

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 7, 2019

CAO File No. 0220-05476-0001

Council File No. 18-0600-S51

Council District: All

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Prior report from this Office dated June 14, 2018 titled "Vacancy Reporting with the PaySR Position Control Module"

Subject: **PAYSR POSITION CONTROL MODULE IMPLEMENTATION STATUS**

RECOMMENDATION

That the Council receive and file this report as it is provided for informational purposes only.

SUMMARY

In June 2018, the City Council considered a report from this Office dated June 14, 2018 regarding vacancy reporting using the PaySR Position Control Module (PCM; C.F. 18-0600-S51). On June 29, 2018, the City Council instructed this Office and the Personnel Department to provide vacancy reports by classification for each City department that has accurate information in the PCM, as well as the status of each department's progress and readiness towards accurate vacancy reporting through the PCM.

Attachment 1 provides a status update as to each department's PCM implementation and readiness to provide a vacancy report using PCM. Currently, 27 City departments are using PCM, out of 42 total City departments that currently use PaySR to process payroll. Attachment 2 includes the summary vacancy information, as of February 1, 2019, for the 19 departments that have accurate information in the PCM. Attachment 3 provides the detailed list of vacancies for each department whose summary information is provided in Attachment 2.

FISCAL IMPACT STATEMENT

There is no fiscal impact associated with the adoption of the recommendation of this report. In order to fill vacant positions identified in this report, departments must ensure sufficient funding is available in departmental salary accounts.

Attachments

- 1 PaySR PCM Implementation Status Summary
- 2 PaySR PCM Vacancy Report – Summary
- 3 PaySR PCM Vacancy Report – Detail by Department

DISCUSSION

Background

Position control, at the most basic level, is the ability to maintain an accurate record of authorized positions and how they are filled. While nearly all modern human resources and payroll systems require position control, the City's existing 20-year-old custom built payroll system, PaySR, previously did not incorporate this functionality. Therefore, City departments have typically developed their own internal processes to fill this gap, ranging from simple spreadsheets to complex systems. Beginning in 2016, the Personnel Department, in collaboration with the Information Technology Agency (ITA), began implementation of PCM in PaySR to offer a centralized and consistent position control system to City departments. The PCM has been modified throughout the process to incorporate changes as suggested by City departments.

Position control functionality within PaySR will also help prepare the City as it moves to replace PaySR with a new Human Resources and Payroll (HRP) system (C.F. 18-0600-S43). The HRP implementation will likely mandate consistent position control. The City's current PCM efforts will provide a baseline for position control data and facilitate the transition to the HRP system.

PCM Implementation Status and Process

Currently, 27 City departments are using PCM, out of 42 total City departments that use PaySR to process payroll. The remaining 15 departments are in various stages of PCM implementation. The PCM implementation status of each department can be found in Attachment 1. Many of the departments identified as having an implementation that is pending or planned for the future include the City's largest departments with a significant number of positions. In addition, several of these departments already have complex internal position control systems, and are working on data interfaces to the PCM to allow the department to continue usage of its own internal position control application, while also allowing the transfer of data to PaySR PCM to provide consistent Citywide reporting.

The PCM implementation team consisting of Personnel, ITA, and the City's PaySR PCM technical support contractor is currently working with several departments to go live with PCM in the coming days. The team also continues to work with departments after go live to provide training and to reconcile data in order to facilitate vacancy reporting.

Vacancy Reporting Using PCM

Simply implementing and using PCM is not sufficient to provide a department's vacancy report from the system. The data in PCM must be verified to be accurate as well as consistent with Citywide rules and procedures. Attachments 2 and 3 provide summary and detailed vacancy reports for the 19 City departments whose PCM data has been verified as accurate and adhering to Citywide rules. It should be noted that the vacancy reports provided in the attachments only include employees who are placed in regular, resolution, and substitute authority positions, and do not include other authorized position types such as as-needed or hiring hall, where blanket hiring authority is authorized in certain classifications.

In order to provide vacancy reports from PCM, this Office worked with departments to verify the department was implementing appropriate position control rules within PCM to ensure an accurate vacancy report. To validate vacancy reports from the PCM are accurate, CAO budget analysts worked with departments to review the following items:

- Confirm the position authorities as entered in PCM total the same number by classification, pay grade, and authority type (regular, resolution, and substitute) as the appropriate authoritative documents. Regular positions are included in the annual Departmental Personnel Ordinances (DPO; C.F. 18-1700). Resolution authority positions can be authorized either in the Personnel Authority Resolution (PAR; C.F. 18-1700) and interim Council and Mayor approved reports. Substitute authority positions can be authorized either in the annual Substitute and In-lieu position report from this Office (C.F. 18-0600-S155) and via interim actions of this Office;
- Ensure all full-time individuals are appropriately assigned to authorized positions. When an individual is hired, they will automatically appear in PCM as “unassigned,” and the department must take action to assign them to a position authority;
- Verify all positions that are filled in-lieu with an incumbent in a different classification than the authorized classification are appropriate. This requires reviewing the salary of the positions as well as the classification career ladder to ensure in-lieu positions are in a related occupational series; and
- Validate positions which are required to be held vacant to fund an authorized substitute authority position are appropriately marked as such in PCM.

Only after completing each of the steps itemized above can a vacancy report be extracted from the PCM application for the department. In addition, each of the steps must be completed every time a vacancy report can be run, as employees constantly change within departments as new individuals are hired and employees attrite. Therefore, each vacancy report is demonstrating one moment in time within a department. Thus, the vacancies listed in Attachment 3 may have changed since the vacancy report was finalized with data as of February 1, 2019.

Vacancy Rate

As shown in Attachment 2, the overall vacancy rate for the 19 departments for whom vacancy reports are provided is 16 percent. It should be noted that the departments included in Attachment 2 represent the bulk of the City's smallest departments by authorized employee count, and therefore a single vacancy can increase a department's vacancy rate significantly. In addition to this statistical impact associated with a data pool of small departments, there are a number of possible reasons why departments may have higher than anticipated vacancy rates, including:

- A significant number of newly authorized position authorities for which the department is in the process of hiring;
- Timing in the publication of this vacancy report, such as after a department experienced a high amount of attrition, including transfers to other departments and/or retirements, but before the department has completed the process to backfill the positions;
- Delays in the hiring process, including those associated with departments waiting for eligible Civil Service lists from which employees can be hired. For example, the classification with the highest number of vacancies in Attachment 3 is Management Analyst with 38 vacancies in 11 different departments. The existing eligible list for Management Analyst has limited remaining responding candidates and the testing process to develop a new list is in process;

- Under-resourced departments, including Personnel's liaison services section and hiring sections in other City departments, that have insufficient personnel dedicated to hiring new staff; and
- A need to hold positions vacant in order to remain within budgeted funds. This may be due to positions that were authorized but not funded in the 2018-19 Adopted Budget and/or a need to accrue salary savings to achieve budgeted salary savings rates.

Lessons Learned in PCM Implementation

The PCM Implementation team and CAO have learned a number of lessons throughout the process and especially in reviewing the accuracy of vacancy reports generated from PCM. These lessons learned will assist the City as we begin the process to implement a new HRP, and can be summarized into two primary groups:

- The City would benefit from a consolidated position authority system, which tracks all authorized positions, potentially including a unique identifying position code that can be used to reference an individual position for budgeting as well as requested position authority changes and history; and
- The City needs a clear set of written position control guidelines to ensure that position control is implemented consistently.

The first lesson learned is related to the City's lack of a consolidated position authority system, which makes the process of reconciling PCM challenging. The CAO's Performance Budgeting system includes a record of authorized regular and resolution authority positions that are approved as part of the Adopted Budget. However, a number of position authority changes occur throughout the fiscal year, including new authority for substitute and in-lieu authorities, as well as resolution authorities approved by interim Council and Mayoral action. In addition, there are interim actions taken by the Board of Civil Service Commissioners to reallocate positions and by the CAO's Employee Relations Division to approve pay grade changes for authorized positions. While PCM now includes all of these positions, it has been a challenge for departments and the CAO to manually validate position authorities. PCM is the first step in having a consolidated Citywide system to track position authorities, but still requires significant reconciliation of interim position changes that are processed individually and manually. As the City proceeds down the path of implementing a new HRP, developing a consistent Citywide position authority scheme, whereby all City positions can have an assigned unique identifying code that can be used across all Citywide systems and actions, will dramatically increase transparency and accuracy in position authority reporting, tracking, and modification.

The second primary lesson learned is regarding the need for consistent implementation of position control rules among different departments, as it became clear that different departments have different interpretations of various City rules and policies that impact position control. For example, a number of City departments have retired employees who have been rehired for a term not to exceed 120 days in a fiscal year in accordance with Charter Section 1164(b). In accordance with Charter Section 1164(b), the Mayor may "...authorize employment of a Retired Member to a vacant position in a class in which he or she has been employed..." This Charter Section therefore requires that the retiree who is rehired occupy a vacant position within the department. Some departments were unfamiliar with this requirement, and therefore CAO analysts worked with departments to assist departments to identify positions within which to employ these rehired retirees, and in some

situations authorized the employment of additional substitute authority positions to employ the rehired retirees.

Another example of a common discrepancy among departmental position control usage is related to in-lieu employment. In-lieu employment is authorized in Section 3 of each department's DPO, and allows a department to hire an individual in a different classification than the classification authorized. There are several requirements for in-lieu employment, including that the classification of the authorized position must have a higher salary range than the classification of the person who is being placed in-lieu of the authorized position. In a number of situations, departments had inappropriate in-lieu employment, in that the incumbent's classification had a greater salary than the classification they were placed in-lieu of. This inappropriate assignment could be due to a variety of reasons, but a common reason was due to changes in salaries over time. In some situations, classifications in different Memorandums of Understanding (MOUs) received pay increases over time that resulted in a classification that was previously paid less or the same as another now receiving a higher pay. If a department had placed an incumbent in-lieu several years ago and not reviewed the salary changes over time, they may now have a current in-lieu position that is no longer appropriate. CAO analysts worked with departments to assist departments with identifying alternative positions within which to employ these individuals, and in some situations authorized the employment of additional substitute authority positions to employ the incumbent individuals.

The examples above of rehired retirees and in-lieu employment are two of dozens of issues that arose during the collaborative process of finalizing departmental vacancy reports for inclusion in this report. The eight departments that are currently using PCM but do not have vacancy reports attached are still in the midst of the collaborative process to ensure all individuals in the department are assigned to authorized positions appropriately. From this process, it has become clear that it is important to develop clear written rules and guidelines for position control in the City, to ensure all departments are interpreting City ordinances and policies in a consistent fashion, as well as to guide implementation of position control in a new HRP system. The City's PaySR PCM technical support contractor, in coordination with ITA, Personnel, and the CAO, is working to develop these guidelines.

PaySR PCM Implementation Status Summary

Department	Status	If Live, Vacancy Report Attached?	Notes
Aging	Live	Yes	
Animal Services	Live	Yes	
Building and Safety	anticipated to go live the week of March 4, 2019		
Cannabis Regulation	Live	Yes	
City Administrative Officer	Live	Yes	
City Attorney	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
City Clerk	Pending		Department is actively working with the PCM implementation team to implement.
City Planning	Live	Yes	
Controller	Live	Yes	
Convention and Tourism Development	Live	Yes	
Council	Implementation planned for the future		
Cultural Affairs	Live	Yes	
Disability	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Economic and Workforce Development	Pending		Department is actively working with the PCM implementation team to implement.
El Pueblo	Live	Yes	
Emergency Management	Live	Yes	
Employee Relations Board	Live	Yes	
Ethics Commission	Live	Yes	
Finance	Live	Yes	
Fire	Pending		Department is actively working with the PCM implementation team to implement.
General Services	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Housing and Community Investment	Pending		Department is actively working with the PCM implementation team to implement.
Information Technology Agency	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Library	anticipated to go live the week of March 4, 2019		
Mayor	Implementation planned for the future		

PaySR PCM Implementation Status Summary

Department	Status	If Live, Vacancy Report Attached?	Notes
Neighborhood Empowerment	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Personnel	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Police	Pending		Department is actively working with the PCM implementation team to implement.
Public Accountability	Live	Yes	
Public Works, Board	Live	Yes	
Public Works, Contract Administration	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Public Works, Engineering	Pending		Department is actively working with the PCM implementation team to implement.
Public Works, Sanitation	anticipated to go live the week of March 4, 2019		
Public Works, Street Lighting	Live	Yes	
Public Works, Street Services	anticipated to go live the week of March 4, 2019		
Recreation and Parks	Pending		Department is actively working with the PCM implementation team to implement.
Transportation	Live	No	The Department and CAO are working together to reconcile PCM data entries to ensure position authorities and assignments are accurate and appropriate. A vacancy report is not yet available.
Zoo	Live	Yes	
City Employees Retirement System	Live	Yes	
Fire and Police Pensions	Live	Yes	
Harbor	Pending		Department is actively working with the PCM implementation team to implement.
Los Angeles World Airports	Pending		Department is actively working with the PCM implementation team to implement.

Subtotal live with vacancy reports: 19
Subtotal live but no vacancy report available: 8
Total Departments Live, Using PCM: 27

Subtotal implementation pending: 13
Subtotal implementation planned for the future: 2
Total Departments Using PaySR for Payroll: 42

PaySR PCM Vacancy Report - Summary

Department Name	Authorized Positions	Vacancies	Vacancy Rate %
AGING*	47	12	26
ANIMAL SERVICES	364	42	12
CANNABIS**	28	14	50
CITY ADMINISTRATIVE OFFICER	126	7	6
CITY PLANNING	477	103	22
CONTROLLER	176	32	18
CONVENTION AND TOURISM DEVELOPMENT	15	5	33
CULTURAL AFFAIRS	75	14	19
EL PUEBLO DE LOS ANGELES	10	2	20
EMERGENCY MANAGEMENT	30	5	17
EMPLOYEE RELATIONS BOARD	3	0	0
ETHICS COMMISSION	27	2	7
OFFICE OF FINANCE	371	59	16
PUBLIC ACCOUNTABILITY	8	2	25
PUBLIC WORKS - BOARD	116	28	24
PUBLIC WORKS - STREET LIGHTING	345	56	16
ZOO	260	24	9
CITY EMPLOYEES RETIREMENT SYSTEM	167	21	13
PENSION	134	18	13
Total of all Departments with Vacancy Reports:	2779	446	16

*Excludes off-budget resolution authorities provided in connection with the Department's Senior Community Service Employment Program.

**Only includes positions allocated by the Civil Service Commission as of 2/1/2019.

PaySR PCM Vacancy Report - Detail by Department

Department Name	Job Class	Pay Grade	Job Classification Title	Authority Type	Quantity Vacant
AGING	1513	0	ACCOUNTANT	Regular	1
AGING	1358	0	ADMINISTRATIVE CLERK	Regular	1
AGING	9184	0	MANAGEMENT ANALYST	Regular	5
AGING	9184	0	MANAGEMENT ANALYST	Resolution	2
AGING	2385	1	SOCIAL WORKER I	Regular	1
AGING	2385	3	SOCIAL WORKER III	Regular	1
AGING	9171	1	SR MGMT ANALYST I	Resolution	1
ANIMAL SERVICES	1358	0	ADMINISTRATIVE CLERK	Regular	2
ANIMAL SERVICES	4310	0	ANIMAL CARE TECH	Regular	10
ANIMAL SERVICES	4313	0	ANIMAL CARE TECH SUPV	Regular	1
ANIMAL SERVICES	4313	0	ANIMAL CARE TECH SUPV	Substitute	1
ANIMAL SERVICES	4311	1	ANIMAL CONTROL OFCR I	Regular	16
ANIMAL SERVICES	4311	2	ANIMAL CONTROL OFCR II	Regular	9
ANIMAL SERVICES	4316	1	SR ANIMAL CNTRL OFCR I	Regular	1
ANIMAL SERVICES	4316	2	SR ANIMAL CNTRL OFCR II	Regular	2
CANNABIS	1223	0	ACCOUNTING CLERK	Resolution	1
CANNABIS	1117	2	EXEC ADMIN ASST II	Resolution	1
CANNABIS	9184	0	MANAGEMENT ANALYST	Resolution	5
CANNABIS	1539	0	MANAGEMENT ASSISTANT	Resolution	1
CANNABIS	1800	1	PUB INFO DIRECTOR I	Resolution	1
CANNABIS	1785	1	PUB RELATIONS SPEC I	Resolution	1
CANNABIS	1523	1	SR ACCOUNTANT I	Resolution	1
CANNABIS	9171	1	SR MGMT ANALYST I	Resolution	3
CITY ADMINISTRATIVE OFFICER	1223	0	ACCOUNTING CLERK	Regular	1
CITY ADMINISTRATIVE OFFICER	1590	2	ADMIN ANALYST II	Regular	1
CITY ADMINISTRATIVE OFFICER	1590	2	ADMIN ANALYST II	Resolution	1
CITY ADMINISTRATIVE OFFICER	1552	3	FINANCE SPECIALIST III	Regular	1
CITY ADMINISTRATIVE OFFICER	1541	1	SR ADMIN ANALYST I	Regular	2
CITY ADMINISTRATIVE OFFICER	1597	2	SR SYSTEMS ANALYST II	Regular	1
CITY PLANNING	1358	0	ADMINISTRATIVE CLERK	Resolution	1
CITY PLANNING	7926	3	ARCHITECTURAL ASSOC III	Regular	1
CITY PLANNING	7998	0	ASSOC ZONING ADMINSTR	Regular	1
CITY PLANNING	9182	0	CH MANAGEMENT ANALYST	Resolution	1
CITY PLANNING	7944	0	CITY PLANNER	Regular	13
CITY PLANNING	7944	0	CITY PLANNER	Resolution	7
CITY PLANNING	7941	0	CITY PLANNING ASSOC	Regular	22
CITY PLANNING	7941	0	CITY PLANNING ASSOC	Resolution	11
CITY PLANNING	9734	1	COMMISSION EXEC ASST I	Regular	1
CITY PLANNING	1779	1	DATA ANALYST I	Regular	2
CITY PLANNING	7310	2	ENVIRONMENTAL SPEC II	Regular	1
CITY PLANNING	1117	2	EXEC ADMIN ASST II	Regular	1
CITY PLANNING	7213	0	GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	Regular	7
CITY PLANNING	7214	1	GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR I	Regular	1
CITY PLANNING	1670	3	GRAPHICS DESIGNER III	Regular	2
CITY PLANNING	7935	1	GRAPHICS SUPERVISOR I	Substitute	1
CITY PLANNING	9184	0	MANAGEMENT ANALYST	Regular	2
CITY PLANNING	9184	0	MANAGEMENT ANALYST	Resolution	2
CITY PLANNING	7939	0	PLANNING ASSISTANT	Regular	5
CITY PLANNING	7946	0	PR CITY PLANNER	Regular	2
CITY PLANNING	7946	0	PR CITY PLANNER	Resolution	1
CITY PLANNING	1523	1	SR ACCOUNTANT I	Regular	1
CITY PLANNING	1368	0	SR ADMINISTRATIVE CLERK	Regular	5
CITY PLANNING	7947	0	SR CITY PLANNER	Regular	1
CITY PLANNING	7947	0	SR CITY PLANNER	Resolution	1
CITY PLANNING	9171	1	SR MGMT ANALYST I	Regular	2
CITY PLANNING	1597	1	SR SYSTEMS ANALYST I	Regular	3
CITY PLANNING	1596	0	SYSTEMS ANALYST	Regular	3
CITY PLANNING	1596	0	SYSTEMS ANALYST	Resolution	2

PaySR PCM Vacancy Report - Detail by Department

Department Name	Job Class	Pay Grade	Job Classification Title	Authority Type	Quantity Vacant
CONTROLLER	1513	0	ACCOUNTANT	Regular	6
CONTROLLER	1223	0	ACCOUNTING CLERK	Regular	1
CONTROLLER	1119	2	ACCOUNTING REC SUPVR II	Regular	1
CONTROLLER	1358	0	ADMINISTRATIVE CLERK	Regular	2
CONTROLLER	1619	0	CH INTERNAL AUDITOR	Regular	2
CONTROLLER	9199	7	CONTROLLER AIDE VII	Regular	2
CONTROLLER	1117	2	EXEC ADMIN ASST II	Regular	1
CONTROLLER	9198	3	FINANCIAL MGMT SPEC III	Regular	1
CONTROLLER	9198	4	FINANCIAL MGMT SPEC IV	Regular	1
CONTROLLER	9198	5	FINANCIAL MGMT SPEC V	Regular	1
CONTROLLER	1555	1	FISCAL SYSTEMS SPEC I	Regular	7
CONTROLLER	1625	2	INTERNAL AUDITOR II	Regular	3
CONTROLLER	1523	2	SR ACCOUNTANT II	Regular	1
CONTROLLER	9171	2	SR MGMT ANALYST II	Resolution	1
CONTROLLER	1597	1	SR SYSTEMS ANALYST I	Regular	1
CONTROLLER	1597	1	SR SYSTEMS ANALYST I	Resolution	1
CONVENTION AND TOURISM DEVELOPMENT	1223	0	ACCOUNTING CLERK	Regular	1
CONVENTION AND TOURISM DEVELOPMENT	3338	0	BUILD REPAIRER SUPVR	Regular	1
CONVENTION AND TOURISM DEVELOPMENT	3330	2	CONV CTR BLDG SUPT II	Regular	1
CONVENTION AND TOURISM DEVELOPMENT	1539	0	MANAGEMENT ASSISTANT	Substitute	1
CONVENTION AND TOURISM DEVELOPMENT	9171	1	SR MGMT ANALYST I	Substitute	1
CULTURAL AFFAIRS	1513	0	ACCOUNTANT	Resolution	1
CULTURAL AFFAIRS	1223	0	ACCOUNTING CLERK	Regular	1
CULTURAL AFFAIRS	1358	0	ADMINISTRATIVE CLERK	Regular	2
CULTURAL AFFAIRS	2478	1	ART CENTER DIRECTOR I	Resolution	2
CULTURAL AFFAIRS	2447	1	ART INSTRUCTOR I	Resolution	1
CULTURAL AFFAIRS	2454	0	ARTS ASSOCIATE	Regular	2
CULTURAL AFFAIRS	2455	1	ARTS MANAGER I	Regular	1
CULTURAL AFFAIRS	2455	1	ARTS MANAGER I	Resolution	1
CULTURAL AFFAIRS	2442	0	GALLERY ATTENDANT	Regular	1
CULTURAL AFFAIRS	9184	0	MANAGEMENT ANALYST	Resolution	1
CULTURAL AFFAIRS	2430	1	PERFORM ARTS PRG CRD I	Resolution	1
EL PUEBLO DE LOS ANGELES	1513	0	ACCOUNTANT	Regular	1
EL PUEBLO DE LOS ANGELES	1539	0	MANAGEMENT ASSISTANT	Regular	1
EMERGENCY MANAGEMENT	1702	1	EMERGNCY MGT COORD I	Regular	1
EMERGENCY MANAGEMENT	1702	1	EMERGNCY MGT COORD I	Resolution	3
EMERGENCY MANAGEMENT	9184	0	MANAGEMENT ANALYST	Regular	1
ETHICS COMMISSION	17	0	ETHICS OFFICER III	Regular	1
ETHICS COMMISSION	9184	0	MANAGEMENT ANALYST	Regular	1
OFFICE OF FINANCE	1513	0	ACCOUNTANT	Regular	2
OFFICE OF FINANCE	1223	0	ACCOUNTING CLERK	Substitute	2
OFFICE OF FINANCE	1358	0	ADMINISTRATIVE CLERK	Regular	1
OFFICE OF FINANCE	1229	0	CUST SERV SPECIALIST	Regular	6
OFFICE OF FINANCE	1229	0	CUST SERV SPECIALIST	Resolution	2
OFFICE OF FINANCE	1229	0	CUST SERV SPECIALIST	Substitute	1
OFFICE OF FINANCE	1555	1	FISCAL SYSTEMS SPEC I	Regular	1
OFFICE OF FINANCE	1555	2	FISCAL SYSTEMS SPEC II	Regular	1
OFFICE OF FINANCE	9184	0	MANAGEMENT ANALYST	Regular	4
OFFICE OF FINANCE	1201	0	PR CLERK	Regular	2
OFFICE OF FINANCE	1201	0	PR CLERK	Resolution	1
OFFICE OF FINANCE	1431	3	PROGRAMMER/ANALYST III	Regular	1
OFFICE OF FINANCE	1368	0	SR ADMINISTRATIVE CLERK	Regular	3
OFFICE OF FINANCE	1519	0	SR TAX AUDITOR	Regular	7
OFFICE OF FINANCE	1596	0	SYSTEMS ANALYST	Regular	1
OFFICE OF FINANCE	1455	1	SYSTEMS PROGRAMMER I	Regular	1
OFFICE OF FINANCE	1455	2	SYSTEMS PROGRAMMER II	Regular	1
OFFICE OF FINANCE	1514	2	TAX AUDITOR II	Regular	12
OFFICE OF FINANCE	1179	2	TAX COMPLNCE OFCR II	Regular	10
PUBLIC ACCOUNTABILITY	1681	1	UTILITY RATES & POLICY SPECIALIST I	Regular	1
PUBLIC ACCOUNTABILITY	1681	2	UTILITY RATES & POLICY SPECIALIST II	Regular	1

PaySR PCM Vacancy Report - Detail by Department

Department Name	Job Class	Pay Grade	Job Classification Title	Authority Type	Quantity Vacant
PUBLIC WORKS - BOARD	1513	0	ACCOUNTANT	Regular	11
PUBLIC WORKS - BOARD	1513	0	ACCOUNTANT	Resolution	4
PUBLIC WORKS - BOARD	1223	0	ACCOUNTING CLERK	Regular	1
PUBLIC WORKS - BOARD	4292	0	ENV COMPLIANCE INSP	Regular	1
PUBLIC WORKS - BOARD	9184	0	MANAGEMENT ANALYST	Regular	2
PUBLIC WORKS - BOARD	1201	0	PR CLERK	Regular	1
PUBLIC WORKS - BOARD	1523	2	SR ACCOUNTANT II	Regular	1
PUBLIC WORKS - BOARD	1523	2	SR ACCOUNTANT II	Resolution	3
PUBLIC WORKS - BOARD	9485	0	SR CIVIL ENGINEER	Resolution	1
PUBLIC WORKS - BOARD	9171	1	SR MGMT ANALYST I	Regular	1
PUBLIC WORKS - BOARD	9171	1	SR MGMT ANALYST I	Resolution	1
PUBLIC WORKS - BOARD	3160	1	ST TREE SUPT I	Resolution	1
PUBLIC WORKS - STREET LIGHTING	1358	0	ADMINISTRATIVE CLERK	Resolution	1
PUBLIC WORKS - STREET LIGHTING	3354	0	CEMENT FINISHER SUPVR	Resolution	1
PUBLIC WORKS - STREET LIGHTING	3351	0	CEMENT FINISHER WORKER	Resolution	2
PUBLIC WORKS - STREET LIGHTING	7232	0	CIVIL ENGRG DRAFT TECH	Regular	2
PUBLIC WORKS - STREET LIGHTING	3799	0	ELECTRCL CRAFT HELPER	Regular	11
PUBLIC WORKS - STREET LIGHTING	3799	0	ELECTRCL CRAFT HELPER	Resolution	1
PUBLIC WORKS - STREET LIGHTING	3115	0	MAINT & CONSTR HELPER	Regular	1
PUBLIC WORKS - STREET LIGHTING	9184	0	MANAGEMENT ANALYST	Regular	2
PUBLIC WORKS - STREET LIGHTING	1539	0	MANAGEMENT ASSISTANT	Regular	1
PUBLIC WORKS - STREET LIGHTING	1539	0	MANAGEMENT ASSISTANT	Resolution	1
PUBLIC WORKS - STREET LIGHTING	1839	0	PR STOREKEEPER	Resolution	1
PUBLIC WORKS - STREET LIGHTING	1368	0	SR ADMINISTRATIVE CLERK	Regular	1
PUBLIC WORKS - STREET LIGHTING	3811	0	ST LTG ELECTRCN	Regular	4
PUBLIC WORKS - STREET LIGHTING	3811	0	ST LTG ELECTRCN	Resolution	8
PUBLIC WORKS - STREET LIGHTING	7537	0	ST LTG ENGINEER	Resolution	5
PUBLIC WORKS - STREET LIGHTING	7527	2	ST LTG ENGRG ASSC II	Regular	3
PUBLIC WORKS - STREET LIGHTING	7527	2	ST LTG ENGRG ASSC II	Resolution	4
PUBLIC WORKS - STREET LIGHTING	7527	3	ST LTG ENGRG ASSC III	Regular	6
PUBLIC WORKS - STREET LIGHTING	1835	2	STOREKEEPER II	Resolution	1
ZOO	1513	0	ACCOUNTANT	Regular	1
ZOO	4304	0	ANIMAL KEEPER	Regular	3
ZOO	4304	0	ANIMAL KEEPER	Resolution	1
ZOO	2400	1	AQUARIST I	Substitute	1
ZOO	2360	0	CH VETERINARIAN	Regular	1
ZOO	3141	0	GARDENER CARETAKER	Resolution	1
ZOO	3913	0	IRRIGATION SPECIALIST	Regular	1
ZOO	3523	0	LIGHT EQUIP OPERATOR	Regular	1
ZOO	3115	0	MAINT & CONSTR HELPER	Regular	2
ZOO	2412	2	PARK SERVICES ATT II	Regular	1
ZOO	2412	2	PARK SERVICES ATT II	Resolution	1
ZOO	4312	0	PR ANIMAL KEEPER	Regular	1
ZOO	1368	0	SR ADMINISTRATIVE CLERK	Regular	2
ZOO	9171	1	SR MGMT ANALYST I	Substitute	1
ZOO	3796	0	WELDER	Regular	1
ZOO	9501	0	ZOO ASST GM	Regular	1
ZOO	4276	0	ZOO CURATOR OF BIRDS	Regular	1
ZOO	4300	1	ZOO CURATOR OF EDUC I	Regular	1
ZOO			ZOO RESEARCH AND CONSERVATION		
ZOO	4302	0	DIRECTOR	Resolution	1
ZOO	2367	2	ZOO VETERINARIAN II	Regular	1
CITY EMPLOYEES RETIREMENT SYSTEM	1223	0	ACCOUNTING CLERK	Regular	5
CITY EMPLOYEES RETIREMENT SYSTEM	1358	0	ADMINISTRATIVE CLERK	Regular	2
CITY EMPLOYEES RETIREMENT SYSTEM	1625	3	INTERNAL AUDITOR III	Regular	1
CITY EMPLOYEES RETIREMENT SYSTEM	9184	0	MANAGEMENT ANALYST	Regular	3
CITY EMPLOYEES RETIREMENT SYSTEM	9184	0	MANAGEMENT ANALYST	Substitute	2
CITY EMPLOYEES RETIREMENT SYSTEM	1523	1	SR ACCOUNTANT I	Regular	1
CITY EMPLOYEES RETIREMENT SYSTEM	1368	0	SR ADMINISTRATIVE CLERK	Regular	3

PaySR PCM Vacancy Report - Detail by Department

Department Name	Job Class	Pay Grade	Job Classification Title	Authority Type	Quantity Vacant
CITY EMPLOYEES RETIREMENT SYSTEM	9171	1	SR MGMT ANALYST I	Substitute	1
CITY EMPLOYEES RETIREMENT SYSTEM	9171	2	SR MGMT ANALYST II	Regular	1
CITY EMPLOYEES RETIREMENT SYSTEM	9167	2	SR PERSONNEL ANALYST II	Substitute	1
CITY EMPLOYEES RETIREMENT SYSTEM	1597	1	SR SYSTEMS ANALYST I	Substitute	1
PENSION	1513	0	ACCOUNTANT	Regular	1
PENSION	1203	0	BENEFITS SPECIALIST	Regular	1
PENSION	1593	3	DEPT CHIEF ACCT III	Regular	1
PENSION	1117	2	EXEC ADMIN ASST II	Regular	1
PENSION	9146	1	INVESTMENT OFFICER I	Regular	1
PENSION	9146	2	INVESTMENT OFFICER II	Regular	1
PENSION	9184	0	MANAGEMENT ANALYST	Regular	6
PENSION	1368	0	SR ADMINISTRATIVE CLERK	Regular	2
PENSION	9171	1	SR MGMT ANALYST I	Regular	1
PENSION	1597	1	SR SYSTEMS ANALYST I	Regular	1
PENSION	1596	0	SYSTEMS ANALYST	Regular	1
PENSION	1455	3	SYSTEMS PROGRAMMER III	Regular	1