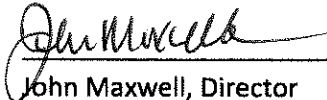




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: May 31, 2016

SUBJECT: **Reclassification of Administrative Specialist Sr. — Department of Environmental Quality and Public Works**

Request:

The attached action is requesting authorization to abolish one (1) classified position of Administrative Specialist Sr. (Grade 516N) and create one (1) classified position of Administrative Specialist Principal (Grade 518E); reclassifying the incumbent within the Department of Environmental Quality and Public Works, effective upon passage of Council.

Why are you requesting:

Upon the request of the department, and in accordance with the Code of Ordinances, the Division of Human Resources conducted a reclassification study on the requested position of Administrative Specialist Sr. held by Sandra Burke within the Department of Environmental Quality and Public Works. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the reclassification is described in this action.

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

To illustrate, this has a 12-month future impact of a cost of \$6,393.57 and funds are budgeted.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Specialist Sr.	(\$51,203.36)	\$0	(\$51,203.36)
Administrative Specialist Principal	\$0	\$56,324.32	\$56,324.32
Total Annual Impact/ Salary and Benefits \$6,393.57			

File Number:

0682-16

Director/Commissioner: John Maxwell/Sally Hamilton

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

