




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: May 25, 2018

RE: **Abolish/Create - Division of Community Corrections**

Request:

The attached is requesting authorization to abolish one (1) vacant classified position of Corrections Captain (Grade 115E) and create one (1) classified position of Administrative Specialist Sr. (Grade 516N) in the Division of Community Corrections, 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 study was conducted according to standard procedures using the Job Analysis Questionnaire (JAQ) and position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position as described in this action.

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

To illustrate, this has a estimated 12-month future impact of a savings of \$54,129.37.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Corrections Captain	(\$71,788.00)	\$0	(\$71,788.00)
Administrative Specialist Sr.	\$0	\$44,272.80	\$44,272.80
Total Annual Impact/ Salary and Benefits (\$54,129.37)			

File Number:

0603-18

Director/Commissioner:

John Maxwell/Sally Hamilton

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

