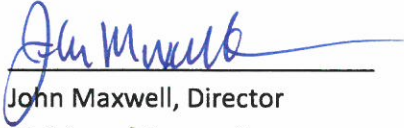


**M E M O R A N D U M**

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: July 30, 2021

SUBJECT: Abolish/Create Position – Mayor’s Office

Request:

The attached action is requesting authorization to abolish one (1) vacant classified civil service position of Program Specialist (Grade 513E) and create one (1) classified civil service position of Administrative Specialist Sr. (Grade 516N) in the Office of the Mayor, effective upon passage of Council.

Why are you requesting?

The purpose of this request is to provide administrative duties for the international center and multicultural efforts, to support substantial grant funding and to provide program development and management.

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

This will have a future impact of a cost of \$8,453.68 and funds are budgeted.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Program Specialist	(\$39,788.32)	\$0	(\$39,788.32)
Administrative Specialist Sr.	\$0	\$46,061.60	\$46,061.60



**Total Annual Impact/
Salary and Benefits
\$8,453.68**

File Number:

0770-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

