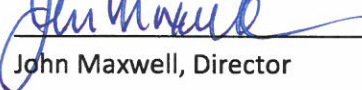




M E M O R A N D U M

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: December 8, 2021

SUBJECT: Abolish/Create Position – Division of Water Quality

Request:

The attached action is requesting authorization to abolish one (1) vacant unclassified position of Administrative Specialist (Grade 513N) and create one (1) classified position of Administrative Specialist (Grade 513N) in the Division of Water Quality, effective upon passage of Council.

Why are you requesting?

Upon the request of the division, 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 year?

This action is budget neutral.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist	(\$40,584.96)	\$0	(\$40,584.96)
Administrative Specialist	\$0	\$40,584.96	\$40,584.96



**Total Annual Impact/
Salary and Benefits
\$0**

File Number:

008-22

Director/Commissioner: John Maxwell/Sally Hamilton

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

