

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 8, 2019

CAO File No. 0220-05476-0002

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 March 7, 2019 titled "PaySR Position Control Module Implementation Status"

Subject: **PAYSR POSITION CONTROL MODULE IMPLEMENTATION STATUS – OCTOBER 2019**

RECOMMENDATION

That the Council instruct all City departments, excluding the Department of Water and Power, to maintain their departmental data in the PaySR Position Control Module (PCM), including their department's supervisory organizational structure.

SUMMARY

In June 2018, the City Council considered a report from this Office dated June 14, 2018 regarding vacancy reporting using the PaySR 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.

On March 7, 2019, this Office provided the first status update as to each department's PCM implementation (C.F. 18-0600-S51). At the time of this prior report, 27 City departments were using PCM out of 42 total City departments that use PaySR to process payroll. At that time, vacancy reports were provided for 19 departments that had accurate information in the PCM. The March 7, 2019 report from this Office provided significant additional information, not repeated herein, regarding the need for the City to implement the PCM in anticipation of the transition to a new Human Resources and Payroll (HRP) system (C.F. 18-0600-S43), the process this Office undertakes to validate department entries in PCM in order to produce a vacancy report, and lessons learned in the City's PCM implementation.

Departments have continued to update and implement the PCM, which includes reconciling PCM entries with newly authorized positions that were approved as part of the 2019-20 Adopted Budget. As of October 2019, 35 of the 42 City departments that use PaySR to process payroll are now using PCM. The PCM implementation status of each department can be found in Attachment 1. Attachments 2 and 3 provide summary and detailed vacancy reports for the 24 City departments whose PCM entries have been verified as accurate and adhering to Citywide rules.

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. It is also important to note that the attached vacancy reports demonstrate one moment in time within a department. The number of vacancies in each department continually changes as departments are actively filling positions and/or may have experienced attrition. Thus, the specific vacancies listed in Attachment 3 may have changed since the vacancy report was finalized with data as of early October 2019.

As of October 2019, the Citywide vacancy rate for the 24 departments for whom vacancy reports are provided is 18 percent (Attachment 2). This is higher than the previously reported Citywide vacancy rate of 16 percent from February 2019. While there are a number of factors that could contribute to this vacancy rate increase, the most likely factor is due to the significant number of new positions that were authorized as part of the 2019-20 Adopted Budget. There was a net increase of 871 positions Citywide (excluding proprietary departments) in the 2019-20 Adopted Budget. Note that the City's proprietary departments, including the Los Angeles World Airports, the Port of Los Angeles, Los Angeles City Employees' Retirement System, and Fire and Police Pensions, have a different process for authorization of positions and hiring. To the extent these departments are included in the attachments, their vacancy information is provided for informational purposes.

Supervisory Organizational Structure in PCM

One of the features in the PCM, which is currently optional for departments to maintain, is the ability to include a supervisory organizational structure. For each position, departments can enter the supervisor for the position, and then can ultimately print an organizational chart from the PCM showing this defined reporting structure for the entire department. Several departments are currently using this optional feature.

While working with departments on their PCM implementation, the Information Technology Agency (ITA), Controller's Office, Personnel Department (Personnel), and CAO are also working on the HRP project. These four departments represent the members of the HRP Steering Committee, and will soon be reporting back to the Personnel and Animal Welfare Committee on the status of the HRP project in accordance with a Motion dated October 29, 2019 (Koretz-Krekorian, CF. 18-0600-S43). The HRP will replace PaySR with a modern human resources and payroll application.

One item that has become apparent during the process to select an HRP vendor is the criticality of having an electronic supervisory organizational structure for all positions in the City, similar to the defined reporting structure that is currently optional in the PCM application. A modern human resources application will include the ability for supervisors to enter, review, and approve various human resources and payroll functions for their employees. This functionality includes items such as approving submitted timesheets, reviewing employee requests for time off, and electronically submitting performance evaluations. Having a supervisory organizational structure within the HRP application would also allow department management to have an easily accessible view of their department's organizational structure in real time, instead of entering this data in separate organizational chart software which must be separately maintained and updated. However, the

ability to access this modern functionality is dependent on having this defined reporting structure for every department. The City will be transitioning data from the PaySR system to the new HRP application in order to implement the new application, and therefore it is critical this reporting structure also be included in PaySR to facilitate this transition of data to the new application.

It is therefore recommended that the Council instruct all departments to enter this reporting structure data in the PCM application. ITA is in the process of implementing additional functionality in the PCM, anticipated to be available in mid-December 2019, to make the process of entering reporting structures in PCM easier and faster for departments. ITA, Personnel, and this Office have been partners in the PCM implementation, and will continue to work with departments to facilitate their PCM data entry, and will provide training for department staff on how to enter this supervisory organizational structure. All efforts made to implement this supervisory organizational structure in the PCM now will provide initial position control data that can be transitioned to the HRP system, and will reduce future potential delays and errors that may occur during the City's transition into a new HRP system. It is the goal of this Office to provide PCM vacancy reports to the Council quarterly. Information regarding departmental data entry of this supervisory organizational structure will be included in the next quarterly report.

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

RHL:BC:MAV:11200047h

PaySR PCM Implementation Status Summary*data as of October 2019*

Dept No.	Department Name	Status	If Live, Vacancy Report Attached?	Notes
02	Aging	Live	Yes	
04	Airports	Live	No	The Department recently went live in PCM; the Department is working to reconcile position data in PCM.
06	Animal Services	Live	Yes	
08	Building and Safety	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.
10	City Administrative Officer	Live	Yes	
11	Public Accountability	Live	Yes	
12	City Attorney	Live	No	The Department recently reloaded data to the PCM module. 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.
13	Cannabis Regulation	Live	Yes	
14	City Clerk	Pending		The Department has not yet implemented PCM.
16	Los Angeles City Employees Retirement System	Live	Yes	
17	Ethics	Live	Yes	
22	Economic and Workforce Development	Pending		The Department is working with ITA to implement PCM.
26	Controller	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.
28	Council	Implementation planned for the future		
30	Cultural Affairs	Live	Yes	
32	Information Technology Agency	Live	Yes	
33	El Pueblo	Live	Yes	
35	Emergency Management	Live	Yes	
36	Employee Relations Board	Live	Yes	
38	Fire (Civilian)	Pending		The Department is working with ITA to implement PCM.
39	Finance	Live	Yes	

PaySR PCM Implementation Status Summary*data as of October 2019*

Dept No.	Department Name	Status	If Live, Vacancy Report Attached?	Notes
40	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.
42	Harbor	Pending		The Department is working with ITA to implement PCM. The Department is experiencing technical difficulties transitioning its existing position control data to the PCM system.
43	Housing and Community Investment	Live	Yes	
44	Library	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.
46	Mayor	Implementation planned for the future		
47	Neighborhood Empowerment	Live	Yes	
48	Convention and Tourism Development	Live	Yes	
64	Fire and Police Pensions	Live	Yes	
65	Disability	Live	Yes	
66	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.
68	City Planning	Live	Yes	
70	Police (Civilian)	Pending		The Department is working with ITA to implement PCM.
74	PW Board	Live	Yes	
76	PW Contract Administration	Live	Yes	
78	PW Engineering	Live	No	The Department recently went live in PCM; the Department is working to reconcile position data in PCM.
82	PW Sanitation	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.
84	PW Street Lighting	Live	Yes	

PaySR PCM Implementation Status Summary*data as of October 2019*

Dept No.	Department Name	Status	If Live, Vacancy Report Attached?	Notes
86	PW Street 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.
87	Zoo	Live	Yes	
88	Recreation and Parks	Live	No	The Department recently went live in PCM; the Department is working to reconcile position data in PCM.
94	Transportation	Live	Yes	

Subtotal live with vacancy reports: 24
 Subtotal live but no vacancy report available: 11
Total Departments Live, Using PCM: 35

Subtotal implementation pending: 5
 Subtotal implementation planned for the future: 2
Total Departments Using PaySR for Payroll: 42

PaySR PCM Vacancy Report - Summary*data as of October 2019*

Dept No.	Department Name	Authorized Positions	Vacant Positions	Vacancy Rate
02	Aging	51	15	29%
06	Animal Services	379	46	12%
10	City Administrative Officer	129	9	7%
11	Public Accountability	10	4	40%
13	Cannabis Regulation	38	9	24%
17	Ethics	32	5	16%
30	Cultural Affairs	85	21	25%
32	Information Technology Agency	456	59	13%
33	El Pueblo	10	2	20%
35	Emergency Management	30	2	7%
36	Employee Relations Board	3	0	0%
39	Finance	370	69	19%
43	Housing and Community Investment	767	153	20%
47	Neighborhood Empowerment	34	6	18%
48	Convention and Tourism Development	15	4	27%
65	Disability	28	5	18%
68	City Planning	505	125	25%
74	PW Board	116	6	5%
76	PW Contract Administration	421	83	20%
84	PW Street Lighting	350	43	12%
87	Zoo	271	30	11%
94	Transportation	1774	355	20%
16	Los Angeles City Employees Retirement System	173	23	13%
64	Fire and Police Pensions	135	15	11%
Total of all Departments with Vacancy Reports:		5874	1051	18%

PaySR PCM Vacancy Report - Detail by Department

data as of October 2019

	Department Name	Class Code	Pay Grade	Classification Name	Authority Type	Quantity
02	AGING	1358	0	ADMINISTRATIVE CLERK	Regular	1
02	AGING	1358	0	ADMINISTRATIVE CLERK	Resolution	2
02	AGING	9184	0	MANAGEMENT ANALYST	Regular	3
02	AGING	9184	0	MANAGEMENT ANALYST	Resolution	3
02	AGING	1116	0	SECRETARY	Regular	1
02	AGING	2385	1	SOCIAL WORKER I	Regular	1
02	AGING	2385	1	SOCIAL WORKER I	Resolution	1
02	AGING	2385	3	SOCIAL WORKER III	Regular	1
02	AGING	1368	0	SR ADMINISTRATIVE CLERK	Regular	1
02	AGING	9171	2	SR MGMT ANALYST II	Resolution	1
06	ANIMAL SERVICES	1358	0	ADMINISTRATIVE CLERK	Regular	1
06	ANIMAL SERVICES	4310	0	ANIMAL CARE TECH	Regular	12
06	ANIMAL SERVICES	4311	1	ANIMAL CONTROL OFCR I	Regular	11
06	ANIMAL SERVICES	4311	2	ANIMAL CONTROL OFCR II	Regular	8
06	ANIMAL SERVICES	4330	0	ANIMAL LIC CANVASSER	Resolution	8
06	ANIMAL SERVICES	1800	1	PUB INFO DIRECTOR I	Resolution	1
06	ANIMAL SERVICES	4316	1	SR ANIMAL CNTRL OFCR I	Regular	1
06	ANIMAL SERVICES	2369	0	VETERINARY TECHNICIAN	Resolution	4
10	CITY ADMINISTRATIVE OFFICER	1590	2	ADMIN ANALYST II	Regular	1
10	CITY ADMINISTRATIVE OFFICER	1554	0	CH ADMIN ANALYST	Regular	1
10	CITY ADMINISTRATIVE OFFICER	1541	1	SR ADMIN ANALYST I	Regular	3
10	CITY ADMINISTRATIVE OFFICER	1541	2	SR ADMIN ANALYST II	Regular	1
10	CITY ADMINISTRATIVE OFFICER	1541	2	SR ADMIN ANALYST II	Resolution	1
10	CITY ADMINISTRATIVE OFFICER	9202	2	SR LABOR REL SPEC II	Regular	1
10	CITY ADMINISTRATIVE OFFICER	1596	0	SYSTEMS ANALYST	Regular	1
11	PUBLIC ACCOUNTABILITY	1681	1	UTILITY RATES & POLICY SPECIALIST I	Regular	1
11	PUBLIC ACCOUNTABILITY	1681	1	UTILITY RATES & POLICY SPECIALIST I	Resolution	2
11	PUBLIC ACCOUNTABILITY	1681	2	UTILITY RATES & POLICY SPECIALIST II	Regular	1
13	CANNABIS	1223	0	ACCOUNTING CLERK	Resolution	1
13	CANNABIS	9184	0	MANAGEMENT ANALYST	Resolution	3
13	CANNABIS	1539	0	MANAGEMENT ASSISTANT	Resolution	3
13	CANNABIS	9134	0	PR PROJECT COORDINATOR	Substitute	1
13	CANNABIS	9171	1	SR MGMT ANALYST I	Resolution	1
17	CITY ETHICS COMMISSION	9184	0	MANAGEMENT ANALYST	Regular	3
17	CITY ETHICS COMMISSION	1542	0	PROJECT ASSISTANT	Regular	1
17	CITY ETHICS COMMISSION	0602	1	SPECIAL INVESTIGATOR I	Regular	1
30	CULTURAL AFFAIRS	1358	0	ADMINISTRATIVE CLERK	Regular	3
30	CULTURAL AFFAIRS	1358	0	ADMINISTRATIVE CLERK	Resolution	1
30	CULTURAL AFFAIRS	2478	1	ART CENTER DIRECTOR I	Regular	1
30	CULTURAL AFFAIRS	2478	1	ART CENTER DIRECTOR I	Resolution	1
30	CULTURAL AFFAIRS	2478	2	ART CENTER DIRECTOR II	Regular	1
30	CULTURAL AFFAIRS	2447	1	ART INSTRUCTOR I	Regular	1
30	CULTURAL AFFAIRS	2447	2	ART INSTRUCTOR II	Regular	1
30	CULTURAL AFFAIRS	2454	0	ARTS ASSOCIATE	Regular	3
30	CULTURAL AFFAIRS	2454	0	ARTS ASSOCIATE	Resolution	1
30	CULTURAL AFFAIRS	2455	1	ARTS MANAGER I	Resolution	4
30	CULTURAL AFFAIRS	2455	2	ARTS MANAGER II	Resolution	1
30	CULTURAL AFFAIRS	2442	0	GALLERY ATTENDANT	Resolution	1
30	CULTURAL AFFAIRS	2430	1	PERFORM ARTS PRG CRD I	Regular	1
30	CULTURAL AFFAIRS	1538	0	SR PROJECT COORDINATOR	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1429	0	APPLICATIONS PROGRAMMER	Regular	3
32	INFORMATION TECHNOLOGY AGENCY	1801	1	CABLE TV PRODUCT MGR I	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	1801	2	CABLE TV PRODUCT MGR II	Substitute	1
32	INFORMATION TECHNOLOGY AGENCY	3686	0	COMMUN ELECTRICIAN	Substitute	1
32	INFORMATION TECHNOLOGY AGENCY	7610	0	COMMUN ENGINEER	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	7607	3	COMMUN ENGRG ASSOC III	Regular	2
32	INFORMATION TECHNOLOGY AGENCY	1461	2	COMMUN INFO REP II	Regular	8
32	INFORMATION TECHNOLOGY AGENCY	1461	2	COMMUN INFO REP II	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	1470	0	DATA BASE ARCHITECT	Regular	3

PaySR PCM Vacancy Report - Detail by Department

data as of October 2019

	Department Name	Class Code	Pay Grade	Classification Name	Authority Type	Quantity
32	INFORMATION TECHNOLOGY AGENCY	1409	1	INFO SYSTEM MGR I	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1409	2	INFO SYSTEM MGR II	Regular	2
32	INFORMATION TECHNOLOGY AGENCY	9184	0	MANAGEMENT ANALYST	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1431	4	PROGRAMMER/ANALYST IV	Regular	8
32	INFORMATION TECHNOLOGY AGENCY	1431	5	PROGRAMMER/ANALYST V	Regular	2
32	INFORMATION TECHNOLOGY AGENCY	1368	0	SR ADMINISTRATIVE CLERK	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	3691	0	SR COMMUN ELECTRCN SUPV	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	3638	0	SR COMMUN ELECTRICIAN	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	7614	0	SR COMMUN ENGINEER	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	7614	0	SR COMMUN ENGINEER	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	1467	1	SR COMMUN OPERATOR I	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	1467	2	SR COMMUN OPERATOR II	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1428	2	SR COMPUTER OPERATOR II	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1139	1	SR DATA PROCESS TECH I	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	9171	1	SR MGMT ANALYST I	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	1597	1	SR SYSTEMS ANALYST I	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1597	2	SR SYSTEMS ANALYST II	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1455	1	SYSTEMS PROGRAMMER I	Regular	7
32	INFORMATION TECHNOLOGY AGENCY	1455	1	SYSTEMS PROGRAMMER I	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	1455	2	SYSTEMS PROGRAMMER II	Regular	1
32	INFORMATION TECHNOLOGY AGENCY	1455	2	SYSTEMS PROGRAMMER II	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	7615	0	TELEVISION ENGINEER	Resolution	1
32	INFORMATION TECHNOLOGY AGENCY	6145	2	VIDEO TECHNICIAN II	Regular	1
33	EL PUEBLO DE LOS ANGELES	1513	0	ACCOUNTANT	Regular	1
33	EL PUEBLO DE LOS ANGELES	1539	0	MANAGEMENT ASSISTANT	Regular	1
35	EMERGENCY MANAGEMENT	1116	0	SECRETARY	Regular	1
35	EMERGENCY MANAGEMENT	1538	0	SR PROJECT COORDINATOR	Resolution	1
39	OFFICE OF FINANCE	1223	0	ACCOUNTING CLERK	Regular	1
39	OFFICE OF FINANCE	1223	0	ACCOUNTING CLERK	Substitute	1
39	OFFICE OF FINANCE	1358	0	ADMINISTRATIVE CLERK	Regular	4
39	OFFICE OF FINANCE	1229	0	CUST SERV SPECIALIST	Regular	8
39	OFFICE OF FINANCE	1229	0	CUST SERV SPECIALIST	Resolution	1
39	OFFICE OF FINANCE	1557	1	FINANCIAL MANAGER I	Regular	1
39	OFFICE OF FINANCE	1555	1	FISCAL SYSTEMS SPEC I	Regular	2
39	OFFICE OF FINANCE	1201	0	PR CLERK	Regular	4
39	OFFICE OF FINANCE	1201	0	PR CLERK	Resolution	1
39	OFFICE OF FINANCE	1524	0	PR TAX AUDITOR	Regular	1
39	OFFICE OF FINANCE	1195	0	PR TAX COMPLIANCE OFCR	Regular	1
39	OFFICE OF FINANCE	1368	0	SR ADMINISTRATIVE CLERK	Regular	2
39	OFFICE OF FINANCE	1597	1	SR SYSTEMS ANALYST I	Regular	2
39	OFFICE OF FINANCE	1597	2	SR SYSTEMS ANALYST II	Regular	1
39	OFFICE OF FINANCE	1519	0	SR TAX AUDITOR	Regular	2
39	OFFICE OF FINANCE	1514	2	TAX AUDITOR II	Regular	17
39	OFFICE OF FINANCE	1514	2	TAX AUDITOR II	Resolution	1
39	OFFICE OF FINANCE	1179	2	TAX COMPLNCE OFCR II	Regular	18
39	OFFICE OF FINANCE	1179	3	TAX COMPLNCE OFCR III	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1513	0	ACCOUNTANT	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	1223	0	ACCOUNTING CLERK	Regular	6
43	HOUSING AND COMMUNITY INVESTMENT	1223	0	ACCOUNTING CLERK	Resolution	3
43	HOUSING AND COMMUNITY INVESTMENT	1358	0	ADMINISTRATIVE CLERK	Regular	14
43	HOUSING AND COMMUNITY INVESTMENT	7926	4	ARCHITECTURAL ASSOC IV	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1577	0	ASST CH GRANTS ADMINSTR	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	4208	2	ASST INSPECTOR II	Regular	3
43	HOUSING AND COMMUNITY INVESTMENT	4208	3	ASST INSPECTOR III	Regular	4
43	HOUSING AND COMMUNITY INVESTMENT	4208	4	ASST INSPECTOR IV	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	4208	4	ASST INSPECTOR IV	Resolution	4
43	HOUSING AND COMMUNITY INVESTMENT	1517	2	AUDITOR II	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	4254	0	CH INSPECTOR	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	9182	0	CH MANAGEMENT ANALYST	Regular	1

PaySR PCM Vacancy Report - Detail by Department

data as of October 2019

	Department Name	Class Code	Pay Grade	Classification Name	Authority Type	Quantity
43	HOUSING AND COMMUNITY INVESTMENT	7320	0	ENVIRN AFFRS OFC	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1117	2	EXEC ADMIN ASST II	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1571	1	FINANCE DEV OFFICER I	Regular	4
43	HOUSING AND COMMUNITY INVESTMENT	1571	1	FINANCE DEV OFFICER I	Resolution	4
43	HOUSING AND COMMUNITY INVESTMENT	1571	2	FINANCE DEV OFFICER II	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	1571	2	FINANCE DEV OFFICER II	Substitute	1
43	HOUSING AND COMMUNITY INVESTMENT	4243	0	HOUSING INSPECTOR	Regular	11
43	HOUSING AND COMMUNITY INVESTMENT	4243	0	HOUSING INSPECTOR	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	8516	1	HOUSING INVESTIGATOR I	Regular	10
43	HOUSING AND COMMUNITY INVESTMENT	8516	1	HOUSING INVESTIGATOR I	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	8516	2	HOUSING INVESTIGATOR II	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	8504	0	HOUSING PLNG/ECON ANLST	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	8504	0	HOUSING PLNG/ECON ANLST	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	9184	0	MANAGEMENT ANALYST	Regular	11
43	HOUSING AND COMMUNITY INVESTMENT	9184	0	MANAGEMENT ANALYST	Resolution	11
43	HOUSING AND COMMUNITY INVESTMENT	1539	0	MANAGEMENT ASSISTANT	Regular	5
43	HOUSING AND COMMUNITY INVESTMENT	1539	0	MANAGEMENT ASSISTANT	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	7968	1	MATL TST TECHNICIAN I	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1525	1	PR ACCOUNTANT I	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1201	0	PR CLERK	Regular	3
43	HOUSING AND COMMUNITY INVESTMENT	1550	0	PROGRAM AIDE	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	1431	3	PROGRAMMER/ANALYST III	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	1431	4	PROGRAMMER/ANALYST IV	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	1542	0	PROJECT ASSISTANT	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	1537	0	PROJECT COORDINATOR	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	1569	1	REHAB CONSTR SPEC I	Resolution	3
43	HOUSING AND COMMUNITY INVESTMENT	1569	2	REHAB CONSTR SPEC II	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	8502	1	REHAB PROJECT COORD I	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1116	0	SECRETARY	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	1523	2	SR ACCOUNTANT II	Regular	2
43	HOUSING AND COMMUNITY INVESTMENT	1368	0	SR ADMINISTRATIVE CLERK	Regular	4
43	HOUSING AND COMMUNITY INVESTMENT	1368	0	SR ADMINISTRATIVE CLERK	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	4244	0	SR HOUSING INSPECTOR	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	4244	0	SR HOUSING INSPECTOR	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	8517	2	SR HSG INVESTIGATOR II	Regular	1
43	HOUSING AND COMMUNITY INVESTMENT	9171	1	SR MGMT ANALYST I	Regular	2
43	HOUSING AND COMMUNITY INVESTMENT	9171	1	SR MGMT ANALYST I	Resolution	2
43	HOUSING AND COMMUNITY INVESTMENT	9171	2	SR MGMT ANALYST II	Regular	2
43	HOUSING AND COMMUNITY INVESTMENT	9171	2	SR MGMT ANALYST II	Substitute	1
43	HOUSING AND COMMUNITY INVESTMENT	1538	0	SR PROJECT COORDINATOR	Resolution	3
43	HOUSING AND COMMUNITY INVESTMENT	1596	0	SYSTEMS ANALYST	Regular	2
43	HOUSING AND COMMUNITY INVESTMENT	1596	0	SYSTEMS ANALYST	Resolution	1
43	HOUSING AND COMMUNITY INVESTMENT	1455	2	SYSTEMS PROGRAMMER II	Resolution	1
47	NEIGHBORHOOD EMPOWERMENT	1358	0	ADMINISTRATIVE CLERK	Regular	1
47	NEIGHBORHOOD EMPOWERMENT	9184	0	MANAGEMENT ANALYST	Regular	1
47	NEIGHBORHOOD EMPOWERMENT	9134	0	PR PROJECT COORDINATOR	Substitute	1
47	NEIGHBORHOOD EMPOWERMENT	1542	0	PROJECT ASSISTANT	Resolution	1
47	NEIGHBORHOOD EMPOWERMENT	1537	0	PROJECT COORDINATOR	Resolution	2
48	CONVENTION AND TOURISM DEVELOPMENT	7926	2	ARCHITECTURAL ASSOC II	Substitute	1
48	CONVENTION AND TOURISM DEVELOPMENT	3338	0	BUILD REPAIRER SUPVR	Regular	1
48	CONVENTION AND TOURISM DEVELOPMENT	3330	2	CONV CTR BLDG SUPT II	Substitute	1
48	CONVENTION AND TOURISM DEVELOPMENT	9184	0	MANAGEMENT ANALYST	Regular	1
65	DISABILITY	1358	0	ADMINISTRATIVE CLERK	Resolution	1
65	DISABILITY	2501	2	COMNTY PROGRM ASST II	Resolution	1
65	DISABILITY	9184	0	MANAGEMENT ANALYST	Resolution	2
65	DISABILITY	1538	0	SR PROJECT COORDINATOR	Regular	1
74	PUBLIC WORKS - BOARD	1513	0	ACCOUNTANT	Resolution	1
74	PUBLIC WORKS - BOARD	1223	0	ACCOUNTING CLERK	Resolution	1
74	PUBLIC WORKS - BOARD	4292	0	ENV COMPLIANCE INSP	Regular	1

PaySR PCM Vacancy Report - Detail by Department

data as of October 2019

	Department Name	Class Code	Pay Grade	Classification Name	Authority Type	Quantity
74	PUBLIC WORKS - BOARD	9184	0	MANAGEMENT ANALYST	Regular	1
74	PUBLIC WORKS - BOARD	0114	0	MEM BD OF PUBLIC WORKS	Regular	1
74	PUBLIC WORKS - BOARD	1523	1	SR ACCOUNTANT I	Resolution	1
76	PUBLIC WORKS - CONTRACT ADMIN	7291	0	CONSTR INSPECTOR	Regular	8
76	PUBLIC WORKS - CONTRACT ADMIN	7291	0	CONSTR INSPECTOR	Resolution	22
76	PUBLIC WORKS - CONTRACT ADMIN	1117	2	EXEC ADMIN ASST II	Resolution	1
76	PUBLIC WORKS - CONTRACT ADMIN	9184	0	MANAGEMENT ANALYST	Regular	1
76	PUBLIC WORKS - CONTRACT ADMIN	9184	0	MANAGEMENT ANALYST	Resolution	10
76	PUBLIC WORKS - CONTRACT ADMIN	1539	0	MANAGEMENT ASSISTANT	Regular	1
76	PUBLIC WORKS - CONTRACT ADMIN	7297	0	PR CONSTR INSPECTOR	Regular	4
76	PUBLIC WORKS - CONTRACT ADMIN	7297	0	PR CONSTR INSPECTOR	Resolution	1
76	PUBLIC WORKS - CONTRACT ADMIN	7294	0	SR CONSTR INSPECTOR	Regular	12
76	PUBLIC WORKS - CONTRACT ADMIN	7294	0	SR CONSTR INSPECTOR	Resolution	13
76	PUBLIC WORKS - CONTRACT ADMIN	4223	0	SR ELECTRCL INSPECTOR	Regular	2
76	PUBLIC WORKS - CONTRACT ADMIN	4223	0	SR ELECTRCL INSPECTOR	Resolution	4
76	PUBLIC WORKS - CONTRACT ADMIN	9171	1	SR MGMT ANALYST I	Resolution	3
76	PUBLIC WORKS - CONTRACT ADMIN	1596	0	SYSTEMS ANALYST	Resolution	1
84	PUBLIC WORKS - STREET LIGHTING	3354	0	CEMENT FINISHER SUPVR	Resolution	1
84	PUBLIC WORKS - STREET LIGHTING	3351	0	CEMENT FINISHER WORKER	Resolution	2
84	PUBLIC WORKS - STREET LIGHTING	7232	0	CIVIL ENGRG DRAFT TECH	Regular	2
84	PUBLIC WORKS - STREET LIGHTING	7232	0	CIVIL ENGRG DRAFT TECH	Resolution	1
84	PUBLIC WORKS - STREET LIGHTING	3799	0	ELECTRCL CRAFT HELPER	Regular	2
84	PUBLIC WORKS - STREET LIGHTING	3799	0	ELECTRCL CRAFT HELPER	Resolution	5
84	PUBLIC WORKS - STREET LIGHTING	3115	0	MAINT & CONSTR HELPER	Regular	1
84	PUBLIC WORKS - STREET LIGHTING	1368	0	SR ADMINISTRATIVE CLERK	Regular	1
84	PUBLIC WORKS - STREET LIGHTING	9171	1	SR MGMT ANALYST I	Regular	1
84	PUBLIC WORKS - STREET LIGHTING	3811	0	ST LTG ELECTRCN	Regular	6
84	PUBLIC WORKS - STREET LIGHTING	3811	0	ST LTG ELECTRCN	Resolution	2
84	PUBLIC WORKS - STREET LIGHTING	7537	0	ST LTG ENGINEER	Resolution	1
84	PUBLIC WORKS - STREET LIGHTING	7527	2	ST LTG ENGRG ASSC II	Regular	1
84	PUBLIC WORKS - STREET LIGHTING	7527	2	ST LTG ENGRG ASSC II	Resolution	3
84	PUBLIC WORKS - STREET LIGHTING	7527	3	ST LTG ENGRG ASSC III	Regular	5
84	PUBLIC WORKS - STREET LIGHTING	7527	3	ST LTG ENGRG ASSC III	Resolution	4
84	PUBLIC WORKS - STREET LIGHTING	7527	4	ST LTG ENGRG ASSC IV	Regular	1
84	PUBLIC WORKS - STREET LIGHTING	1835	2	STOREKEEPER II	Regular	1
84	PUBLIC WORKS - STREET LIGHTING	1596	0	SYSTEMS ANALYST	Regular	2
84	PUBLIC WORKS - STREET LIGHTING	3796	0	WELDER	Regular	1
87	ZOO	1358	0	ADMINISTRATIVE CLERK	Regular Ht	1
87	ZOO	4304	0	ANIMAL KEEPER	Regular	2
87	ZOO	3353	0	CEMENT FINISHER	Regular	1
87	ZOO	3351	0	CEMENT FINISHER WORKER	Regular	1
87	ZOO	2360	0	CH VETERINARIAN	Regular	1
87	ZOO	3156	0	CUSTODIAN	Regular	1
87	ZOO	3141	0	GARDENER CARETAKER	Regular	3
87	ZOO	3913	0	IRRIGATION SPECIALIST	Regular	1
87	ZOO	3115	0	MAINT & CONSTR HELPER	Regular	2
87	ZOO	2412	1	PARK SERVICES ATT I	Regular	1
87	ZOO	1714	0	PERSONNEL DIRECTOR	Regular	1
87	ZOO	2424	0	PR PARK SVCS ATTENDANT	Regular	1
87	ZOO	1785	1	PUB RELATIONS SPEC I	Regular	1
87	ZOO	1523	1	SR ACCOUNTANT I	Resolution	1
87	ZOO	1368	0	SR ADMINISTRATIVE CLERK	Regular	2
87	ZOO	9171	2	SR MGMT ANALYST II	Regular	1
87	ZOO	1835	2	STOREKEEPER II	Regular	1
87	ZOO	1596	0	SYSTEMS ANALYST	Regular	1
87	ZOO	2369	0	VETERINARY TECHNICIAN	Regular	1
87	ZOO	9501	0	ZOO ASST GM	Regular	1
87	ZOO	9501	0	ZOO ASST GM	Substitute	1
87	ZOO	4300	1	ZOO CURATOR OF EDUC I	Regular	3

PaySR PCM Vacancy Report - Detail by Department

data as of October 2019

	Department Name	Class Code	Pay Grade	Classification Name	Authority Type	Quantity
87	ZOO	4300	1	ZOO CURATOR OF EDUC I	Resolution	1
94	TRANSPORTATION	1223	0	ACCOUNTING CLERK	Regular	2
94	TRANSPORTATION	9135	0	ADMIN HEARING OFCR	Regular	2
94	TRANSPORTATION	9135	0	ADMIN HEARING OFCR	Resolution	4
94	TRANSPORTATION	1358	0	ADMINISTRATIVE CLERK	Regular	8
94	TRANSPORTATION	1358	0	ADMINISTRATIVE CLERK	Resolution	8
94	TRANSPORTATION	3818	0	ASST SIGNL SYS ELECTRCN	Regular	3
94	TRANSPORTATION	3818	0	ASST SIGNL SYS ELECTRCN	Resolution	6
94	TRANSPORTATION	3353	0	CEMENT FINISHER	Resolution	2
94	TRANSPORTATION	3353	0	CEMENT FINISHER	Substitute	1
94	TRANSPORTATION	4275	0	CH TRANSP INVESTIGATOR	Regular	1
94	TRANSPORTATION	7232	0	CIVIL ENGRG DRAFT TECH	Regular	4
94	TRANSPORTATION	7232	0	CIVIL ENGRG DRAFT TECH	Resolution	4
94	TRANSPORTATION	1461	3	COMMUN INFO REP III	Regular	6
94	TRANSPORTATION	2496	0	COMNTY AFFRS ADVOCATE	Resolution	1
94	TRANSPORTATION	3129	0	CONSTR & MAINT SUPT	Resolution	1
94	TRANSPORTATION	1779	1	DATA ANALYST I	Resolution	3
94	TRANSPORTATION	1470	0	DATA BASE ARCHITECT	Resolution	1
94	TRANSPORTATION	3799	0	ELECTRCL CRAFT HELPER	Regular	4
94	TRANSPORTATION	3799	0	ELECTRCL CRAFT HELPER	Resolution	3
94	TRANSPORTATION	3734	1	EQUIP SPECIALIST I	Resolution	2
94	TRANSPORTATION	3734	2	EQUIP SPECIALIST II	Regular	1
94	TRANSPORTATION	1117	2	EXEC ADMIN ASST II	Regular	1
94	TRANSPORTATION	1555	1	FISCAL SYSTEMS SPEC I	Regular	1
94	TRANSPORTATION	1670	2	GRAPHICS DESIGNER II	Regular	1
94	TRANSPORTATION	3112	0	MAINTENANCE LABORER	Regular	6
94	TRANSPORTATION	3112	0	MAINTENANCE LABORER	Resolution	6
94	TRANSPORTATION	9184	0	MANAGEMENT ANALYST	Regular	3
94	TRANSPORTATION	9184	0	MANAGEMENT ANALYST	Resolution	4
94	TRANSPORTATION	1539	0	MANAGEMENT ASSISTANT	Regular	2
94	TRANSPORTATION	1539	0	MANAGEMENT ASSISTANT	Resolution	3
94	TRANSPORTATION	3771	0	MECH HELPER	Regular	2
94	TRANSPORTATION	3773	0	MECHANICAL REPAIRER	Regular	2
94	TRANSPORTATION	3757	1	PARKG MTR TECH SPV I	Regular	1
94	TRANSPORTATION	3738	0	PARKING MTR TECHNICIAN	Regular	6
94	TRANSPORTATION	7939	0	PLANNING ASSISTANT	Resolution	1
94	TRANSPORTATION	1201	0	PR CLERK	Regular	2
94	TRANSPORTATION	9134	0	PR PROJECT COORDINATOR	Resolution	1
94	TRANSPORTATION	1431	3	PROGRAMMER/ANALYST III	Regular	1
94	TRANSPORTATION	1431	4	PROGRAMMER/ANALYST IV	Regular	1
94	TRANSPORTATION	1542	0	PROJECT ASSISTANT	Resolution	1
94	TRANSPORTATION	3428	0	SIGN PAINTER	Regular	1
94	TRANSPORTATION	3819	0	SIGNAL SYSTEM ELECTRCN	Regular	11
94	TRANSPORTATION	3819	0	SIGNAL SYSTEM ELECTRCN	Resolution	17
94	TRANSPORTATION	3839	1	SIGNAL SYSTEM SUPVR I	Regular	1
94	TRANSPORTATION	3839	2	SIGNAL SYSTEM SUPVR II	Regular	1
94	TRANSPORTATION	1523	2	SR ACCOUNTANT II	Regular	1
94	TRANSPORTATION	1523	2	SR ACCOUNTANT II	Resolution	1
94	TRANSPORTATION	1368	0	SR ADMINISTRATIVE CLERK	Regular	8
94	TRANSPORTATION	1368	0	SR ADMINISTRATIVE CLERK	Resolution	1
94	TRANSPORTATION	1518	0	SR AUDITOR	Regular	1
94	TRANSPORTATION	7207	0	SR CIVIL ENGR DRAFT TEC	Regular	2
94	TRANSPORTATION	1467	2	SR COMMUN OPERATOR II	Regular	3
94	TRANSPORTATION	9171	1	SR MGMT ANALYST I	Regular	4
94	TRANSPORTATION	9171	1	SR MGMT ANALYST I	Resolution	1
94	TRANSPORTATION	1597	1	SR SYSTEMS ANALYST I	Regular	2
94	TRANSPORTATION	3218	1	SR TRAFFIC SUPV I	Regular	2
94	TRANSPORTATION	3218	1	SR TRAFFIC SUPV I	Resolution	3
94	TRANSPORTATION	3218	3	SR TRAFFIC SUPV III	Regular	1

PaySR PCM Vacancy Report - Detail by Department

data as of October 2019

	Department Name	Class Code	Pay Grade	Classification Name	Authority Type	Quantity
94	TRANSPORTATION	1835	2	STOREKEEPER II	Regular	1
94	TRANSPORTATION	2481	1	SUPVSG TRANS PLANNR I	Regular	3
94	TRANSPORTATION	2481	1	SUPVSG TRANS PLANNR I	Resolution	3
94	TRANSPORTATION	2481	1	SUPVSG TRANS PLANNR I	Substitute	1
94	TRANSPORTATION	1596	0	SYSTEMS ANALYST	Regular	3
94	TRANSPORTATION	1596	0	SYSTEMS ANALYST	Resolution	1
94	TRANSPORTATION	3430	1	TRAF MARK/SIGN SUPT I	Regular	1
94	TRANSPORTATION	3430	1	TRAF MARK/SIGN SUPT I	Resolution	2
94	TRANSPORTATION	3214	2	TRAF OFFICER II	Regular	64
94	TRANSPORTATION	3214	2	TRAF OFFICER II	Resolution	1
94	TRANSPORTATION	3421	1	TRAF PAINT SIGN POST I	Regular	9
94	TRANSPORTATION	3421	2	TRAF PAINT SIGN POST II	Regular	6
94	TRANSPORTATION	3421	2	TRAF PAINT SIGN POST II	Resolution	19
94	TRANSPORTATION	3421	3	TRAF PNT SIGN POST III	Regular	1
94	TRANSPORTATION	3421	3	TRAF PNT SIGN POST III	Resolution	1
94	TRANSPORTATION	7285	1	TRANSP ENGRG AIDE I	Regular	5
94	TRANSPORTATION	7285	1	TRANSP ENGRG AIDE I	Resolution	1
94	TRANSPORTATION	7285	2	TRANSP ENGRG AIDE II	Regular	1
94	TRANSPORTATION	7280	2	TRANSP ENGRG ASSC II	Regular	6
94	TRANSPORTATION	7280	2	TRANSP ENGRG ASSC II	Resolution	10
94	TRANSPORTATION	7280	3	TRANSP ENGRG ASSC III	Regular	7
94	TRANSPORTATION	7280	3	TRANSP ENGRG ASSC III	Resolution	20
94	TRANSPORTATION	4271	0	TRANSP INVESTIGATOR	Regular	2
94	TRANSPORTATION	2480	1	TRANSP PLANNING ASSC I	Resolution	4
94	TRANSPORTATION	2480	2	TRANSP PLANNING ASSC II	Resolution	10