4051	\$29,436
4121	\$5,782

**To include: Streets & Roads; WQ; Waste; Corrections; Fleet; Parks*

File Number: 1073.25

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

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

