



M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 26, 2018

RE: **Abolish/Create Positions - Division of Waste Management**

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Commodity Marketing Manager (Grade 519E) and create one (1) classified position of Maintenance Supervisor (Grade 519E) in the Division of Waste Management, 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 action is budget neutral.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Commodity Marketing Manager	(\$52,276.64)	\$0	(\$52,276.64)
Maintenance Supervisor	\$0	\$52,276.64	\$52,276.64
Total Annual Impact/ Salary and Benefits \$0			

File Number:

1290-18

Director/Commissioner:

John Maxwell/Sally Hamilton

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

