



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

May 18, 2023

MEMORANDUM

TO: Chris Lee, Staff Assistant
Finance and Personnel
Office of the City Clerk

From: Nik Kovac
Budget & Management Director

Subject: Communication from the Department of Administration - Budget and Management Division amending the 2023 Positions Ordinance in the Department of Administration and BOZA.

We are requesting the 2023 Positions Ordinance be amended to add one position of Deputy Director to the Department of Administration-Office of the Director. The Deputy Director will ensure the efficient and effective daily operations of DOA and facilitate optimal communication with elected officials relative to the critical work the department performs.

The BOZA Administrative Supervisor will provide executive level administrative support and will assist in appeals functions and office administration.

These changes are requested to take effect pay period 17, 2023.

Please amend the 2023 Positions Ordinance as follows:

<u>Dept./Position Title</u>	<u>Add</u>
DEPARTMENT OF ADMINISTRATION <u>OFFICE OF THE DIRECTOR</u>	
Department of Administration-Deputy Director	1
 <u>BOARD OF ZONING APPEALS</u>	
BOZA Administrative Supervisor.....	1

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