



**MEMORANDUM**

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

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** April 18, 2023

**SUBJECT:** Create position – Division of Community Corrections

**Request:**

The attached action is requesting authorization to create one (1) classified position of Public Information Officer (Grade 523E) in the Division of Community Corrections, effective upon passage of Council.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested position. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) 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 the requested position is described in this action.

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

This has a 12-month future impact of a cost of \$96,975.09 and will be funded using the division's existing personnel funds along with additional funds from freezing a vacant position within the division.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Public Information Officer	\$0	\$67,764.32	\$67,764.32
<b>Total Annual Impact/ Salary and Benefits \$96,975.09</b>			

**File Number:**

[0444-23](#)

**Director/Commissioner: Tamara Walters/Sally Hamilton**

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

