




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: August 21, 2017

SUBJECT: Abolish/Create — Code Enforcement

Request:

The attached is requesting authorization to abolish one (1) classified position of Nuisance Control Officer (Grade 513N) and create one (1) classified position of Code Enforcement Officer (Grade 516N) in the Division of Code Enforcement, effective upon passage of Council.

Why are you requesting:

Upon the request of the division, the Division of Human Resources conducted a classification study using standard procedures and the Job Analysis Questionnaire (JAQ). The position was analyzed by staff using the whole job rank and factor comparison methods as well as FLSA test from the Department of Labor. As a result, the recommendations for this request are described in this action.

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

To illustrate, this has a 12-month future impact cost of \$8,490.18 and funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Nuisance Control Officer	(\$38,244.13)	\$0	(\$38,244.13)
Code Enforcement Officer	\$0	\$44,272.80	\$44,272.80
Total Annual Impact/ Salary and Benefits \$8,490.18			

File Number:

0942-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

