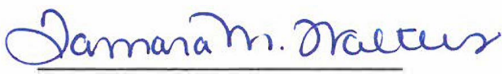




MEMORANDUM

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

FROM: 
Tamara Walters, Director
Division of Human Resources

DATE: June 27, 2022

SUBJECT: Abolish/Create Position – Division of Emergency Management

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Administrative Specialist Sr. (Grade 516N) and create one (1) classified position of Administrative Specialist Principal (Grade 518N) in the Division of Emergency Management, 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 Job Analysis Questionnaires (JAQs) and position audits. 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 \$6,636.93.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr.	(\$48,158.24)	\$0	(\$48,158.24)
Administrative Specialist Principal	\$0	\$53,094.08	\$53,094.08
Total Annual Impact/ Salary and Benefits \$6,636.93			

File Number:

0687-22

Director/Commissioner: Tamara Walters/Sally Hamilton

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

