



MEMORANDUM

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

FROM:

John Maxwell, Director
Division of Human Resources

DATE: April 13, 2022

RE: Abolish/Create Positions – Housing Advocacy & Community Development

Request:

In order to assist with staffing the new Department of Housing Advocacy and Community Development, we are requesting authorization for the following:

- Abolish one (1) vacant classified position of Administrative Specialist Sr. (Grade 516N) in the Division of Community and Resident Services;
- Abolish one (1) vacant unclassified position of Administrative Specialist Sr. (Grade 516N) in the Office of the Chief Administrative Officer;
- Create one (1) classified position of Housing Advocate (Grade 516N) and one (1) classified position of Administrative Specialist Sr. (Grade 516N) in the Department of Housing Advocacy & Community Development.

Why are you requesting?

As a part of a continuous effort, the Department of Housing Advocacy & Community development requested these positions to better meet the ongoing and changing of the department. Additionally, the



requested positions will be working directly with the citizens and work with internal and external partners to address individual and community housing needs.

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

There is no fiscal impact associated with this action.

File Number:

0386-22

Director/Commissioner: John Maxwell/Sally Hamilton

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

