



MEMORANDUM

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

FROM: 
Glenda Humphrey George, Director
Division of Human Resources

DATE: August 12, 2024

SUBJECT: Create position – Division of Human Resources

Request:

The attached action is requesting authorization to abolish one (1) classified position of Staff Assistant Sr. (Grade 511N) and create one (1) classified position of Administrative Specialist (Grade 516N) in the Division of Human Resources, effective upon passage of Council.

Why are you requesting:

The Division of Human Resources requests to create an Administrative Specialist position to assist with increasing administrative duties that will expand from one section to multiple sections throughout the division.

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

This has a 12-month future impact cost of \$13,817.12.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Staff Assistant Sr.	\$39,257.92	\$0	(\$39,257.92)
Administrative Specialist	\$0	\$50,103.04	\$50,103.04
Total Annual Impact/ Salary and Benefits \$13,817.12			



File Number: 0780-24

Director/Commissioner: Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

