



Lexington-Fayette Urban County Government  
DIVISION OF HUMAN RESOURCES

Jim Gray  
Mayor

Sally Hamilton  
Chief Administrative Officer

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

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

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

**DATE:** August 10, 2015

**SUBJECT:** Create position – Records Management Assistant P/T, Office of the Clerk of the Urban County Council

**Request:**

The attached action is requesting authorization to create one (1) unclassified position of Records Management Assistant P/T (Grade 507N) in the Office of the Clerk of the Urban County Council, effective upon passage by Council.

**Why are you requesting?**

Recently it was determined that a long standing legal hold could be lifted and records can be reviewed for disposition. As such, a part-time staff person is warranted to fill 15-20 hours per week to help complete deliveries of record requests, pick-up record transmittal and free the Records Management Analyst Sr. to handle more important matters requiring attention.

Upon the request of the division, and in accordance with Section 22-2 (4) of the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position of Records Management Assistant P/T within the Clerk's Office. The positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$15,079.82

| Position Title  | Annual Salary Before | Annual Salary After | Annual Increase/Decrease |
|---|----------------------|---------------------|--------------------------|
| Records Management Assistant P/T                                    | \$0                  | \$13,989.87         | \$13,989.87              |
| <b>Total Annual Impact/<br/>Salary and Benefits<br/>\$15,079.82</b> |                      |                     |                          |

**Are the funds budgeted?**

Funds are budgeted.

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

**File Number:**

1012-15

**Director/Commissioner:**

John Maxwell/Sally Hamilton