




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: May 24, 2016

SUBJECT: Abolish/Create — Community Corrections

Request:

The attached is requesting authorization to abolish one (1) classified position of Electronic/Computer Controls Manager (Grade 523E) and create one (1) classified positions of Facilities Manager (Grade 523E); reclassifying the incumbent within the Division of Community Corrections, effective upon passage of Council.

Why are you requesting:

The Division of Human Resources conducted a classification study on a requested position for another division. The study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. The findings necessitated a review of a position in the Division of Community Corrections. As a result, the recommendation as described in this action.

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

There is no fiscal impact associated with this action.

File Number:

0644-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

