



M E M O R A N D U M

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

FROM:

John Maxwell by Amralters

John Maxwell, Director
Division of Human Resources

DATE: June 28, 2021

RE: Abolish and Create Positions - FY 2022 Budget

The attached action amends the classified civil service, unclassified civil service and sworn authorized strength, abolishing and creating positions as approved in the FY 2022 budget process, to become effective July 1, 2021.

These approved positions include the following:

- In 21-5 of the Code of Ordinances:
 - Abolish one (1) vacant classified position of Administrative Officer Sr. (Grade 526E) and create one (1) classified civil service position of Administrative Officer (Grade 523E) in the Department of Information Technology.
 - Abolish one (1) vacant classified position of Technical Specialist (Grade 515N) in the Division of Computer Services.
 - Abolish one (1) vacant classified position of Staff Assistant Sr. (Grade 510N) in the Division of Purchasing.
 - Create one (1) classified civil service position of Human Resources Analyst (Grade 520E) in the Division of Human Resources.



- Create three (3) classified civil service positions of Telecommunicator (Grade 514N) and one (1) Radio/Electronics Specialist (Grade 515N) in the Division of Enhanced 911.
 - Create one (1) classified civil service position of Fleet Operations Manager (Grade 521E) in the Division of Fire and Emergency Services.
 - Create one (1) classified civil service position of Grants Manager Sr. (Grade 526E) and one (1) classified civil service position of Affordable Housing Specialist (Grade 518N) in the Division of Grants and Special Programs.
- In 22-5 of the Code of Ordinances:
 - Create one (1) unclassified civil service position of Administrative Aide to the Mayor Sr. (Grade 524E) in the Office of the Mayor.
 - Abolish one (1) vacant unclassified civil service position of Staff Assistant Sr. (Grade 510N) in the Board of Elections.
 - Create one (1) unclassified civil service position of Public Works Apprentice (Grade 504N) in the Division of Streets and Roads.
 - In 23-5 of the Code of Ordinances:
 - Create one (1) position of Police Sergeant (Grade 315N) in the Division of Police.
 - Create five (5) positions of Police Officer (Grade 311N) in the Division of Police.

The fiscal impact for FY 2022 (26 pay periods) will be budget neutral. All funding for the new positions is included in the FY 2022 approved budget.

File Number:

0698-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

