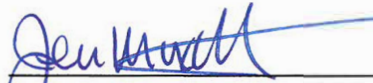




M E M O R A N D U M

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

FROM:


John Maxwell, Director
Division of Human Resources

DATE: November 29, 2021

SUBJECT: Abolish/Create positions –Division of Human Resources

Request:

The attached action is requesting authorization to abolish one (1) vacant unclassified position of Administrative Specialist P/T (Grade 516N) and create one (1) classified position of Safety & Loss Control Specialist (Grade 520E) in the Division of Human Resources, 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 \$56,480.22 and funds will be budgeted through attrition.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist P/T	(\$23,030.80)	\$0	(\$23,030.80)
Safety & Loss Control Specialist	\$0	\$55,987.36	\$55,987.36
Total Annual Impact/ Salary and Benefits \$56,480.22			

File Number:

1252-21

Director/Commissioner: John Maxwell/Sally Hamilton

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

