

March 11, 1968

General Carl Sutherland  
Personnel Director  
City Hall Annex  
Atlanta, Georgia 30303

Dear General Sutherland:

This is to respectfully request the reclassification of Position Number 8 in the Housing Resources Division, Department of Mayor from Stenographer-Clerk, Salary Range 35 to Senior Stenographer, Salary Range 38.

Justification for this request is contained in the attached job description prepared by Colonel Malcolm Jones, Housing Coordinator.

Your consideration of this request will be greatly appreciated.

Sincerely yours,



R. Earl Landers  
Administrative Assistant

REL:lp

Attachment

CC: Finance Committee  
Mr. Dan Sweat ✓  
Colonel Malcolm Jones