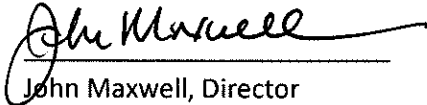




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 16, 2019

RE: Create Administrative Specialist Sr. - Division of Accounting

Request:

The attached is requesting authorization to create one (1) unclassified position of Administrative Specialist Sr. (Grade 516N) in the Division of Accounting, effective upon passage by 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 the Job Analysis Questionnaire (JAQ) and a position audit. The position was 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 the budget year and future budget year?

This has a 12-month future impact of a cost of \$65,347.83 and will be funded by the Police and Fire Pension Board.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr.	\$0	\$45,158.88	\$45,158.88
Total Annual Impact/ Salary and Benefits \$65,347.83			

File Number: 0883-19

Director/Commissioner:

John Maxwell/Sally Hamilton

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

