




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: March 29, 2017

SUBJECT: Abolish/Create positions – Division of Waste Management

Request:

The attached action is requesting authorization to abolish one (1) vacant classified position of Electrical Instrumentation Technician (Grade 516N), one (1) vacant classified position of Landfill Inspector (Grade 509N) and one (1) vacant position of Operations Manager (Grade 520E) create three (3) classified positions of Administrative Specialist (Grade 513N), one (1) classified position of Public Service Worker (Grade 507N) and one (1) position of Staff Assistant Sr. (Grade 510N) 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 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 this budget year and future budget years?

To illustrate, this has a 12-month future impact of a cost of \$79,748.51.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Operations Manager	(\$53,813.76)	\$0	(\$53,813.76)
Landfill Inspector	(\$31,464.58)	\$0	(\$31,464.58)
Electrical Instrumentation Tech	(\$44,272.80)	\$0	(\$44,272.80)
Administrative Specialist (x3)	\$0	\$114,732.39	\$114,732.39
Staff Assistant Sr.	\$0	\$33,038.30	\$33,038.30
Public Service Worker	\$0	\$28,540.10	\$28,540.10
Total Annual Impact/ Salary and Benefits \$79,748.51			

File Number:

0375-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

