



CITY OF OAKLAND

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2012 OCT 11 PM 2:51

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: ANDREA R. GOURDINE
DHRM DIRECTOR

SUBJECT: Semi-Annual Vacancy Report

DATE: October 1, 2012

City Administrator
Approval

Date

10/09/12

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends acceptance of this informational report regarding position vacancies.

EXECUTIVE SUMMARY

This is an informational report that provides an update on vacant positions and hiring from May 7, 2012 through September 6, 2012.

- **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 May 7, 2012:** ***Attachment B*** provides a list of all positions that were filled with new hires since May 7, 2012 through September 6, 2012.

Additionally, at the September 25, 2012 Finance and Management Committee, it was requested that staff include in the Vacancy Report information regarding the savings associated with furlough days and the status of the City's Paid Leave Fund (Fund 1250). That information is also provided below in Section C.

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. 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/acting costs.

In the last report presented in June 2012, there were 259.88 FTE positions vacant citywide; as of September 6, 2012, there were 295.54 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)	62.00	499.00	12.42%
	Sworn (Police)	16.00	593.00	2.69%
	Civilian	69.85	1008.15	6.92%
Total GPF (1010)		147.85	2100.15	7.03%
Non-GPF	Sworn (Fire)	0.00	0.00	0.00%
	Sworn (Police)	0.00	60.00	0.00%
	Civilian	147.69	1613.79	9.15%
Total Non-GPF		147.69	1673.79	8.82%
All Funds	Sworn (OPD & OFD)	78.00	1152.00	6.77%
	Civilian	217.54	2621.94	8.29%
Citywide Total		295.54	3773.94	7.83%

B. Hiring Since May 7, 2012

The list of positions provided in *Attachment B* captures all of the new hires since May 7, 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.

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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 three hundred and six (306) assignments were filled during the reporting period of May 7, 2012 to September 6, 2012.

C. Finance Committee Request for Information: Furlough Savings and Paid Leave Fund

Furlough Savings. Below is the citywide budgeted savings associated with the furlough days. Furlough days were only imposed on non-sworn personnel range from 8 to 22 days depending on the bargaining units. The savings are calculated based on burdened positions. The methodology used is consistent with all furlough savings calculations, as provided by the Budget Office.

General Fund (1010)	\$5,778,345
Other Funds	\$9,713,695
TOTAL SAVINGS	\$15,492,039

Paid Leave Fund. The City's policies and its agreements with employee groups permh employees to accumulate earned but unused vacation, sick leave and other compensatory time to certain amount, e.g., maximum of two times of annual accrual rate. Employees can only sell back the amount of unused vacation specified in their MOU (e.g., 20 days for Local 21 and 15 days for Local 1021).

According to the Controller, the accumulation of employee leave balances are recorded as a liability on the City's books since it represents payment that is potentially owed to employees. At the time of this report, the total accrued compensated absences (Liability) equals \$41.4 million and the Fund 1250 (Paid Leave Fund) has an unaudited fund balance of \$11.9 million. The City's employee leave liability is only 28.7% funded.

In comparing vacation use and buy-backs for the past two fiscal years, the data demonstrates a decrease in the amount of vacation time taken as leave time and an increase in the amount of vacation time buy-backs.

	FY 2012	FY 2011	Variance
Vacation Taken	11,719,837	13,887,202	(2,167,365)
Vacation Buyback	3,309,084	1,903,029	1,406,055

Note: the vacation taken and buyback numbers provide a sample only and do not include other forms of leave accruals or conversions.

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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.

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. Further reductions to vacancies may impact departments' ability to meet the vacancy rate assumption in their budgets.

SUSTAINABLE OPPORTUNITIES


Economic: None.

Environmental: None.

Social Equity: None.

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

Respectfully submitted,



ANDREA R. GOURDINE
Director, Dept. of Human Resources Management

Prepared by:
Kip Walsh, Recruitment & Classification Manager

Attachments: *A – Citywide Vacancies by Department*
 B – Positions Filled May 7, 2012 to September 6, 2012

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DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE
CITY COUNCIL	00211	1010	City Councilmember's Assistant	SS110	TA1	0.50
CITY COUNCIL Total						0.50
MAYOR	01111	1760	Special Assistant to the Mayor	EM215	UM1	1.00
MAYOR Total						1.00
CITY ADMIN	02971	2195	Admin Analyst II, PPT	AP102	TW1	0.50
CITY ADMIN	02631	1010	Administrative Analyst II	AP106	TW1	1.00
CITY ADMIN	02811	1010	Assist to the City Administrator	EM117	U31	1.00
CITY ADMIN	02111	1010	City Administrator Analyst	MA109	U31	1.00
CITY ADMIN	02851	1010	Financial Analyst, Principal	AF041	UM2	1.00
CITY ADMIN	47211	2251	Program Analyst I	AP292	TW1	1.00
CITY ADMIN	02881	1010	Revenue Operations Supervisor	SC213	UH1	1.00
CITY ADMIN	02861	1700	Tax Enforcement Officer II	AF050	SD1	1.00
CITY ADMIN Total						7.50
CITY CLERK	03121	1010	Management Assistant	AP235	UM2	1.00
CITY CLERK Total						1.00
CITY ATTORNEY	04311	1100	Deputy City Attorney III	AL030	TM1	1.00
CITY ATTORNEY	04311	1010	Exec Asst to Asst City Attorney	SS120	UM1	1.00
CITY ATTORNEY Total						2.00
DHRM	05211	1010	Human Resource Analyst, Senior	AP206	UM2	1.00
DHRM	05211	1010	Human Resource Technician	TC117	TW1	1.00
DHRM	05511	1010	Employee Assist Svcs Coordinator	SC141	UM2	0.50
DHRM Total						2.50
CITY AUDITOR	07111	1010	Performance Audit Manager	AP393	UM1	1.00
CITY AUDITOR Total						1.00
FINANCE	08261	1010	Budget & Operations Analyst III	AF047	UM2	0.75
FINANCE	08261	1010	Budget & Operations Analyst III	AF047	UM2	1.00
FINANCE	08243	4550	Buyer	SS193	TW1	1.00
FINANCE	08222	1610	Financial Analyst	AF033	UM2	1.00
FINANCE	08751	1010	Human Resources Manager	EM186	UK2	1.00
FINANCE Total						4.75
POLICE	106510	1010	Account Clerk III	AF030	UH1	1.00
POLICE	101130	1010	Administrative Analyst II	AP106	TW1	1.00
POLICE	102340	1010	Administrative Analyst II	AP106	TW1	1.00
POLICE	106210	1150	Administrative Analyst II	AP106	TW1	1.00
POLICE	107710	1010	Administrative Analyst II	AP106	TW1	1.00
POLICE	107511 - Parkin		Administrative Services Manager II	EM100	UM1	1.00
POLICE	103130	1010	Animal Control Officer	PS100	SC1	1.00
POLICE	103130	1010	Animal Control Officer	PS100	SC1	1.00
POLICE	103130	1010	Animal Control Officer, PPT	PS195	SC1	0.50
POLICE	102610	1010	Criminalist I	PS114	SD1	1.00
POLICE	102610	2112	Criminalist I	PS114	SD1	1.00
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00
POLICE	102610	1010	Criminalist II	PS112	TW1	1.00
POLICE	107510	2416	Crossing Guard, PPT	PS115	SC1	1.00
POLICE	107510	2416	Crossing Guard, PPT	PS115	SC1	1.00
POLICE	107510	2416	Crossing Guard, PPT	PS115	SC1	1.00
POLICE	107510	2416	Crossing Guard, PPT	PS115	SC1	1.00
POLICE	102610	2112	Forensic Technician	PS196	SC1	1.00
POLICE	106510	1010	Information Systems Supervisor	SC169	UM2	1.00
POLICE	102610	1010	Latent Print Examiner II	PS187	TW1	1.00
POLICE	107310	1010	Lieutenant of Police (PERS)	PS194	PP1	1.00
POLICE	107310	1010	Lieutenant of Police (PERS)	PS194	PP1	1.00
POLICE	107710	1010	Parking Control Technician	TR164	SC1	1.00

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE
POLICE	107710	1010	Parking Control Technician	TR164	SC1	1.00
POLICE	107710	1010	Parking Control Technician, PPT	TC134	SC1	1.00
POLICE	103310	1010	Police Communications Dispatcher	PS162	SC1	1.00
POLICE	103310	1010	Police Communications Dispatcher	PS162	SC1	1.00
POLICE	103310	1010	Police Communications Dispatcher	PS162	SC1	1.00
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00
POLICE	103310	1010	Police Communications Operator	PS163	SC1	1.00
POLICE	107310	1010	Police Evidence Technician	PS165	SC1	1.00
POLICE	101110	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	101130	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	102340	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	102340	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	102510	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	103430	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	107510	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	101110	1010	Police Records Specialist	SS165	SD1	1.00
POLICE	102110	1010	Police Services Manager I	MA152	UM1	1.00
POLICE	101120	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	101130	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102320	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102320	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102330	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102330	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102330	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102330	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	102340	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	107310	1010	Sergeant of Police (PERS)	PS192	PP1	1.00
POLICE	107710	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	107710	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	107710	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	107710	1010	Sergeant of Police (PERS)	PS179	PP1	1.00
POLICE	106210	1010	Support Services Supervisor	SC225	UM2	1.00
POLICE	103130	1010	Volunteer Program Specialist II	AP353	TW1	1.00
POLICE Total						60.50
FIRE	20411	1010	Battalion Chief	PS102	FQ1	1.00
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00
FIRE	20411	1010	Captain of Fire Department	PS103	FQ1	1.00
FIRE	20411	1010	Captain of Fire Department	PS104	FQ1	1.00
FIRE	20411	1010	Captain of Fire Department	PS104	FQ1	1.00
FIRE	20814	1010	Captain of Fire Department	PS103	FQ1	1.00
FIRE	20711	2123	Emergency Planning Coordinator	SC138	TW1	1.00
FIRE	20711	2123	Emergency Planning Coordinator, Sr	SC140	TW1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS118	FQ1	1.00
FIRE	20411	1010	Engineer of Fire Department	PS119	FQ1	1.00

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE
FIRE	20251	1010	Fire Communications Dispatcher	PS123	SC1	1.00
FIRE	20251	2412	Fire Communications Dispatcher	PS123	SC1	1.00
FIRE	20241	1010	Fire Communications Dispatcher, Sr	PS124	UH1	1.00
FIRE	20912	2250	Fire Division Manager	EM225	UM1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20814	1010	Fire Fighter	PS125	FQ1	1.00
FIRE	20411	1010	Fire Fighter	PS126	FQ2	1.00
FIRE	20411	1010	Fire Fighter	PS127	FQ3	1.00
FIRE	20411	1010	Fire Fighter	PS125	FQ4	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20411	1010	Fire Fighter Paramedic	PS184	FQ1	1.00
FIRE	20331	1010	Fire Prevent Bureau Inspect, Civil	PS142	SC1	1.00
FIRE	20321	1740	Hazardous Materials Inspector II	iS115	SD1	1.00
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00
FIRE	20411	1010	Lieutenant of Fire Department	PS150	FQ1	1.00
FIRE Total						70.00
PUBLIC WORKS	30541	4100	Auto Equipment Mechanic	TR100	SB1	1.00
PUBLIC WORKS	30234	5510	Capital Improvement Project Coor	SC112	UM2	1.00
PUBLIC WORKS	30658	4400	Carpenter	TR112	SB1	1.00

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE
PUBLIC WORKS	30235 -	3100	Chief of Party	TR114	UH1	1.00
PUBLIC WORKS	30658 -	4400	Construction & Maintenance Supv I	SC124	UH1	1.00
PUBLIC WORKS	30232 -	3100	Construction Coordinator	SC251	TF1	1.00
PUBLIC WORKS	30232 -	3100	Construction Coordinator	SC251	TF1	1.00
PUBLIC WORKS	30232 -	3100	Construction Inspector, Sup II	SC244	UH1	1.00
PUBLIC WORKS	30635 -	4400	Custodial Services Supervisor I	SC130	UH1	1.00
PUBLIC WORKS	30632 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30632 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30633 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30635 -	2310	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30635 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30635 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30635 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30635 -	4400	Custodian	TR120	SC I	1.00
PUBLIC WORKS	30632 -	4400	Custodian, PPT	TR121	SC I	0.89
PUBLIC WORKS	30244	3100	Drafting Technician, Int (Office)	ET110	SD1	1.00
PUBLIC WORKS	30242	2211	Drafting/Design Technician, Sr	ET109	SD1	1.00
PUBLIC WORKS	30533 -	3100	Electrical Const & Maint Planner	TR124	TF1	1.00
PUBLIC WORKS	30689 -	4450	Electrical Engineer II	TR125	TF1	1.00
PUBLIC WORKS	30541 -	4100	Employee Fleet & Safety Coordinator	SC240	UM2	1.00
PUBLIC WORKS	30243 -	3100	Engineer, Assistant II (Field)	ET112	TF1	1.00
PUBLIC WORKS	30232 -	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00
PUBLIC WORKS	30232 -	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00
PUBLIC WORKS	30242	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00
PUBLIC WORKS	30243 -	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00
PUBLIC WORKS	30244	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00
PUBLIC WORKS	30264 -	2211	Engineer, Assistant II (Office)	ET113	TF1	1.00
PUBLIC WORKS	30232 -	7760	Engineer, Civil (Office)	ET116	TF1	1.00
PUBLIC WORKS	30242	2211	Engineer, Civil Supv (Office)	ET119	TM2	1.00
PUBLIC WORKS	30243 -	2211	Engineer, Civil Supv (Office)	ET119	TM2	1.00
PUBLIC WORKS	30651 -	4400	Facilities Complex Manager	MA110	UM2	1.00
PUBLIC WORKS	30541 -	4100	Heavy Equipment Service Worker	TR147	SC I	1.00
PUBLIC WORKS	30541 -	4100	Heavy Equipment Service Worker	TR147	SC I	1.00
PUBLIC WORKS	30541 -	4100	Heavy Equipment Service Worker	TR147	SC I	1.00
PUBLIC WORKS	30541 -	4100	Heavy Equipment Service Worker	TR147	SC I	1.00
PUBLIC WORKS	30541 -	4100	Heavy Equipment Supervisor	SC162	UH1	1.00
PUBLIC WORKS	30634 -	4400	Maintenance Mechanic, PPT	TR204	SB1	0.50
PUBLIC WORKS	30112 -	7760	Management Intern	SS142	TA1	1.00
PUBLIC WORKS	30121 -	7760	Management Intern	SS142	TA1	1.00
PUBLIC WORKS	30683 -	1720	Management Intern	SS142	TA1	1.00
PUBLIC WORKS	30522 -	2416	Manager, Electrical Services	EM180	UM1	1.00
PUBLIC WORKS	30261 -	7760	Office Assistant II	SS153	SD1	1.00
PUBLIC WORKS	30652 -	1720	Park Attendant, PPT	SS157	SC I	1.00
PUBLIC WORKS	30652 -	2310	Park Equipment Operator	TR162	SC I	1.00
PUBLIC WORKS	30652 -	2310	Park Supervisor I	SC193	UH1	1.00
PUBLIC WORKS	30214 -	7760	Program Analyst II, PPT	AP358	TW1	0.75
PUBLIC WORKS	30245 -	5321	Program Analyst III	SC204	UM2	1.00
PUBLIC WORKS	30232 -	5320	Project Manager II	EM211	UM1	1.00
PUBLIC WORKS	30523 -	2230	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30534 -	2141	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30534 -	2231	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30674 -	1710	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30674 -	1720	Public Works Maintenance Worker	TR174	SC I	1.00
PUBLIC WORKS	30674 -	1720	Public Works Supervisor II	SC207	UH1	1.00

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE
PUBLIC WORKS	30533	3100	Sewer Maintenance Leader	TR175	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Leader	TR175	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Leader	TR175	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	TR176	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	TR176	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	TR176	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	TR176	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	TR176	SC1	1.00
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	TR176	SC1	1.00
PUBLIC WORKS	30523	2230	Sign Maintenance Worker	TR177	SC1	1.00
PUBLIC WORKS	30232	7760	Spatial Data Analyst III	AP327	TW1	1.00
PUBLIC WORKS	30632	4400	Stationary Engineer	TR178	SB1	0.25
PUBLIC WORKS	30632	4400	Stationary Engineer	TR178	SB1	1.00
PUBLIC WORKS	30634	4400	Stationary Engineer	TR178	SB1	1.00
PUBLIC WORKS	30532	3100	Street Maintenance Leader	TR180	SB1	1.00
PUBLIC WORKS	30532	3100	Street Maintenance Leader	TR180	SC1	1.00
PUBLIC WORKS	30534	2141	Street Maintenance Leader	TR180	SC1	1.00
PUBLIC WORKS	30534	2141	Street Maintenance Leader	TR180	SC1	1.00
PUBLIC WORKS	30534	2231	Street Maintenance Leader	TR180	SC1	1.00
PUBLIC WORKS	30672	1720	Street Sweeper Operator	TR181	SC1	1.00
PUBLIC WORKS	30672	1720	Street Sweeper Operator	TR181	SC1	1.00
PUBLIC WORKS	30672	1720	Street Sweeper Operator	TR181	SC1	1.00
PUBLIC WORKS	30672	1720	Street Sweeper Operator	TR181	SC1	1.00
PUBLIC WORKS Total						79.39
DIT	46521	4200	Electronics Technician	TC107	SB1	1.00
DIT	46251	1010	Microcomputer Systems Spec III	AP241	TW1	1.00
DIT	46251	1010	Microcomputer Systems Specialist II	AP243	TW1	1.00
DIT	46251	7760	Microcomputer Systems Specialist II	AP243	TW1	1.00
DIT	46341	7760	Spatial Data Analyst III	AP327	TW1	1.00
DIT Total						5.00
PARKS & REC	502332	1010	Facility Security Assistant	PS120	SC1	1.00
PARKS & REC	501240	1820	Facility Security Assistant, PPT	PS121	SC1	0.75
PARKS & REC	509290	2310	Gardener Crew Leader	TR140	SC1	1.00
PARKS & REC	502350	1010	Recreation Attendant II, PPT	SS203	SC1	1.00
PARKS & REC	502350	1010	Recreation Leader II, PPT	PP133	SC1	0.75
PARKS & REC	504410	1010	Recreation Leader II, PPT	PP133	SC1	0.75
PARKS & REC	509330	1010	Recreation Leader II, PPT	PP133	SC1	0.75
PARKS & REC	501270	1820	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	502331	1010	Recreation Program Director	PP135	SC1	0.50
PARKS & REC	502332	1010	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	502332	1010	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	503235	1010	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	503238	1010	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	503239	1010	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	504410	1010	Recreation Program Director	PP135	SC1	1.00
PARKS & REC	502235	1820	Recreation Specialist II, PPT	PP138	SC1	1.00
PARKS & REC	502340	1010	Recreation Specialist II, PPT	PP138	SC1	0.75
PARKS & REC	509330	1010	Recreation Supervisor	SC209	UH1	1.00
PARKS & REC Total						16.25
LIBRARY	61511	2241	Archivist	SC256	TW1	1.00
LIBRARY	61131	2241	Librarian, Senior	AP220	SD1	1.00
LIBRARY	61133	2241	Librarian, Supervising PPT	SC173	UH1	0.80
LIBRARY	61132	2241	Library Aide, PPT	AP222	SD1	0.80
LIBRARY	61132	2241	Library Assistant	AP223	SD1	1.00
LIBRARY	61132	2241	Library Assistant	AP223	SD1	1.00

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	REV FTE
LIBRARY	61111	1010	Office Manager	SS156	UM2	1.00
LIBRARY	61121	1010	Payroll Personnel Clerk II	SS161	SD1	0.50
LIBRARY Total						7.10
DHS	78311	2251	Administrative Assistant I, PPT	SS103	SD1	0.80
DHS	78111	2251	Administrative Services Manager II	EM100	UM1	1.00
DHS	75231	2128	Case Manager II	AP127	TW1	1.00
DHS	78231	2605	Data Entry Operator	SS117	SD1	1.00
DHS	78231	2128	Early Childhood Center Director	PP113	SD1	0.80
DHS	78231	2128	Early Childhood Center Director	PP113	SD1	0.90
DHS	78231	2128	Early Childhood Instructor	PP114	SD1	0.80
DHS	78231	2128	Early Childhood Instructor	PP114	SD1	0.80
DHS	78231	2128	Early Childhood Instructor	PP114	SD1	0.80
DHS	78231	2128	Early Childhood Instructor	PP114	SD1	0.80
DHS	78231	2128	Early Childhood Instructor	PP114	SD1	0.90
DHS	78231	2128	Early Childhood Instructor	PP114	SD1	0.90
DHS	78231	2605	Early Childhood Instructor	PP114	SD1	1.00
DHS	78231	2605	Family Advocate	PP123	SD1	1.00
DHS	78241	2102	Food Program Coordinator, PPT	SC152	SD1	1.00
DHS	78231	2128	Food Service Worker	TR137	SD1	0.89
DHS	78231	2605	Head Start Supervisor	SC160	UH1	1.00
DHS	78231	2159	Headstart Program Coordinator	PP128	TW1	1.00
DHS	78231	2605	Health & Human Svcs Prgm Planner	AP196	UM2	1.00
DHS	78231	2128	Maintenance Mechanic, PPT	TR204	SB1	0.53
DHS	78231	2128	Maintenance Mechanic, PPT	TR204	SB1	0.53
DHS	75231	2128	Nurse Case Manager	AP263	TW1	1.00
DHS	78111	1010	Office Assistant I, PPT	SS151	SD1	0.60
DHS	78311	2128	Program Analyst I	AP292	TW1	1.00
DHS	78111	2159	Program Analyst II, PPT	AP358	TW1	1.00
DHS Total						22.05
DPBNP	84111	2415	Account Clerk III	AF030	UH1	1.00
DPBNP	84421	2415	Engineer, Assistant II (Office)	ET113	TF1	1.00
DPBNP	84421	2415	Engineer, Civil Supv (Office)	ET119	TM2	1.00
DPBNP	84111	2415	Office Assistant II	SS153	SD1	1.00
DPBNP	84211	2415	Planner I	AP269	TW1	1.00
DPBNP	84211	2415	Planner III	AP274	TW1	1.00
DPBNP	84421	2415	Process Coordinator II	AP290	SD1	1.00
DPBNP	84452	2415	Specialty Combination Insp, Senior	IS120	SD1	1.00
DPBNP	84452	2415	Specialty Combination Inspector	IS119	SD1	1.00
DPBNP	84454	2415	Specialty Combination Inspector	IS119	SD1	1.00
DPBNP	84454	2415	Urban Economic Coordinator	SC231	UM2	1.00
DPBNP Total						11.00
DHCD	89949	2108	Community Dev Prgm Coordinator	SC121	TW1	1.00
DHCD	89929	1610	Housing Development Coordinator III	AP199	TW1	1.00
DHCD	89929	1610	Housing Development Coordinator III	AP199	TW1	1.00
DHCD	89969	2413	Program Analyst II	AP293	TW1	1.00
DHCD Total						4.00

Grand Total

295.54

NEW HIRES

ATTACHMENT B

May 7, 2012 to September 6, 2012

DEPT	TITLE	QTY	FUND	FT/PT	EXEMPTION*
CAO	Assist to the City Administrator	1	1010/1610	FT	Operations
CAO	Revenue Operations Supervisor	1	1010/1700	FT	Revenue
Attorney	Deputy City Attorney III	1	1010	FT	Legal
Auditor	Exec Asst to the City Auditor	1	1010	FT	Legal
Auditor	Performance Auditor	1	1010	FT	Legal
Council	City Council PSE 14	1	1010	FT	Operations
DHRM	Human Resource Technician	1	1010	FT	Operations
DHRM	Public Service Representative	1	1010	FT	Operations
Fire	Fire Fighter Paramedic	11	1010	FT	Operations
Fire	Fire Suppression District Inspector	1	1010	FT	Operations
opr	Recreation Program Director	1	1010	FT	Operations
Police	Animal Control Officer	1	1010	FT	Operations
Police	Captain of Police (PERS)	1	1010	FT	Operations
Police	Police Evidence Technician	1	1010	FT	Operations
Police	Police Officer (PERS)	3	1010	FT	Operations
Attorney	Exempt Limited Duration Employee	1	1010	LD	Legal
CAO	Program Analyst I, PT	2	1010	PT	Operations
CAO	Student Trainee, PT	4	1010	PT	Operations
CAO	Temp Contract Svcs Employee, PT	1	1010	PT	Operations
Attorney	Temp Contract Svcs Employee, PT	1	1010	PT	Legal
Auditor	Temp Contract Svcs Employee, PT	1	1010	PT	Legal
DHS	Program Analyst I, PT	1	1010	PT	Operations
Fire	Fire Suppression Dist Inspect PT	3	1010	PT	Operations
Library	Librarian I, PT	1	1010	PT	Operations
Mayor	Temp Contract Svcs Employee, PT	1	1010	PT	Operations
OPR	Lifeguard, PT	8	1010	PT	Operations
OPR	Recreation Aide, PT	11	1010	PT	Operations
OPR	Recreation Attendant I, PT	16	1010	PT	Operations
OPR	Recreation Attendant II, PT	1	1010	PT	Operations
OPR	Recreation Leader I, PT	6	1010	PT	Operations
OPR	Recreation Leader II, PT	3	1010	PT	Operations
OPR	Recreation Specialist I, PT	3	1010	PT	Operations
OPR	Recreation Specialist II, PT	1	1010	PT	Operations
OPR	Sports Official, PT	7	1010	PT	Operations
OPR	Van Driver, PT	1	1010	PT	Operations
PWA	Engineering Intern, PT	1	1010	PT	Operations
Non-General Fund					
Attorney	Deputy City Attorney II	1	1610	FT	Legal
Attorney	Deputy City Attorney III	2	1100/2415	FT	Legal
Attorney	Deputy City Attorney IV	1	1100	FT	Legal
CAO	Program Analyst II	2	2195	FT	Operations
DHRM	Benefits Technician	2	1150	FT	Operations
DHS	Administrative Assistant II	1	2128	FT	Operations
DHS	Case Manager I	1	2128	FT	Legal
DHS	Early Childhood Center Director	1	2128	FT	Legal
DHS	Early Childhood Instructor	2	2605	FT	Legal
DHS	Food Service Worker	1	2128	FT	Legal
DIT	Information Systems Supervisor	1	4200	FT	Operations
DIT	Spatial Data Analyst III	1	3100	FT	Operations
DPBNP	Home Management Counselor III	1	2108	FT	Operations

NEW HIRES
 May 7, 2012 to September 6, 2012

ATTACHMENT B

DEPT	TITLE	QTY	FUND	FT/PT	EXEMPTION*
Fire	Emergency Planning Coordinator, Sr	1	2123	FT	Legal
Library	Library Aide, PPT	1	2241	FT	Operations
PWA	Accountant I	1	7760	FT	Operations
PWA	Administrative Services Manager II	1	7760	FT	Operations
PWA	Capital Improvement Project Coor	1	7760	FT	Operations
PWA	Engineer, Civil (Office)	1	2211/7760	FT	Operations
PWA	Facilities Complex Manager	1	4400	FT	Operations
PWA	Gardener Crew Leader	2	1720/2310	FT	Operations
PWA	Heavy Equipment Mechanic	1	4100	FT	Operations
PWA	Heavy Equipment Operator	2	2230/3100	FT	Operations
PWA	Irrigation Repair Specialist	1	2310	FT	Operations
PWA	Sewer Maintenance Leader	2	3100	FT	Operations
PWA	Transportation Planner, Senior	1	2415	FT	Operations
CAO	Temp Contract Svcs Employee, PT	1	5671	PT	Operations
DHCD	Administrative Assistant I, PT	1	2415	PT	Grant
DHCD	Planning Intern, PT	1	2415	PT	Grant
DHS	Administrative Assistant I, PT	1	2213	PT	Operations
DHS	Crossing Guard, PT	1	2108	PT	Legal
DHS	Food Program Driver, PT	5	2102	PT	Grant
DHS	Program Analyst I, PT	1	2112	PT	Grant
DHS	Student Trainee, PT	2	2128	PT	Grant
Fire	Office Assistant II, PT	1	2321	PT	Operations
Library	Librarian I, PT	8	2241	PT	Operations
Library	Librarian II, PT	1	2241	PT	Operations
Library	Library Aide, PT	1	2241	PT	Operations
Library	Museum Guard, PT	10	2241	PT	Legal
OPR	Recreation Aide, PT	66	1820	PT	Revenue
OPR	Recreation Attendant I, PT	15	1820	PT	Revenue
OPR	Recreation Leader I, PT	23	1780	PT	Revenue
OPR	Recreation Leader II, PT	4	1820	PT	Revenue
OPR	Recreation Specialist I, PT	4	1820	PT	Revenue
OPR	Recreation Specialist II, PT	3	1820	PT	Revenue
PWA	Custodian, PT	2	4400	PT	Operations
PWA	Engineering Intern, PT	1	3100	PT	Operations
PWA	Management Intern, PT	1	4400	PT	Operations
PWA	Park Attendant, PT	8	2310	PT	Operations
PWA	Student Trainee, PT	1	1710	PT	Operations
PWA	Student Trainee, PT	8	2211	PT	Operations
PWA	Student Trainee, PT	2	3100/7760	PT	Operations
Grand Total		306			

***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 Act (ARRA or Stimulus Program) or other grants.