




Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Sally Hamilton  
Chief Administrative Officer

**MEMORANDUM**

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

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** January 28, 2016

**SUBJECT:** Reclassification of Staff Assistant Sr., Division of Aging and Disability Services

**Request:**

The attached action is requesting authorization to abolish one (1) unclassified position of Staff Assistant Sr. (Grade 510N) and create one (1) unclassified position of Administrative Specialist (Grade 513N); reclassifying the incumbent within the Division of Aging and Disability Services, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a reclassification study on the requested position of Staff Assistant Sr. held by Keri Allen within the Division of Aging and Disability Services. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification 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 \$4,638.06.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	(\$30,962.88)	\$0	(\$30,962.88)
Administrative Specialist	\$0	\$34,677.76	\$34,677.76
<b>Total Annual Impact/ Salary and Benefits \$4,638.06</b>			

File Number 79-16

Director/Commissioner: John Maxwell/Sally Hamilton

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