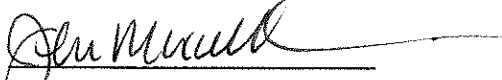




**MEMORANDUM**

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

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

**DATE:** October 4, 2016

**SUBJECT:** Reclassification of CASA Services Manager – Division of Youth Services

**Request:**

The attached action is requesting authorization to abolish one (1) unclassified position of CASA Services Manager (Grade 521E), and create one (1) unclassified position of CASA Program Administrator (Grade 524E); reclassifying the incumbent within the Division of Youth Services, effective the beginning of next pay period following passage of Council.

**Why are you requesting:**

Upon the request of the division, and in accordance the Code of Ordinances, the Division of Human Resources conducted a reclassification study on the requested position of CASA Services Manager held by Melynda Jamison within the Division of Youth Services. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, recommendation for the reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$9,234.00.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
CASA Services Manager	(\$62,060.96)	\$0	(\$62,060.96)
CASA Program Administrator	\$0	\$69,507.36	\$69,507.36
<b>Total Annual Impact/ Salary and Benefits \$9,233.61</b>			

**Are funds budgeted?**

Funds are budgeted.

**File Number:**

1125-16

**Director/Commissioner: John Maxwell/Sally Hamilton**

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

