



MEMORANDUM

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

FROM: _____
Glenda Humphrey George, Director
Division of Human Resources

DATE: January 18, 2024

SUBJECT: Abolish/Create positions – Division of Community and Resident Services

Request:

The attached action is requesting authorization to abolish one (1) unclassified position of Social Services Coordinator (Grade 520E) and create one (1) classified position of Social Services Coordinator (Grade 520E) in the Division of Community and Resident Services, effective upon passage of 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 a Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested position is described in this action.

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

The fiscal impact for FY24 will be budget neutral.

File Number: 0004-24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

