



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL
(FORM 22)

REFER TO CIVIL SERVICE COMMISSION PROCEDURE NUMBER TWO
FOR INSTRUCTIONS ON COMPLETING AND PROCESSING THIS FORM

1. CIVIL SERVICE COMMISSION REGISTER NUMBER: _____
2. FOR CIVIL SERVICE COMMISSION MEETING OF February 4, 2013
3. CHECK ONE:
- | | |
|-----------------------------------|----------|
| RATIFICATION AGENDA | _____ |
| CONSENT AGENDA | _____ |
| REGULAR AGENDA | _____ |
| HUMAN RESOURCES DIRECTOR'S REPORT | <u>X</u> |
4. SUBJECT: Report of Exempt Positions Under Charter Sections 10.104-16 Through 10.104-18.
5. RECOMMENDATION: Accept and file report.
6. REPORT PREPARED BY: Kerry Ko TELEPHONE NUMBER: 415-557-4875
7. NOTIFICATIONS: (Attach a list of the persons to be notified in the format described in Civil Service Commission Procedure Number 2.)
8. REVIEWED AND APPROVED FOR CIVIL SERVICE COMMISSION AGENDA:
HUMAN RESOURCES DIRECTOR: [Signature]
DATE: 01/24/13
9. SUBMIT THE ORIGINAL TIME-STAMPED COPY OF THIS FORM AND PERSONS TO BE NOTIFIED (SEE ITEM 7 ABOVE) ALONG WITH THE REQUIRED COPIES OF THE REPORT TO:

EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
25 VAN NESS AVENUE, ROOM 720
SAN FRANCISCO, CA 94102

10. RECEIPT-STAMP THIS FORM IN THE "CSC RECEIPT STAMP" BOX TO THE RIGHT USING THE TIME-STAMP IN THE CSC OFFICE.

ATTACHMENT

FORM22.DOC

CSC RECEIPT STAMP

PROCEDURE NO. 2
ATTACHMENT A



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

DATE: February 4, 2013
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
FROM: Kerry Ko, Client Services Director *Kerry Ko*
SUBJECT: Report of Exempt Positions Under Charter Sections
10.104-16 Through 10.104-18

Charter Sections 10.104-16, 10.104-17, and 10.104-18 provide that certain part-time, seasonal, temporary and substitute positions may be exempt from civil service selection, appointment, and removal procedures subject to approval of the Civil Service Commission. On June 3, 1996, the Civil Service Commission adopted procedures and guidelines for the processing and approval of such appointments. The Commission also authorized the Human Resources Director to act on written requests for exemptions, issue instructions to departments proposing exemptions, and provide the Commission with reports regarding these transactions.

This report covers position requests approved under Charter Sections 10.104-16, 10.104-17, and 10.104-18 from July 1st through December 31st of 2012 for all City departments, excluding the Municipal Transportation Agency, Community College District and Unified School District. The position requests are reported by department, exempt category and classification.

Notes

In August 2012, the City converted its Human Resources management system from PeopleSoft 7.5 to eMerge PeopleSoft 9.0. This conversion required a wholesale revision of most of the processes and operations involving the establishment, approval and filling of positions. One of the significant and necessary changes resulting from the conversion was the elimination of the use of Requisitions as they had been known in PeopleSoft 7.5. In their place, the eMerge PeopleSoft 9.0 Position Request has come to represent the authority for a department to fill a position. For the purposes of this report, the term "Position Request" has been substituted for Requisition.

Because this report pertains to Position Requests which were approved during the six-month period from July to December 2012, some of the appointments made to these positions at the beginning of this period may have since ended. Other requests approved during this period may still be in the process of being filled. Therefore, the list should not be equated to the number of exempt appointments made in these categories during this period.

Summary of Position Requests in eMerge PeopleSoft

The number of Position Requests in exempt categories 16-18 approved from July 1, 2012 through December 31, 2012, was:

Category 16: 111
Category 17: 18
Category 18: 212

It should be noted that of the 212 Category 18 Position Requests, 47 (22%) were for positions in the Accounting Intern and City Hall Fellows programs.

Summary of Appointments

As of December 31, 2012, the number of appointments in each category was:

Category 16:	3,280
Category 17:	66
Category 18:	848

The exempt categories are described below:

- 16 - Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
- 17 - Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.
- 18 - Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Administrative Services	1120459	1222	Senior Payroll Personnel Clerk	As-Needed	16 Temp & Seasonal	2
Administrative Services	1120848	1367	Special Assistant 8	Full-Time	16 Temp & Seasonal	1
Administrative Services	1120461	1823	Senior Administrative Analyst	Full-Time	16 Temp & Seasonal	1
Administrative Services	1121115	6333	Senior Building Inspector	Full-Time	16 Temp & Seasonal	1
Administrative Services	01093442	1324	Customer Service Agent	Full-Time	17 Substitutes for EE On Leave	1
Administrative Services	01094094	1324	Customer Service Agent	Full-Time	17 Substitutes for EE On Leave	1
Administrative Services	1121157	1404	Clerk	Full-Time	17 Substitutes for EE On Leave	1
Administrative Services	01122435	1926	Senior Materials and Supplies Supervisor	Full-Time	17 Substitutes for EE On Leave	1
Administrative Services	1121158	2992	Contract Compliance Officer 0	Full-Time	17 Substitutes for EE On Leave	1
Administrative Services	1120866	1849	Accountant Intern	Full-Time	17 Substitutes for EE On Leave	1
Administrative Services	01122157	1822	Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Adult Probation	01122305	1054	IS Business Analyst-Principal	Full-Time	18 Special Proj - Limited Term	1
Adult Probation	01122308	1823	Senior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Adult Probation	01122340	1823	Senior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Adult Probation	01117171	1823	Senior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Adult Probation	01122307	1842	Management Assistant	Full-Time	18 Special Proj - Limited Term	1
Airport Commission	01123378	1220	Payroll Clerk	Full-Time	16 Temp & Seasonal	1
Airport Commission	1120610	1220	Payroll Clerk	Full-Time	16 Temp & Seasonal	1
Airport Commission	1120609	1222	Senior Payroll Personnel Clerk	Full-Time	16 Temp & Seasonal	1
Airport Commission	1121280	1222	Senior Payroll Personnel Clerk	Full-Time	16 Temp & Seasonal	1
Airport Commission	1121281	1241	Personnel Analyst	Full-Time	16 Temp & Seasonal	1
Airport Commission	01123057	1840	Junior Management Assistant	As-Needed	16 Temp & Seasonal	1
Airport Commission	1120524	3417	Gardener	As-Needed	16 Temp & Seasonal	2
Airport Commission	01123346	3558	Senior Museum Registrar	Full-Time	16 Temp & Seasonal	1
Airport Commission	01114877	7345	Electrician	As-Needed	16 Temp & Seasonal	1
Airport Commission	1121024	5504	Project Manager 2	Full-Time	18 Special Proj - Limited Term	1
Airport Commission	01122408	5506	Project Manager 3	Full-Time	18 Special Proj - Limited Term	1
Airport Commission	01115503	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Airport Commission	01115516	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Art Commission	1120888	1824	Pr Administrative Analyst	Full-Time	16 Temp & Seasonal	1
Art Commission	1120887	1844	Senior Management Assistant	Full-Time	16 Temp & Seasonal	1
Art Commission	01123166	3542	Curator 2	As-Needed	16 Temp & Seasonal	1
Art Commission	01122215	3549	Arts Program Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01121767	0922	Manager I	Full-Time	16 Temp & Seasonal	1
Assessor	01122318	1241	Personnel Analyst	Full-Time	16 Temp & Seasonal	1
Assessor	01121426	4213	ASR-Office Assistant	Full-Time	16 Temp & Seasonal	1
Assessor	01121909	4213	ASR-Office Assistant	Full-Time	16 Temp & Seasonal	1
Assessor	01121911	4213	ASR-Office Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01121912	4213	ASR-Office Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01121913	4213	ASR-Office Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01121914	4213	ASR-Office Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01121915	4213	ASR-Office Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01121916	4213	ASR-Office Assistant	As-Needed	16 Temp & Seasonal	1
Assessor	01122369	4213	ASR-Office Assistant	Full-Time	16 Temp & Seasonal	1
Assessor	01121447	4213	ASR-Office Assistant	Full-Time	17 Substitutes for EE On Leave	1
Assessor	01122952	4213	ASR-Office Assistant	Full-Time	17 Substitutes for EE On Leave	1
Assessor	01122624	4220	Personal Property Auditor	Full-Time	17 Substitutes for EE On Leave	1
Assessor	01122625	4220	Personal Property Auditor	Full-Time	17 Substitutes for EE On Leave	1
Assessor	01122330	4205	Sr Asmnt Svcs Office Spec	Full-Time	18 Special Proj - Limited Term	1
Assessor	01121441	4213	ASR-Office Assistant	Full-Time	18 Special Proj - Limited Term	1
Assessor	01121443	4213	ASR-Office Assistant	Full-Time	18 Special Proj - Limited Term	1
Assessor	01121446	4213	ASR-Office Assistant	Full-Time	18 Special Proj - Limited Term	1
Assessor	01121371	4222	Sr Personal Property Auditor	Full-Time	18 Special Proj - Limited Term	1
Assessor	01121373	4261	Real Property Appraiser	Full-Time	18 Special Proj - Limited Term	1
Assessor	01121430	4261	Real Property Appraiser	Full-Time	18 Special Proj - Limited Term	1
Assessor	01122161	4267	Pr Real Property Appraiser	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Assessor	01122911	4267	Pr Real Property Appraiser	Full-Time	18 Special Proj - Limited Term	1
Board of Supervisors	01121910	1362	Special Assistant 3	Full-Time	16 Temp & Seasonal	1
Board of Supervisors	01112111	1835	Legislative Assistant	Full-Time	16 Temp & Seasonal	11
Board Of Supervisors	1120677	1849	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Building Inspection	01122846	0923	Manager II	Full-Time	16 Temp & Seasonal	1
Building Inspection	1121329	1052	IS Business Analyst	Full-Time	16 Temp & Seasonal	1
Building Inspection	1120652	1381	Special Assistant 22	Full-Time	18 Special Proj - Limited Term	1
Building Inspection	1120658	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Children Youth & Families	01106324	1823	Fiscal Analyst	As-Needed	16 Temp & Seasonal	1
Child Support Services	01122004	1062	IS Programmer Analyst	Part-Time	18 Special Proj - Limited Term	1
Children & Families Commission	1121304	9772	Community Development Spec	Full-Time	16 Temp & Seasonal	1
Children & Families Commission	1121303	9774	Sr. Community Devl Spc 0	Full-Time	16 Temp & Seasonal	1
Clean Water	01123262	1950	Assistant Purchaser	Part-Time	16 Temp & Seasonal	5
Clean Water	01122784	7344	Carpenter	Part-Time	16 Temp & Seasonal	6
Clean Water	01122671	7345	Electrician	As-Needed	16 Temp & Seasonal	5
Clean Water	01122702	6115	Wastewater Control Inspector	Full-Time	17 Substitutes for EE On Leave	1
Clean Water	01122422	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Controller	01122420	1652	Accountant II	As-Needed	16 Temp & Seasonal	1
Controller	01122151	1842	Management Assistant	Full-Time	16 Temp & Seasonal	1
Controller	1121017	9910	Public Service Trainee	As-Needed	16 Temp & Seasonal	1
Controller	01115971	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Controller	1120672	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Controller	1120671	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122333	0922	Manager I	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122577	0931	Manager III	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	1120434	0931	Manager III	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122584	1822	Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122581	1823	Senior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Economic & Workforce Development	01122338	1824	Pr Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122337	2992	Contract Compliance Officer 1	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123025	9704	Employment & Training Spec 3	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123316	9706	Employment & Training Spec 5	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122335	9772	Community Development Spec	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122336	9772	Community Development Spec	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122579	9772	Community Development Spec	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122578	9772	Community Development Spec	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01118461	9772	Community Development Spec	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122580	9772	Community Development Spec	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122334	9774	Sr. Community Devl Spc 1	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122582	9774	Sr. Community Devl Spc 1	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01122583	9774	Sr. Community Devl Spc 1	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123113	9774	Sr. Community Devl Spc 1	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01111996	9774	Sr. Community Devl Spc 1	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123202	9775	Sr Community Dev Spec 2	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123221	9775	Sr Community Dev Spec 2	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123111	9775	Sr Community Dev Spec 2	Full-Time	18 Special Proj - Limited Term	1
Economic & Workforce Development	01123112	9775	Sr Community Dev Spec 2	Full-Time	18 Special Proj - Limited Term	1
Emergency Management	01119112	1426	Senior Clerk Typist	As-Needed	16 Temp & Seasonal	3
Environment	01122665	5642	Sr. Environmental Spec	Full-Time	16 Temp & Seasonal	1
Environment	01123299	9922	PS Aide to Prof	Full-Time	16 Temp & Seasonal	1
Environment	1120992	1310	Public Relations Assistant	Full-Time	18 Special Proj - Limited Term	1
Environment	1120912	5638	Environmental Assistant	Full-Time	18 Special Proj - Limited Term	1
Environment	1120544	5640	Environmental Specialist	Full-Time	18 Special Proj - Limited Term	1
Environment	01122617	5642	Sr. Environmental Spec	Full-Time	18 Special Proj - Limited Term	1
Environment	1120945	9922	PS Aide to Prof	Full-Time	18 Special Proj - Limited Term	1
Environment	1120944	9922	PS Aide to Prof	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Environment	1120930	9922	PS Aide to Prof	Full-Time	18 Special Proj - Limited Term	1
Environment	1120909	9922	PS Aide to Prof	Full-Time	18 Special Proj - Limited Term	1
Hetch Hetchy	01122242	1022	IS Administrator 2	Full-Time	18 Special Proj - Limited Term	1
Hetch Hetchy	01122243	1042	IS Engineer-Journey	Full-Time	18 Special Proj - Limited Term	1
Hetch Hetchy	01122245	1043	IS Engineer-Senior	Full-Time	18 Special Proj - Limited Term	1
Hetch Hetchy	01122247	1062	IS Programmer Analyst	Full-Time	18 Special Proj - Limited Term	1
Hetch Hetchy	01122239	5310	Survey Assistant I	Full-Time	18 Special Proj - Limited Term	1
Hetch Hetchy	01122237	6318	Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120808	1209	Benefits Technician	As-Needed	16 Temp & Seasonal	1
Human Resources	01122706	8141	Worker's Compensation Adjuster	Full-Time	16 Temp & Seasonal	1
Human Resources	01120872	1404	Clerk	Full-Time	17 Substitutes for EE On Leave	1
Human Resources	01097695	0922	Manager I	Full-Time	18 Special Proj - Limited Term	1
Human Resources	01116155	0923	Manager II	Full-Time	18 Special Proj - Limited Term	1
Human Resources	01122589	1244	Senior Personnel Analyst	Full-Time	18 Special Proj - Limited Term	1
Human Resources	01122590	1244	Senior Personnel Analyst	Full-Time	18 Special Proj - Limited Term	1
Human Resources	01113050	1280	Employee Relations Representative	Full-Time	18 Special Proj - Limited Term	1
Human Resources	01116157	1282	Manager, Employee Relations Division	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120991	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120990	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120989	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120928	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120927	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120926	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120925	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120924	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120923	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120922	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120921	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Human Resources	1120920	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120919	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Resources	1120918	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Human Services	01120304	2920	Medical Social Worker	Full-Time	16 Temp & Seasonal	2
Human Services	1120959	9705	Employment & Training Spec 4	Full-Time	16 Temp & Seasonal	3
Human Services	01123045	9914	Public Service Aide-Admin	Full-Time	16 Temp & Seasonal	5
Human Services	01120679	1052	IS Business Analyst	Full-Time	18 Special Proj - Limited Term	1
Human Services	01120295	1062	IS Programmer Analyst	Full-Time	18 Special Proj - Limited Term	1
Human Services	1120696	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Library	1121135	1314	Public Relations Officer	Full-Time	16 Temp & Seasonal	1
Library	01122977	8207	Bldg & Grounds Patrol Officer	As-Needed	16 Temp & Seasonal	1
Library	01122978	8207	Bldg & Grounds Patrol Officer	As-Needed	16 Temp & Seasonal	1
Planning	1121123	1052	IS Business Analyst	Full-Time	16 Temp & Seasonal	1
Planning	1121121	1070	IS Project Director	Full-Time	16 Temp & Seasonal	1
Planning	01122014	1310	Public Relations Assistant	Full-Time	16 Temp & Seasonal	1
Planning	01122979	5277	Planner 1	Full-Time	16 Temp & Seasonal	1
Planning	01122980	5277	Planner 1	Full-Time	16 Temp & Seasonal	1
Planning	01122981	5277	Planner 1	Full-Time	16 Temp & Seasonal	1
Planning	01122982	5291	Planner 3	Full-Time	16 Temp & Seasonal	1
Planning	01122983	5291	Planner 3	Full-Time	16 Temp & Seasonal	1
Planning	01123217	5291	Planner 3	Full-Time	16 Temp & Seasonal	1
Planning	01123215	5291	Planner 3	Full-Time	16 Temp & Seasonal	1
Planning	01122984	5291	Planner 3	Full-Time	16 Temp & Seasonal	1
Planning	1121124	5320	Illustrator and Art Designer	Full-Time	16 Temp & Seasonal	1
Planning	01123213	9910	Public Service Trainee	As-Needed	16 Temp & Seasonal	1
Planning	01121370	5277	Planner 1	Full-Time	18 Special Proj - Limited Term	1
Planning	01122019	5291	Planner 3	Full-Time	18 Special Proj - Limited Term	1
Planning	01122020	5291	Planner 3	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Planning	01122021	5291	Planner 3	Full-Time	18 Special Proj - Limited Term	1
Planning	01121987	5298	Planner 3-Environmental Review	Full-Time	18 Special Proj - Limited Term	1
Planning	01122012	5298	Planner 3-Environmental Review	Full-Time	18 Special Proj - Limited Term	1
Planning	01122310	5502	Project Manager 1	Full-Time	18 Special Proj - Limited Term	1
Police	01122205	7410	Automotive Service Worker	As-Needed	16 Temp & Seasonal	1
Police	01122897	0922	Manager I	Full-Time	18 Special Proj - Limited Term	1
Police	01121871	1823	Senior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Police	01121576	1824	Pr Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Port	01122190	1408	Principal Clerk	As-Needed	16 Temp & Seasonal	1
Port	01122197	9330	Pile Worker	As-Needed	16 Temp & Seasonal	1
Port	01122200	9355	Wharfinger 1	Full-Time	16 Temp & Seasonal	1
Port	1119282	0932	Manager IV	Full-Time	18 Special Proj - Limited Term	1
Port	1120665	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122297	2110	Medical Records Clerk	As-Needed	16 Temp & Seasonal	20
Public Health	01122298	2112	Medical Records Technician	As-Needed	16 Temp & Seasonal	20
Public Health	01122302	2204	Dental Hygienist	As-Needed	16 Temp & Seasonal	20
Public Health	01123341	2312	Licensed Vocational Nurse	As-Needed	16 Temp & Seasonal	50
Public Health	01123342	2736	Porter	As-Needed	16 Temp & Seasonal	20
Public Health	01123444	2930	Psychiatric Social Worker	As-Needed	16 Temp & Seasonal	20
Public Health	01123445	2931	Marriage, Family & Child Cnslr	As-Needed	16 Temp & Seasonal	20
Public Health	01123401	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123402	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123403	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123404	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123405	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123406	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123407	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123408	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Public Health	01123409	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123459	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123460	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120664	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120663	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120662	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120661	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120660	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120659	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120657	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120656	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120655	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	1120654	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123069	2119	Health Care Analyst	Part-Time	18 Special Proj - Limited Term	1
Public Health	01123070	2119	Health Care Analyst	Part-Time	18 Special Proj - Limited Term	1
Public Health	01121964	5502	Project Manager 1	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122044	5504	Project Manager 2	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122143	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122130	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122131	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122132	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122133	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122134	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122135	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122137	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123415	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01123416	9910	Public Service Trainee	Full-Time	18 Special Proj - Limited Term	1
Public Health	01122073	9924	PS Aide Health Services	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Public Utilities Commission	01122258	1241	Personnel Analyst	As-Needed	16 Temp & Seasonal	1
Public Utilities Commission	01122754	9920	Publ Svc Aide-Asst to Prof	As-Needed	16 Temp & Seasonal	2
Public Utilities Commission	01122744	1241	Personnel Analyst	Full-Time	17 Substitutes for EE On Leave	1
Public Utilities Commission	1120851	1244	Senior Personnel Analyst	Full-Time	17 Substitutes for EE On Leave	1
Public Utilities Commission	01119102	0922	Manager I	Full-Time	18 Special Proj - Limited Term	1
Public Utilities Commission	1120670	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Utilities Commission	1120669	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Utilities Commission	1120668	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Public Utilities Commission	01122733	1822	Administrative Analyst	As-Needed	18 Special Proj - Limited Term	1
Public Works	1121117	1052	IS Business Analyst	As-Needed	16 Temp & Seasonal	1
Public Works	1121116	1052	IS Business Analyst	As-Needed	16 Temp & Seasonal	1
Public Works	1121118	1054	IS Business Analyst-Principal	As-Needed	16 Temp & Seasonal	1
Public Works	01052385	1070	IS Project Director	Full-Time	16 Temp & Seasonal	1
Public Works	01122802	1310	Public Relations Assistant	Full-Time	16 Temp & Seasonal	3
Public Works	1121119	1312	Public Information Officer	As-Needed	16 Temp & Seasonal	1
Public Works	01122469	1632	Senior Account Clerk	As-Needed	16 Temp & Seasonal	1
Public Works	01122104	1840	Junior Management Assistant	As-Needed	16 Temp & Seasonal	1
Public Works	01122470	5381	StdntDsgn Train2/Arch/Eng/Plng	As-Needed	16 Temp & Seasonal	1
Public Works	01122403	9922	PS Aide to Prof	As-Needed	16 Temp & Seasonal	6
Public Works	1120878	0932	Manager VI	Full-Time	17 Substitutes for EE On Leave	1
Public Works	01121389	0941	Manager VI	Full-Time	17 Substitutes for EE On Leave	1
Public Works	0112346	1824	Pr Administrative Analyst	Full-Time	17 Substitutes for EE On Leave	1
Public Works	01122613	0932	Manager IV	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122425	1820	Junior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122427	1820	Junior Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122998	1822	Administrative Analyst	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122823	1842	Management Assistant	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122592	5201	Junior Engineer	Full-Time	18 Special Proj - Limited Term	1

Category '16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Public Works	01121379	5203	Assistant Engineer	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122325	5241	Engineer	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122326	5241	Engineer	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121383	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121382	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121380	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121381	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122109	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121380	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121381	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121382	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121383	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122108	5262	Landscape Architect Assoc 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122836	5304	Materials Testing Aide	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122837	5304	Materials Testing Aide	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122838	5304	Materials Testing Aide	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121906	5504	Project Manager 2	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122549	5506	Project Manager 3	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122832	6230	Street Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122833	6230	Street Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122841	6317	Assistant Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122842	6317	Assistant Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122843	6317	Assistant Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122844	6317	Assistant Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122845	6317	Assistant Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121384	6318	Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121385	6318	Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01121384	6318	Construction Inspector	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Public Works	01121385	6318	Construction Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122107	6331	Building Inspector	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122441	7220	Asphalt Finisher Supervisor 1	Full-Time	18 Special Proj - Limited Term	1
Public Works	01122110	9922	PS Aide to Prof	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01122720	1814	Benefits Supervisor	Full-Time	16 Temp & Seasonal	1
Recreation & Park	01122178	3283	Recreation Specialist	As-Needed	16 Temp & Seasonal	1
Recreation & Park	01113877	3374	Volunteer/Outreach Coord	Full-Time	16 Temp & Seasonal	3
Recreation & Park	01122732	3417	Gardener	As-Needed	16 Temp & Seasonal	30
Recreation & Park	01108040	9910	Public Service Trainee	As-Needed	16 Temp & Seasonal	30
Recreation & Park	01122642	3410	Apprentice Gardener	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01122644	3410	Apprentice Gardener	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01122643	3410	Apprentice Gardener	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01115969	3410	Apprentice Gardener	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01122179	3417	Gardener	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01121489	5261	Architectural Assistant 2	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01121487	5261	Architectural Assistant 2	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01113456	5502	Project Manager 1	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01121568	5504	Project Manager 2	Full-Time	18 Special Proj - Limited Term	1
Recreation & Park	01122481	5506	Project Manager 3	Full-Time	18 Special Proj - Limited Term	1
Registrar	1121272	1403	Elections Clerk	As-Needed	16 Temp & Seasonal	1
Registrar	1121271	1403	Elections Clerk	As-Needed	16 Temp & Seasonal	2
Registrar	1121273	1404	Clerk	As-Needed	16 Temp & Seasonal	6
Registrar	1121274	1471	Elections Worker	Full-Time	16 Temp & Seasonal	1
Registrar	1121267	1471	Elections Worker	Full-Time	16 Temp & Seasonal	1
Retirement	1121310	1022	IS Administrator 2	Full-Time	16 Temp & Seasonal	1
Retirement	1121312	1209	Benefits Technician	Full-Time	16 Temp & Seasonal	1
Retirement	1121311	1209	Benefits Technician	Full-Time	16 Temp & Seasonal	1
Retirement	1121313	1241	Personnel Analyst	Full-Time	16 Temp & Seasonal	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Retirement	1121314	1374	Special Assistant 15	Full-Time	16 Temp & Seasonal	1
Retirement	1121315	1812	Assistant Retirement Analyst	Full-Time	16 Temp & Seasonal	1
Retirement	1121316	4331	Security Analyst	Full-Time	16 Temp & Seasonal	1
Retirement	1120687	1649	Accountant Intern	Full-Time	18 Special Proj - Limited Term	1
Sheriff	01122925	8249	Fingerprint Technician 1	Full-Time	16 Temp & Seasonal	1
Technology	01121958	7308	Cable Splicer	As-Needed	16 Temp & Seasonal	1
Technology	01121959	7308	Cable Splicer	As-Needed	16 Temp & Seasonal	1
Technology	01122226	7338	Electrical Line Worker	As-Needed	16 Temp & Seasonal	1
Technology	01122227	7362	Communications Systems Tech	As-Needed	16 Temp & Seasonal	1
Technology	01122229	8234	Fire Alarm Dispatcher	As-Needed	16 Temp & Seasonal	1
Technology	01122225	1043	IS Engineer-Senior	Full-Time	16 Temp & Seasonal	1
Technology	01123038	1767	Media Programming Specialist	Full-Time	17 Substitutes for EE On Leave	1
Technology	01121947	0923	Manager II	Full-Time	17 Substitutes for EE On Leave	1
Technology	01121960	1042	IS Engineer-Journey	Full-Time	18 Special Proj - Limited Term	1
Technology	01121961	1042	IS Engineer-Journey	Full-Time	18 Special Proj - Limited Term	1
Technology	01123033	1042	IS Engineer-Journey	Full-Time	18 Special Proj - Limited Term	1
Technology	01123034	1042	IS Engineer-Journey	Full-Time	18 Special Proj - Limited Term	1
Technology	01122282	1043	IS Engineer-Senior	Full-Time	18 Special Proj - Limited Term	1
Technology	01122593	1043	IS Engineer-Senior	Full-Time	18 Special Proj - Limited Term	1
Technology	01123268	1043	IS Engineer-Senior	Full-Time	18 Special Proj - Limited Term	1
Technology	01121949	1053	IS Business Analyst-Senior	Full-Time	18 Special Proj - Limited Term	1
Technology	01121947	1054	IS Business Analyst-Principal	Full-Time	18 Special Proj - Limited Term	1
Technology	01121950	1844	Senior Management Assistant	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01122807	1052	IS Business Analyst	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01122808	1630	Account Clerk	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01122809	1630	Account Clerk	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01122810	1630	Account Clerk	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01123203	1634	Principal Account Clerk	Full-Time	18 Special Proj - Limited Term	1

Category 16 - 18
Requisitions / Position Requests
July 1, 2012 to December 31, 2012

Department	Position #	Class	Title	Work Schedule	Exempt Category	Head Count
Treasurer/Tax Collector	01121939	1840	Junior Management Assistant	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	1121162	1844	Senior Management Assistant	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01122811	4222	Sr Personal Property Auditor	Full-Time	18 Special Proj - Limited Term	1
Treasurer/Tax Collector	01122812	4334	Investigator, Tax Collector	Full-Time	18 Special Proj - Limited Term	1
Water	01122585	0933	Manager VI	Full-Time	18 Special Proj - Limited Term	1



