

CITY OF OAKLAND

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OFFICE OF THE CITY CLERK  
OAKLAND

# AGENDA REPORT

2013 MAY 30 PM 4: 11

TO: DEANNA J. SANTANA  
CITY ADMINISTRATOR

FROM: Jim Reese

SUBJECT: Semi-Annual Vacancy Report

DATE: May 20, 2013

City Administrator  
Approval

Date

COUNCIL DISTRICT: City-Wide

## RECOMMENDATION

Staff recommends acceptance of this semi-annual informational report on budgeted vacant positions and hiring for the Period September 6, 2012 Through April 8, 2013.

## EXECUTIVE SUMMARY

This is an informational report that provides an update on vacant positions and hiring from September 6, 2012 through April 8, 2013.

- **Vacancies:** The chart on page 2 provides a summary and *Attachment A* provides a list of the vacancies citywide, broken out by department or agency, including the primary fund associated with the position.
- **Hiring Since September 6, 2012:** *Attachment B* provides a list of all positions that were filled with new hires since September 6, 2012 through April 8, 2013.

## OUTCOME

There are no specific outcomes associated with acceptance of this informational report.

## BACKGROUND/LEGISLATIVE HISTORY

The Department of Human Resources Management (DHRM) provides a semi-annual report on vacancies to the Finance and Management Committee. Additionally, Resolution No. 82532 C.M.S., adopted on February 16, 2010, implemented a hiring freeze for positions in the General Fund and requires that City Council be provided with reports of hiring activity during the hiring freeze.

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**ANALYSIS**

**A. Citywide Vacancies**

The lists of vacancies provided below and in *Attachment A* capture true vacancies citywide. A “true vacancy” is defined as a vacant position that is not personnel-encumbered in any other way, i.e. linked, frozen, funding allocated (fully or partly) to temporary personnel staffing, overtime, or backfill/acfing costs.

In the last report presented in September 2012, there were 295.54 FTE positions vacant citywide; as of April 8, 2013, there were 295.88 FTE positions vacant citywide. In general, the City’s vacancy rate has fluctuated between 6% and 8% for the past two years.

FUND	TYPE	VACANT	ALL POSITIONS	% VACANT
GPF (1010)	Sworn (Fire)	76.00	498.00	15.26%
	Sworn (Police)	0.00	593.00	0.00%
	Civilian	83.40	1034.10	8.06%
Total GPF (1010)		159.40	2125.10	7.50%
Non-GPF	Sworn (Fire)	0.00	2.00	0.00%
	Sworn (Police)	0.00	60.00	0.00%
	Civilian	136.48	1626.29	8.39%
Total Non-GPF		136.48	1688.29	8.08%
All Funds	Sworn (OPD & OFD)	76.00	1153.00	6.59%
	Civilian	219.88	2660.39	8.26%
Citywide Total		295.88	3813.39	7.75%

**B. Hiring Since September 6, 2012**

The list of positions provided in *Attachment B* captures all of the new hires since September 6, 2012 all of which conform to the requirements of Resolution No. 82532 C.M.S., adopted on February 16, 2010, which required that General Fund positions exempted from the hiring freeze meet one of four criteria:

- 1) the position is required to meet federal, state, or local mandates;
- 2) the position is already budgeted and is necessary to ensure provision of critical City services or operations;
- 3) the position is part of a program or activity that is revenue-generating and fully cost-covering; or
- 4) the position is necessary to carry out programs supported by the American Reinvestment & Recovery Act (ARRA or Stimulus Program) or other grants.

Additionally, positions for which funding comes from a non-General Fund source may only be filled if the appointment does not increase a negative balance in the fund. A total of two hundred and sixty-nine (269) assignments were filled during the reporting period of September 6, 2012 to April 8, 2013.

**PUBLIC OUTREACH/INTEREST**

No public outreach was necessary for this report.

**COORDINATION**

DHRM coordinated the collection and verification of data provided in this report with staff in each of the City's departments, the Budget Office, and the Office of the City Attorney.

**COST SUMMARY/IMPLICATIONS**

All positions reflected in this report are budgeted positions. Leaving positions vacant and freezing certain positions provides some support of the budgeted assumptions for the vacancy rate in departments.

**SUSTAINABLE OPPORTUNITIES**

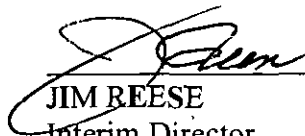
***Economic:*** There are no economic impacts associated with this informational report.

***Environmental:*** There are no environmental impacts associated with this informational report.

***Social Equity:*** There are no social equity impacts associated with this informational report.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



JIM REESE  
Interim Director  
Department of Human Resources Management

Prepared by:  
Kip Walsh, Recruitment & Classification Manager

Attachments: **A – Citywide Vacancies by Department**  
**B – Positions Filled September 6, 2012 to April 8, 2013**

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DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE	POS#	Vacancy Date
CITY ADMIN	02971	2195	Admin Analyst II, PPT	AP102	TW1	0.50	33786.33786	3/1/2013
CITY ADMIN	02631	1010	Administrative Analyst II	AP106	TW1	1.00	32650.3927	11/29/2011
CITY ADMIN	02111	1010	Assistant City Administrator	EM128	UK1	1.00	34259.34259	7/1/2012
CITY ADMIN	02811	1010	City Administrator Analyst	MA109	U31	1.00	34091.32721	12/9/2012
CITY ADMIN	02851	1010	Financial Analyst, Principal	AF041	UM2	1.00	33854.33854	7/1/2012
CITY ADMIN	02991	1010	Graphic Design Specialist	AP191	TW1	1.00	33362.49	3/2/2013
CITY ADMIN	02111	1760	Program Analyst III	SC204	UM2	1.00	32570.32570	9/2/2012
CITY ADMIN	02881	1010	Public Service Representative	SS169	SD1	1.00	33554.2702	1/29/2013
CITY ADMIN	02881	1010	Public Service Representative	SS169	SD1	1.00	33557.3391	2/15/2013
CITY ADMIN	02431	1770	Real Estate Agent	AP308	TF1	1.00	33292.5637	4/19/2013
CITY ADMIN	02431	1770	Real Estate Services Manager	EM201	UM2	1.00	33926.33647	5/10/2012
CITY ADMIN	02881	1010	Revenue Operations Supervisor	SC213	UH1	1.00	33855.33855	7/1/2012
CITY ADMIN	02421	1610	Urban Economic Analyst II	AP346	TW1	1.00	33111.31603	4/19/2013
CITY ADMIN	02421	1610	Urban Economic Analyst IV, Projects	AP350	TW1	1.00	33444.124	10/26/2012
CITY ADMIN	02421	1610	Urban Economic Coordinator	SC231	UM2	1.00	33297.3827	12/21/2012
CITY ADMIN Total						14.50		
CITY ATTORNEY	04311	1100	Deputy City Attorney V	EM136	U41	1.00	13456.13456	3/8/2013
CITY ATTORNEY	04111	1010	Legal Administrative Assistant	SS133	TW1	1.00	4912.4912	10/21/2012
CITY ATTORNEY Total						2.00		
DHRM	05211	1010	Human Resource Analyst (CONF)	AP204	TA1	1.00	26345.26345	3/1/2013
DHRM	05211	1010	Human Resource Technician	TC117	TW1	1.00	28250.5740	1/4/2013
DHRM Total						2.00		
FINANCE	08222	1010	Accountant II	AF021	SD1	1.00	28363.28363	10/15/2010
FINANCE	08222	1010	Accounting Supervisor	SC101	UH1	1.00	34150.34150	7/1/2012
FINANCE	08751	7100	Administrative Services Manager I	MA103	UM2	1.00	34223.34223	7/1/2012
FINANCE	08261	1010	Budget & Operations Analyst III	AF047	UM2	0.80	32679.4929	2/3/2012
FINANCE	08261	1010	Budget & Operations Analyst III	AF047	UM2	0.80	33571.30632	8/17/2012
FINANCE	08721	1010	Controller, Assistant	EM217	UM2	1.00	34222.34222	7/1/2012
FINANCE	08111	1010	Exec Asst to Agency Director	SS124	UM1	0.50	1053.1053	11/24/2012
FINANCE	08211	1010	Systems Accountant III	AF045	TW1	0.80	12220.1508	11/23/2012
FINANCE Total						6.90		
POLICE	106510	2411	Account Clerk II	AF020	SD1	1.00	30705.30705	8/5/2011
POLICE	106510	1010	Accountant II	AF021	SD1	1.00	27528.27528	3/19/2013
POLICE	103130	1010	Animal Control Officer	PS100	SC1	1.00	27505.1509	3/14/2011
POLICE	103130	1010	Animal Control Officer	PS100	SC1	1.00	27506.2682	8/5/2012
POLICE	103130	1010	Animal Control Officer, PPT	PS195	SC1	0.50	31420.30532	2/18/2011
POLICE	102610	1010	Criminalist I	PS114	SD1	1.00	11747.11747	8/17/2012
POLICE	102610	1010	Criminalist I	PS114	SD1	1.00	2067.2067	2/8/2013
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00	24459.21979	6/9/2012
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00	15095.15095	6/24/2012
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00	26910.26910	6/15/2012
POLICE	102610	1010	Latent Print Examiner III	PS188	TW1	1.00	34230.34230	2/20/2013
POLICE	107511	1010	Parking Control Technician	TR164	SC1	1.00	34187.2548	1/4/2013
POLICE	107511	1010	Parking Control Technician	TR164	SC1	1.00	34197.30606	1/31/2012
POLICE	107511	1010	Parking Control Technician	TR164	SC1	1.00	34198.30731	11/18/2011
POLICE	107511	1010	Parking Control Technician, PPT	TC134	SC1	1.00	34170.2183	4/13/2012
POLICE	103310	1010	Police Communications Dispatcher	PS162	SC1	1.00	1149.1149	11/14/2012
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00	33652.33652	2/14/2013
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00	33653.33653	5/10/2012
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00	33654.33654	5/10/2012
POLICE	103310	1010	Police Communications Supervisor	PS164	UH1	1.00	19337.19337	1/4/2013
POLICE	101130	1010	Police Records Specialist	SS165	SD1	1.00	22766.2275	2/22/2013
POLICE	103242	1010	Police Records Specialist	SS165	SD1	1.00	9499.2370	2/22/2013
POLICE	102350	1010	Police Services Technician II	PS173	SC1	1.00	22965.1279	1/13/2013
POLICE	107010	1010	Police Services Technician II	PS173	SC1	1.00	29810.2689	3/2/2013
POLICE	107110	1010	Police Services Technician II	PS173	SC1	1.00	29866.362	12/22/2012
POLICE	107110	1010	Police Services Technician II	PS173	SC1	1.00	30028.28228	2/28/2013
POLICE	107510	2172	Police Services Technician II	PS173	SC1	20.00	TBD	2/20/2013
POLICE	101110	1010	Public Information Officer II	AP299	TW1	1.00	34231.34231	2/13/2013
POLICE	103130	1010	Volunteer Program Specialist II	AP353	TW1	1.00	27516.19726	8/4/2012

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE	POS#	Vacancy Date
<b>POLICE Total</b>						47.50		
FIRE	20411	1010	Battalion Chief	PS102	FQ1	1.00	25211.1601	5/30/2010
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	1269.1269	12/20/2012
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	14098.2112	11/20/2012
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	2270.2270	12/24/2009
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25192.5068	7/21/2012
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25217.6914	3/18/2013
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25219.12523	6/7/2012
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25276.5426	11/25/2012
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25340.21531	11/23/2011
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25364.436	2/18/2011
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	25378.5782	8/26/2011
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00	33929.33635	10/2/2012
FIRE	20411	1010	Captain of Fire Department	PS104	FQ1	1.00	32342.10539	4/17/2012
FIRE	20814	1010	Captain of Fire Department	PS103	FQ1	1.00	16812.1390	2/11/2011
FIRE	20311	1010	Deputy Chief of Fire Department	PS117	UU1	1.00	24873.24873	3/2/2013
FIRE	20711	2123	Emergency Planning Coordinator, Sr	SC140	TW1	1.00	31343.28480	8/25/2009
FIRE	20711	2123	Emergency Planning Coordinator, Sr	SC140	TW1	1.00	34297.34297	3/20/2013
FIRE	20711	2123	Emergency Planning Coordinator, Sr	SC140	TW1	1.00	34298.34298	3/20/2013
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	12530.12530	12/9/2011
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	14089.1838	12/30/2010
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	14132.2166	12/24/2011
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25165.2630	9/1/2012
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25193.5070	7/4/2012
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25207.6013	10/22/2012
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25265.1743	3/22/2013
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25274.1157	2/18/2011
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25278.18310	10/16/2012
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00	25334.21549	5/11/2012
FIRE	20411	1010	Engineer of Fire Department	PS119	FQ1	1.00	32344.17268	1/28/2011
FIRE	20251	2412	Fire Communications Dispatcher	PS123	SC1	1.00	401.401	1/18/2013
FIRE	20251	2412	Fire Communications Dispatcher	PS123	SC1	1.00	939.939	11/1/2012
FIRE	20251	3100	Fire Communications Dispatcher	PS123	SC1	1.00	2817.2817	11/29/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	22051.21598	4/4/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	22320.22320	12/23/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	22626.22416	12/10/2010
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	24792.24792	4/1/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25135.1476	7/25/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25143.1761	5/13/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25154.1920	4/5/2013
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25185.5790	12/23/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25200.5650	5/3/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25206.5997	5/1/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25216.10504	1/18/2013
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25317.3157	12/16/2005
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25318.5071	11/27/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25321.2180	4/1/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25322.2267	8/31/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	25327.3152	5/2/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	2563.2563	12/10/2010
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26296.2461	4/1/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26301.22441	4/1/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26570.1609	12/14/2008
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26572.5427	4/17/2009
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26574.3156	9/29/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26577.3166	11/3/2009
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26582.5052	2/22/2013
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26586.810	11/19/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26611.841	12/22/2012
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26631.3173	2/22/2012

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE	IPOS#	Vacancy Date
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26640.2618	6/11/2011
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00	26645.3163	7/2/2011
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00	19448.821	12/23/2012
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00	26840.1815	12/1/2010
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00	26841.262	12/20/2011
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00	26842.1302	4/6/2012
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	19342.2062	5/11/2009
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	19345.14121	10/31/2008
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	19356.14790	10/31/2008
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	19358.1524	1/18/2013
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	22333.21545	10/14/2011
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	22342.21555	4/6/2007
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	22347.3150	4/6/2007
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	25282.10553	1/24/2007
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	25285.14157	4/6/2007
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	25314.10557	4/1/2011
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	25315.2673	12/10/2010
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00	25316.3143	10/7/2005
FIRE	20341	1010	Fire Investigator	PS181	FQ1	1.00	18302.18302	12/26/2012
FIRE	20331	1010	Fire Prevent Bureau Inspect, Civil	PS142	SC1	1.00	28094.21523	1/20/2013
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	1795.1795	12/24/2011
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25136.1507	1/6/2012
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25184.5428	1/6/2012
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25231.1006	4/3/2012
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25234.5062	6/8/2012
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25365.1286	6/8/2012
FIRE Total						85.00		
PUBLIC WORKS	30541	4100	Auto Equipment Mechanic	TR100	SB1	1.00	24043.3592	11/30/2012
PUBLIC WORKS	30541	4100	Auto Equipment Painter	TR101	SB1	1.00	24070.1239	12/26/2012
PUBLIC WORKS	30234	5510	Capital Improvement Project Coor	SC112	UM2	1.00	31814.19887	4/13/2012
PUBLIC WORKS	30232	3100	Construction Coordinator	SC251	TF1	1.00	31792.5886	8/10/2012
PUBLIC WORKS	30232	3100	Construction Coordinator	SC251	TF1	1.00	31793.337	12/29/2012
PUBLIC WORKS	30232	3100	Construction Inspector, Sup II	SC244	UH1	1.00	31790.18370	11/19/2010
PUBLIC WORKS	30632	4400	Custodian	TR120	SC1	1.00	24041.5093	11/25/2012
PUBLIC WORKS	30632	4400	Custodian	TR120	SC1	1.00	24074.1321	6/30/2012
PUBLIC WORKS	30632	4400	Custodian	TR120	SC1	1.00	32352.32352	8/4/2011
PUBLIC WORKS	30633	4400	Custodian	TR120	SC1	1.00	24091.1846	5/13/2012
PUBLIC WORKS	30635	2310	Custodian	TR120	SC1	1.00	23730.6261	3/9/2012
PUBLIC WORKS	30635	2310	Custodian	TR120	SC1	1.00	23927.2379	2/23/2013
PUBLIC WORKS	30635	2310	Custodian	TR120	SC1	1.00	23957.14904	11/25/2012
PUBLIC WORKS	30635	4400	Custodian	TR120	SC1	1.00	24225.18711	5/13/2012
PUBLIC WORKS	30635	4400	Custodian	TR120	SC1	1.00	24226.18712	5/13/2012
PUBLIC WORKS	30635	4400	Custodian	TR120	SC1	1.00	24228.18714	5/13/2012
PUBLIC WORKS	30632	4400	Custodian, PPT	TR121	SC1	0.89	25934.25934	8/14/2012
PUBLIC WORKS	30244	3100	Drafting Technician, Int (Office)	ET110	SD1	1.00	31890.5089	7/1/2010
PUBLIC WORKS	30242	2211	Drafting/Design Technician, Sr	ET109	SD1	1.00	31827.5783	12/11/2010
PUBLIC WORKS	30689	4450	Electrical Engineer II	TR125	TF1	1.00	31156.31156	7/16/2010
PUBLIC WORKS	30541	4100	Employee Fleet & Safety Coordinator	SC240	UM2	1.00	31606.28231	8/17/2012
PUBLIC WORKS	30232	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	32281.32281	7/1/2011
PUBLIC WORKS	30243	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	32415.32415	7/1/2011
PUBLIC WORKS	30232	7760	Engineer, Civil (Office)	ET116	TF1	1.00	32294.32294	6/2/2012
PUBLIC WORKS	30245	7760	Engineer, Civil (Office)	ET116	TF1	1.00	32811.3433	3/17/2013
PUBLIC WORKS	30242	2211	Engineer, Civil Supv (Office)	ET119	TM2	1.00	31838.3417	12/30/2011
PUBLIC WORKS	30541	4100	Equipment Supervisor	SC146	UH1	1.00	23983.3605	12/31/2012
PUBLIC WORKS	30651	4400	Facilities Complex Manager	MA110	UM2	1.00	264650.264650	7/1/2011
PUBLIC WORKS	30652	2310	Gardener Crew Leader	TR140	SC1	1.00	32664.5154	12/14/2012
PUBLIC WORKS	30541	4100	Heavy Equipment Mechanic	TR148	SB1	1.00	24132.2656	12/28/2012
PUBLIC WORKS	30541	4100	Heavy Equipment Mechanic	TR148	SB1	1.00	24158.13129	3/19/2013
PUBLIC WORKS	30541	4100	Heavy Equipment Mechanic	TR148	SB1	1.00	24159.13151	3/17/2013
PUBLIC WORKS	30541	4100	Heavy Equipment Service Worker	TR147	SC1	1.00	24048.3601	12/30/2011

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE	POS#	Vacancy Date
PUBLIC WORKS	30541 -	4100	Heavy Equipment Service Worker	TR147	SC1	1.00	24119.3603	9/16/2012
PUBLIC WORKS	30634 -	4400	Maintenance Mechanic, PPT	TR204	SB1	0.50	32063.32063	7/1/2010
PUBLIC WORKS	30533 -	3100	Management Assistant	AP235	UM2	1.00	34276.34276	3/14/2013
PUBLIC WORKS	30652 -	1720	Park Attendant, PPT	SS157	SC1	1.00	24324.22113	8/10/2009
PUBLIC WORKS	30652 -	2310	Park Equipment Operator	TR162	SC1	1.00	23837.3676	12/31/2011
PUBLIC WORKS	30652 -	2310	Park Supervisor I	SC193	UH1	1.00	23974.3699	8/3/2012
PUBLIC WORKS	30684 -	3100	Program Analyst II	AP293	TW1	1.00	33674.33674	7/1/2012
PUBLIC WORKS	30214 -	7760	Program Analyst III	SC204	UM2	1.00	34367.34367	3/27/2013
PUBLIC WORKS	30245 -	5321	Program Analyst III	SC204	UM2	1.00	31906.27705	12/12/2011
PUBLIC WORKS	30683 -	1720	Program Analyst III	SC204	UM2	1.00	33916.33916	9/17/2012
PUBLIC WORKS	30211 -	5321	Project Manager II	EM211	UM1	1.00	34366.34366	3/27/2013
PUBLIC WORKS	30232 -	5320	Project Manager II	EM211	UM1	1.00	32047.32047	8/24/2010
PUBLIC WORKS	30532 -	3100	Public Works Maintenance Worker	TR174	SC1	1.00	24299.19829	2/17/2013
PUBLIC WORKS	30534 -	2141	Public Works Maintenance Worker	TR174	SC1	1.00	23695.3495	12/10/2011
PUBLIC WORKS	30534 -	2230	Public Works Maintenance Worker	TR174	SC1	1.00	23887.3488	2/17/2013
PUBLIC WORKS	30534 -	2230	Public Works Maintenance Worker	TR174	SC1	1.00	23926.5462	11/11/2012
PUBLIC WORKS	30534 -	2231	Public Works Maintenance Worker	TR174	SC1	1.00	32304.32304	12/15/2011
PUBLIC WORKS	30674 -	1710	Public Works Maintenance Worker	TR174	SC1	1.00	23815.5109	7/15/2012
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC1	1.00	23786.1829	8/31/2012
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC1	1.00	23862.1548	9/15/2012
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC1	1.00	26106.2674	9/2/2012
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC1	1.00	31295.6619	11/25/2012
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC1	1.00	32061.1618	9/4/2012
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Leader	TR175	SC1	1.00	24019.217	1/20/2013
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Leader	TR175	SC1	1.00	24139.3518	10/15/2011
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Planner	TR206	TW1	1.00	34270.34270	9/17/2012
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Worker	TR176	SC1	1.00	24185.9994	2/17/2013
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Worker	TR176	SC1	1.00	24196.1817	1/8/2012
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Worker	TR176	SC1	1.00	24200.3535	8/4/2012
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Worker	TR176	SC1	1.00	32320.32320	11/11/2012
PUBLIC WORKS	30533 -	3100	Sewer Maintenance Worker	TR176	SC1	1.00	32321.32321	6/10/2012
PUBLIC WORKS	30232 -	7760	Spatial Data Analyst III	AP327	TW1	1.00	32840.32295	7/1/2011
PUBLIC WORKS	30632 -	4400	Stationary Engineer	TR178	SB1	0.25	32351.32351	7/1/2011
PUBLIC WORKS	30632 -	4400	Stationary Engineer	TR178	SB1	1.00	24024.3623	1/26/2013
PUBLIC WORKS	30633 -	4400	Stationary Engineer	TR178	SB1	1.00	24163.11063	1/22/2013
PUBLIC WORKS	30634 -	4400	Stationary Engineer	TR178	SB1	1.00	24106.2129	5/13/2012
PUBLIC WORKS	30672 -	1720	Street Sweeper Operator	TR181	SC1	1.00	23731.6324	5/11/2012
PUBLIC WORKS	30672 -	1720	Street Sweeper Operator	TR181	SC1	1.00	23763.3555	12/30/2011
PUBLIC WORKS	30672 -	1720	Street Sweeper Operator	TR181	SC1	1.00	23906.3550	7/11/2010
JBLIC WORKS Total						70.64		
DIT	46521 -	4200	Electronics Technician	TC107	SB1	1.00	31207.1078	8/5/2012
DIT	46261 -	1010	Microcomputer Systems Spec III	AP241	TW1	1.00	31218.10374	10/14/2012
DIT	46261 -	1010	Microcomputer Systems Specialist I	AP242	TW1	1.00	32955.32955	1/31/2012
DIT	46251 -	1010	Microcomputer Systems Specialist II	AP243	TW1	1.00	33589.33357	1/31/2012
DIT	46251 -	7760	Microcomputer Systems Specialist II	AP243	TW1	1.00	33766.32298	7/17/2012
DIT	46321 -	4200	Telecommunication Systems Engineer	AP339	TW1	1.00	32956.32956	2/15/2013
DIT Total						6.00		
COMM SERVS	47211 -	2251	Program Analyst I	AP292	TW1	1.00	33858.28607	8/22/2012
COMM SERVS Total						1.00		
PARKS & REC	502332	1010	Facility Security Assistant	PS120	SC1	1.00	32934.32189	12/8/2011
PARKS & REC	501240	1820	Facility Security Assistant, PPT	PS121	SC1	0.75	26434.26434	7/6/2009
PARKS & REC	509290	2310	Gardener Crew Leader	TR140	SC1	1.00	28324.15462	7/8/2012
PARKS & REC	502332	1010	Recreation General Supervisor	MA139	UM2	1.00	34217.32186	10/18/2011
PARKS & REC	502237	1010	Recreation Leader II, PPT	PP133	SC1	0.75	30342.30342	1/18/2013
PARKS & REC	502350	1010	Recreation Leader II, PPT	PP133	SC1	0.75	33620.33620	5/4/2012
PARKS & REC	504410	1010	Recreation Leader II, PPT	PP133	SC1	0.75	31041.30345	8/17/2012
PARKS & REC	509237	1010	Recreation Leader II, PPT	PP133	SC1	0.75	30517.30517	11/9/2012
PARKS & REC	509330	1010	Recreation Leader II, PPT	PP133	SC1	0.75	28410.28410	10/15/2010
PARKS & REC	501270	1820	Recreation Program Director	PP135	SC1	1.00	32877.32204	10/28/2011
PARKS & REC	502233	1010	Recreation Program Director	PP135	SC1	1.00	26188.26188	11/9/2012

DEPT	ORG	PFUND	JOB CLASSIFICATION/TITLE	CLASS#	REP	REV FTE	ROS#	Vacancy Date
PARKS & REC	502331	1010	Recreation Program Director	PP135	SC1	0.50	27397.18762	12/14/2008
PARKS & REC	504410	1010	Recreation Program Director	PP135	SC1	1.00	27473.27473	2/1/2009
PARKS & REC	502310	1010	Recreation Specialist II, PPT	PP138	SC1	1.00	23580.20695	1/4/2013
PARKS & REC	502332	1820	Recreation Specialist II, PPT	PP138	SC1	1.00	32940.4868	12/21/2012
PARKS & REC	502340	1010	Recreation Leader II, PPT	PP133	SC1	0.75	32941.31089	12/8/2011
PARKS & REC Total						13.75		
LIBRARY	61132 -	1010	Librarian II	AP217	SD1	1.00	27996.6838	12/21/2012
LIBRARY	61313 -	2241	Librarian II, PPT	AP218	SD1	0.80	1221.1221	1/4/2013
LIBRARY	61321 -	2241	Librarian, Supervising PPT	SC173	UH1	0.80	33919.3741	7/1/2012
LIBRARY	61212 -	1010	Library Aide	AP221	SD1	1.00	30306.30306	3/16/2012
LIBRARY	61243 -	1010	Library Aide	AP221	SD1	1.00	14602.3744	10/12/2012
LIBRARY	61243 -	1010	Library Aide	AP221	SD1	1.00	3743.3743	10/12/2012
LIBRARY	61132 -	2241	Library Aide, PPT	AP222	SD1	0.80	28010.4858	7/31/2009
LIBRARY	61231 -	2241	Library Aide, PPT	AP222	SD1	0.60	32819.15692	12/21/2012
LIBRARY	61331 -	2241	Library Aide, PPT	AP222	SD1	0.60	19042.19042	9/7/2006
LIBRARY	61332 -	2241	Library Aide, PPT	AP222	SD1	0.60	15439.15439	12/9/2011
LIBRARY	61339 -	2241	Library Aide, PPT	AP222	SD1	0.60	31010.31010	8/24/2011
LIBRARY	61132 -	2241	Library Assistant	AP223	SD1	1.00	28012.26557	12/23/2008
LIBRARY	61321 -	1010	Library Asst, PPT	AP227	SD1	0.00	28023.11974	10/12/2012
LIBRARY	61333 -	2241	Library Asst, PPT	AP227	SD1	0.60	19559.19559	1/31/2008
LIBRARY	61121 -	2241	Museum Guard	PS155	SC1	1.00	32637.218	7/14/2012
LIBRARY	61121 -	2241	Storekeeper II	SS187	UH1	0.50	32754.3579	12/28/2012
LIBRARY Total						11.90		
DHS	78311 -	2251	Administrative Assistant I, PPT	SS103	SD1	0.80	33432.27993	7/6/2012
DHS	75231 -	2128	Case Manager II	AP127	TW1	1.00	3810.3810	6/29/2011
DHS	78231 -	2128	Child Education Coordinator	PP108	UH1	1.00	5607.5607	11/14/2012
DHS	78231 -	2605	Data Entry Operator	SS117	SD1	1.00	32712.32712	8/23/2011
DHS	78231 -	2128	Early Childhood Center Director	PP113	SD1	0.80	5284.5284	12/31/2008
DHS	78231 -	2128	Early Childhood Center Director	PP113	SD1	0.90	3724.3724	12/28/2012
DHS	78231 -	2128	Early Childhood Center Director	PP113	SD1	0.90	3726.3726	8/27/2012
DHS	78231 -	2128	Early Childhood Instructor	PP114	SD1	0.80	13475.13475	10/24/2012
DHS	78231 -	2128	Early Childhood Instructor	PP114	SD1	0.80	30714.30714	10/24/2012
DHS	78231 -	2128	Early Childhood Instructor	PP114	SD1	0.90	10575.10575	4/7/2011
DHS	78231 -	2128	Early Childhood Instructor	PP114	SD1	0.90	3703.3703	6/1/2011
DHS	78231 -	2605	Early Childhood Instructor	PP114	SD1	1.00	32209.32209	8/27/2012
DHS	78241 -	2102	Food Program Coordinator, PPT	SC152	SD1	1.00	2847.2847	3/8/2004
DHS	78231 -	2128	Food Service Worker	TR137	SD1	0.89	33867.2491	7/1/2012
DHS	78231 -	2605	Head Start Supervisor	SC160	UH1	1.00	31501.31501	7/8/2011
DHS	75231 -	2128	Nurse Case Manager	AP263	TW1	1.00	2859.2859	12/23/2011
DHS	78111 -	2159	Program Analyst II, PPT	AP358	TW1	1.00	32843.32843	7/19/2012
DHS Total						15.69		
DPBNP	84411 -	2415	Deputy Director/Building Official	EM143	UM1	1.00	33780.33640	3/31/2013
DPBNP	84431 -	2415	Engineer, Civil (Office)	ET116	TF1	1.00	33207.3432	12/28/2012
DPBNP	84421 -	2415	Engineer, Civil Supv (Office)	ET119	TM2	1.00	33386.17477	8/17/2011
DPBNP	84211 -	2415	Graphic Delineator	TC110	SD1	1.00	33385.32387	2/28/2013
DPBNP	84454 -	2415	Manager, Building Services	EM173	UM1	1.00	34151.34151	2/4/2013
DPBNP	84412 -	2415	Office Assistant II	SS153	SD1	1.00	33264.5624	1/18/2013
DPBNP	84211 -	2415	Planner I	AP269	TW1	1.00	33394.25780	6/15/2012
DPBNP	84211 -	2415	Planner II	AP272	TW1	1.00	33160.18480	1/20/2013
DPBNP	84421 -	2415	Process Coordinator II	AP290	SD1	1.00	33195.10458	8/3/2012
DPBNP	84452 -	2415	Specialty Combination Insp, Senior	IS120	SD1	1.00	33389.32359	2/23/2012
DPBNP	84452 -	2415	Specialty Combination Inspector	IS119	SD1	1.00	33806.5309	8/8/2012
DPBNP	84454 -	2415	Specialty Combination Inspector	IS119	SD1	1.00	33256.2327	6/22/2012
DPBNP	84454 -	2415	Specialty Combination Inspector	IS119	SD1	1.00	33830.18248	3/29/2013
DPBNP Total						13.00		
DHCD	89949 -	2108	Community Dev Prgm Coordinator	SC121	TW1	1.00	33084.24902	6/1/2012
DHCD	89919 -	2109	Development/Redevelopment Prgm MGR	EM233	UM2	1.00	33605.31540	12/28/2012
DHCD	89929 -	1610	Housing Development Coordinator III	AP199	TW1	1.00	33320.18847	7/27/2012
DHCD	89929 -	1610	Housing Development Coordinator III	AP199	TW1	1.00	33321.289	3/16/2012
DHCD	89929 -	2612	Housing Development Coordinator III	AP199	TW1	1.00	33322.3796	9/17/2012



DEPT	ORG	FFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE	POS#	Vacancy Date
DHCD	89969 -	2413	Program Analyst II	AP293	TW1	1.00	33375.17923	10/3/2011
DHCD Total						6.00		

NEW HIRES

September 6, 2012 to April 8, 2013

ATTACHMENT B

DEPT	TITLE	QTY	FUND	FT/PT	EXEMPTION*
Library	Account Clerk III	1	1010	FT	Operations
City Council	City Council PSE 14	1	1010/1610	FT	Legal
City Council	City Council PSE-51	4	1010	FT	Legal
City Council	Council Member	3	1010	FT	Legal
City Administrator	Director of Development	1	1010	FT	Revenue
Fire	Emergency Planning Coordinator	1	1010	FT	Operations
City Administrator	Equal Opportunity Specialist	1	1010	FT	Operations
City Attorney	Exec Asst to City Attorney	1	1010/1610	FT	Legal
Fire	Fire Communications Dispatcher	1	1010	FT	Operations
Fire	Fire Communications Dispatcher, Sr	1	1010	FT	Operations
DHRM	Human Resource Technician	2	1010	FT	Operations
DIT	Information Systems Supervisor	1	1010	FT	Operations
City Clerk	Legislative Recorder	1	1010	FT	Operations
Library	Librarian I	1	1010	FT	Operations
Library	Librarian II	2	1010	FT	Operations
Police	Police Communications Dispatcher	3	1010	FT	Operations
Police	Police Communications Operator	1	1010	FT	Operations
Police	Police Officer (PERS)	2	1010	FT	Operations
Police	Police Records Specialist	2	1010	FT	Operations
Police	Police Services Manager I	1	1010	FT	Operations
Mayor	Special Assistant to the Mayor I	1	1010	FT	Legal
City Attorney	Exempt Limited Duration Employee	1	1010	LD	Operations
DHRM	Exempt Limited Duration Employee	1	1010	LD	Operations
Mayor	Exempt Limited Duration Employee	1	1010	LD	Operations
City Council	City Council PSE 14, PPT	2	1010	PPT	Legal
Parks & Rec	Recreation Attendant II, PPT	1	1010	PPT	Operations
City Administrator	Human Resource Analyst, Senior	1	1010	PROV	Operations
DHRM	Human Resource Technician	1	1010	PROV	Operations
Fire	Administrative Assistant I, PT	1	1010	PT	Operations
Police	Animal Care Attendant, PT	5	1010	PT	Operations
City Council	City Council PSE 14, PT	4	1010	PT	Legal
DHS	Custodian, PT	2	1010	PT	Operations
Library	Library Assistant, PT	1	1010	PT	Operations
Parks & Rec	Lifeguard, PT	2	1010	PT	Operations
Fire	Office Assistant II, PT	1	1010	PT	Operations
Police	Parking Control Technician, PT	9	1010	PT	Revenue
Police	Police Cadet, PT	6	1010	PT	Operations
Police	Police Officer Trainee	86	1010	PT	Operations
Parks & Rec	Recreation Leader I, PT	1	1010	PT	Revenue
Parks & Rec	Recreation Specialist II, PT	2	1010	PT	Revenue
Finance	Senior Aide, PT	1	1010	PT	Legal
City Administrator	Temp Contract Svcs Employee, PT	2	1010	PT	Operations
DHRM	Temp Contract Svcs Employee, PT	2	1010	PT	Operations
City Auditor	Temp Contract Svcs Employee, PT	1	1010	PT	Operations
Police	Temp Contract Svcs Employee, PT	2	1010	PT	Operations
Library	Temp Contract Svcs Employee, PT	1	1010	PT	Operations
General Fund (subtotal)		169			
DPBNP	Account Clerk III	1	2415	FT	Operations
Library	Archivist	1	2241	FT	Operations
Finance	Buyer	2	4550	FT	Operations
Public Works	Chief of Party	1	3100	FT	Operations
Public Works	Custodial Services Supervisor I	1	4400	FT	Operations
DPBNP	Deputy Director, Comm & Econ Dev	1	2415	FT	Operations
DHS	Early Childhood Instructor	3	2128	FT	Grant
Fire	Emergency Planning Coordinator	1	2123	FT	Grant
Public Works	Engineer, Assistant II (Field)	1	2211/3100	FT	Operations
Public Works	Engineer, Assistant II (Office)	4	7760/1750	FT	Operations
City Administrator	Exec Asst to Asst City Administrator	1	1610/2415	FT	Operations
Fire	Fire Communications Dispatcher	1	2412	FT	Operations
Fire	Fire Division Manager	1	2250	FT	Operations

**NEW HIRES**  
September 6, 2012 to April 8, 2013

ATTACHMENT B

DEPT	TITLE	QTY	FUND	FT/PT	EXEMPTION*
Police	Forensic Technician	1	2112	FT	Grant
DHS	Health & Human Svcs Prgm Planner	1	2112	FT	Grant
Public Works	Heavy Equipment Service Worker	1	4100	FT	Operations
Library	Librarian I	1	2241	FT	Operations
Public Works	Maintenance Mechanic	1	4400	FT	Operations
Public Works	Management Intern	3	1720	FT	Operations
DPBNP	Office Assistant II	1	2415	FT	Grant
DHS	Program Analyst I	1	2128	FT	Grant
Public Works	Program Analyst II	1	2990	FT	Operations
Public Works	Public Service Representative	1	7760	FT	Operations
Public Works	Sewer Maintenance Leader	2	3100	FT	Operations
DIT	Spatial Data Analyst III	1	7760	FT	Operations
Mayor	Special Assistant to the Mayor II	1	1760/1610	FT	Operations
Public Works	Street Sweeper Operator	1	1720	FT	Operations
Police	Crossing Guard, PT	3	2416	PT	Grant
Public Works	Custodian, PT	5	4400	PT	Operations
Library	Librarian I, PT	1	2241	PT	Operations
Library	Library Aide, PT	14	2241	PT	Operations
Parks & Rec	Lifeguard, PT	4	1820	PT	Revenue
DPBNP	Planning Intern, PT	1	2415	PT	Operations
Library	Program Analyst I, PT	1	2241	PT	Operations
Parks & Rec	Recreation Aide, PT	1	1820	PT	Revenue
City Administrator	Student Trainee, PT	3	5671	PT	Operations
DHCD	Student Trainee, PT	1	2108	PT	Grant
DHS	Student Trainee, PT	1	1780	PT	Grant
DHS	Student Trainee, PT	7	2128	PT	Grant
DHS	Student Trainee, PT	4	2605	PT	Grant
Fire	Student Trainee, PT	1	2123	PT	Operations
Public Works	Student Trainee, PT	5	1720	PT	Operations
Public Works	Student Trainee, PT	3	2211	PT	Operations
City Administrator	Temp Contract Svcs Employee, PT	1	1760	PT	Operations
DHCD	Temp Contract Svcs Employee, PT	1	2413	PT	Grant
DHCD	Temp Contract Svcs Employee, PT	1	1610/2109	PT	Grant
DHS	Temp Contract Svcs Employee, PT	1	2128	PT	Grant
DPBNP	Temp Contract Svcs Employee, PT	1	2415	PT	Operations
Public Works	Temp Contract Svcs Employee, PT	1	7760	PT	Operations
Public Works	Temp Contract Svcs Employee, PT	1	2211/2230	PT	Operations
Parks & Rec	Van Driver, PT	2	1820	PT	Revenue
<b>Non-General Fund (subtotal)</b>		<b>100</b>			
<b>Grand Total</b>		<b>169</b>			

**\*HIRING FREEZE EXEMPTION CATEGORIES**

Legal - the position is required to meet federal, state, or local mandates;

Operations - the position is budgeted and is necessary to ensure provision of critical City services or operations;

Revenue - the position is part of a program or activity that is revenue-generating and fully cost-covering;

Grant - the position is necessary to carry out programs supported by grants.