

**MEMORANDUM**

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

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

**DATE:** February 10, 2017

**SUBJECT:** **Reclassification, Division of Family Services**

**Request:**

The attached action is requesting authorization to abolish one (1) unclassified position of Social Worker Sr. (Grade 516E) and create one (1) unclassified position of Family Services Center Manager (Grade 524E); reclassifying the incumbent within the Division of Family Services, effective beginning of pay period following passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a reclassification study on the requested position of Social Worker Sr. held by Elaina Howard within the Division of Family Services. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$14,817.92.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Social Worker Sr.	(\$53,948.96)	\$0	(\$53,948.96)
Family Services Center Manger	\$0	\$65,817.44	\$65,817.44



**Total Annual Impact/  
Salary and Benefits  
\$14,817.92**

**File Number** 0172-17

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

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

