




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: June 5, 2017

SUBJECT: **Reclassifications - Division of Aging and Disability Services**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Recreation Specialist Sr. (Grade 516E) and create one (1) classified position of Aging Services Program Manager (Grade 520E) and abolish one (1) unclassified position of Aging Services Program Manager (Grade 520E) and create one (1) unclassified position of Aging Services Program Manager Sr. (Grade 524E); reclassifying the incumbents within the Division of Aging and Disability Services, effective the beginning of next pay period following passage of Council.

Why are you requesting:

Upon the request of the division, and in accordance the Code of Ordinances, the Division of Human Resources conducted a reclassification studies on the requested positions of Recreation Specialist Sr. held by Martha Duncan and Aging Services Program Manager held by Sean Wright within the Division of Aging and Disability Services. These positions were analyzed by staff using the whole job rank and factor comparison methods. As a result, recommendations for these reclassifications are described in this action.



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

To illustrate, this has a 12-month future impact of a cost of \$19,367.69.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Recreation Specialist Sr.	(\$50,040.64)	\$0	(\$50,040.64)
Aging Services Program Manager	\$0	\$57,046.08	\$57,046.08
Aging Services Program Manager	(\$60,769.28)	\$0	(\$60,769.28)
Aging Services Program Manager Sr.	\$0	\$69,276.48	\$69,276.48
Total Annual Impact/ Salary and Benefits \$19,367.69			

File Number

0675-17

Director/Commissioner: John Maxwell/Sally Hamilton

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

