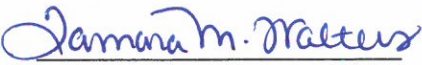




**MEMORANDUM**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** January 9, 2023

**SUBJECT:** Abolish/Create Position – Division of Grants & Special Programs

**Request:**

The attached action is requesting authorization to abolish one (1) classified civil service position of Grants Compliance Officer (Grade 518N) and create one (1) classified civil service position of Grants Compliance Officer Sr. (Grade 519N) in the Division of Grants and Special Programs, 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 a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

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

This has a 12-month future impact of a cost of \$2,308.78.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Grants Compliance Officer	(\$53,096.16)	\$0	(\$53,096.16)
Grants Compliance Officer Sr.	\$0	\$55,750.24	\$55,750.24
<b>Total Annual Impact/ Salary and Benefits \$2,308.78</b>			

**File Number:**

0035-23

**Director/Commissioner: Tamara Walters/Sally Hamilton**

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

