



# Lexington-Fayette Urban County Government

200 E. Main St  
Lexington, KY 40507

## Legislation Text

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**File #:** 1012-15, **Version:** 1

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An Ordinance amending the authorized strength by creating one (1) Unclassified Civil Service Position of Records Management Assistant P/T, Grade 507N, in the Office of the Council Clerk, effective upon passage of Council. [Div. of Human Resources, Maxwell]

Authorization to create one (1) unclassified position of Records Management Assistant P/T (Grade 507N) in the Office of the Clerk of the Urban County Council, effective upon passage by Council.

Recently it was determined that a long standing legal hold could be lifted and records can be reviewed for disposition. As such, a part-time staff person is warranted to fill 15-20 hours per week to help complete deliveries of record requests, pick-up record transmittal and free the Records Management Analyst Sr. to handle more important matters requiring attention. Upon the request of the division, and in accordance with Section 22-2 (4) of the Code of Ordinances, the Division of Human Resources conducted a classification study on the requested position of Records Management Assistant P/T within the Clerk's Office. The positions were 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. Funds are budgeted. This has a 12-month future impact of a cost of \$15,079.82.(L1012-15)(Maxwell/Hamilton)

Budgetary Implications [select]: Yes

Advance Document Review:

**Law:** { Select No

**Risk Management:** {Select No

Fully Budgeted : BA in process

Account Number:

This Fiscal Year Impact: \$15,079.82

Annual Impact: \$

Project:

Activity:

Budget Reference:

Current Balance: BA in process

BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY  
GOVERNMENT

Section 1 - That the following subsection line number in the unclassified civil service  
authorized strength be and hereby is created to read as follows:

120.025      1      164    507N            Records Management Assistant P/T

Section 2 - That this Ordinance shall become effective upon passage of Council.

PASSED URBAN COUNTY COUNCIL:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF URBAN COUNTY COUNCIL