

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0111-31432-0006

Date: October 9, 2020

To: The Council

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

Subject: **SUBSTITUTE AND IN-LIEU POSITION AUTHORITIES NEEDED IN 2020-21**

Council File 20-0600 instructed the City Administrative Officer to prepare a listing of all substitute and in-lieu position authorities needed to fulfill the intent of the 2020-21 Budget. I have attached the requested listing by department. No Council action is required.

The Council also adopted a policy that states that authorization of substitute positions, other than for layoff avoidance, shall require Council approval only if a department does not have adequate savings identified within its budget to fund such requests. Departments will transmit these types of requests separately to the City Council for consideration.

RHL:JJJ:01210027

Attachments

2020-21 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2020-21 REQUESTED SUBSTITUTE POSITION AUTHORITIES

Requested Position Authorities			Position Authorities Kept Vacant			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Animal Services								
1	4313	Animal Care Technician Supervisor	1	4311	Animal Control Officer	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	4321	Director of Field Operations	2	4311	Animal Control Officer	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
2			3					
Building and Safety								
1	1119-1	Accounting Records Supervisor I	1	1358	Administrative Clerk (Half-Time)	07/01/20	06/30/21	To meet peak workload.
1	1223	Accounting Clerk				07/01/20	06/30/21	For sick leave replacement.
1	9171-2	Senior Management Analyst II	1	1555-2	Fiscal Systems Specialist II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	1129	Personnel Records Supervisor	1	1116	Secretary	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
			1	1358	Administrative Clerk (Half-Time)			
4			4					
City Administrative Officer								
2	9202-1	Senior Labor Relations Specialist I	1	1541-2	Senior Administrative Analyst II	07/01/20	06/30/21	To meet peak workload.
1	1552-3	Finance Specialist III				07/01/20	06/30/21	To meet peak workload.
1	9184	Management Analyst	1	1645	Risk and Insurance Assistant	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
4			2					
City Attorney								
1	0570	Administrative Coordinator IV	1	0596	Deputy City Attorney III	07/01/20	06/30/21	For sick leave replacement.
4	0568	Administrative Coordinator II	4	0582	Legal Secretary III	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
7	0568	Administrative Coordinator II	7	0567	Administrative Coordinator I	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	0598	Assistant City Attorney				07/01/20	06/30/21	To meet peak workload.
13			12					
City Planning								
1	1542	Project Assistant	1	1539	Management Assistant	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1117-3	Executive Administrative Assistant III	1	7941	City Planning Associate	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
2			2					
Controller								
1	9184	Management Analyst	1	1630	Payroll Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
4	1555-1	Fiscal Systems Specialist I	4	1597-1	Senior System Analyst I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1508	Management Aide	1	1223	Accounting Clerk	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1523-2	Senior Accountant II				07/01/20	06/30/21	To meet peak workload.
3	1223	Accounting Clerk				07/01/20	06/30/21	To meet peak workload.
10			6					

2020-21 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2020-21 REQUESTED SUBSTITUTE POSITION AUTHORITIES								
Requested Position Authorities			Position Authorities Kept Vacant			Period Requested		
No.	Code	Class Title	No.	Code	Class Title	From	To	Reason Needed
Finance								
2	1609	Treasury Accountant	2	9184	Management Analyst	07/01/20	06/30/21	To meet peak workload.
1	9171-2	Senior Management Analyst II	1	1555-2	Fiscal Systems Specialist II	07/01/20	06/30/21	To meet peak workload.
<u>3</u>			<u>3</u>					
Fire (Civilian)								
3	0651-0	Physician I				07/01/20	06/30/21	To meet peak workload.
2	1368	Senior Administrative Clerk				07/01/20	06/30/21	For sick leave replacement.
1	3704-5	Auto Body Builder and Repairer				07/01/20	06/30/21	For sick leave replacement.
<u>6</u>			<u>0</u>					
Fire (Sworn)								
3	2142-1	Fire Captain I	3	2142-2	Fire Captain II	07/01/20	06/30/21	To meet peak workload.
1	2128-1	Fire Inspector I	1	2128-2	Fire Inspector II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
2	3563-1	Fire Helicopter Pilot I	2	3563-3	Fire Helicopter Pilot III	07/01/20	06/30/21	To meet peak workload.
4	3563-2	Fire Helicopter Pilot II	4	3563-3	Fire Helicopter Pilot III	07/01/20	06/30/21	To meet peak workload.
1	3563-6	Fire Helicopter Pilot IV	1	2142-2	Fire Captain II	07/01/20	06/30/21	To meet peak workload.
<u>11</u>			<u>11</u>					
General Services								
1	3866	Elevator Mechanic	1	5925	Senior Building Operating Engineer	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
Housing and Community Investment								
1	8516-1	Housing Investigator I				07/01/20	06/30/21	For sick leave replacement.
1	1368	Senior Administrative Clerk				07/01/20	06/30/21	For sick leave replacement.
<u>2</u>			<u>0</u>					
Information Technology Agency								
3	3686	Communications Electrician				07/01/20	06/30/21	For sick leave replacement.
Personnel								
1	1116	Secretary	1	1775	Workers' Compensation Claims Assistant	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	1741	Chief Personnel Analyst	1	9182	Chief Management Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020 -21 DPO.
2	1739-1	Personnel Research Analyst I	2	1731	Personnel Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020 -21 DPO.
1	1455-1	Systems Programmer I	1	2330	Industrial Hygienist	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020 -21 DPO.
<u>5</u>			<u>5</u>					

2020-21 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2020-21 REQUESTED SUBSTITUTE POSITION AUTHORITIES									
Requested Position Authorities			Position Authorities Kept Vacant			Period Requested		Reason Needed	
No.	Code	Class Title	No.	Code	Class Title	From	To		
Public Accountability									
1	1554	Chief Administrative Analyst	1	1681-2	Utility Rates & Policy Specialist II	07/01/20	06/30/21	To meet peak workload.	
Public Works - Engineering									
1	9171-2	Senior Management Analyst II	1	9171-1	Senior Management Analyst I	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.	
Public Works - Sanitation									
1	4123-3	Wastewater Treatment Operator III	2	4123-1	Wastewater Treatment Operator I	07/01/20	06/30/21	To meet peak workload.	
1	7871-4	Environmental Engineering Associate IV	1	7871-3	Environmental Engineering Associate III	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.	
<u>2</u>			<u>3</u>						
Public Works - Street Lighting									
3	3840-1	Street Lighting Electrician Supervisor I	}	2	7527-3	Street Lighting Engineering Associate III	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
				1	3799	Electrical Craft Helper			
1	3353	Cement Finisher		1	3811	Street Lighting Electrician	07/01/20	06/30/21	To meet peak workload.
1	1835-2	Storekeeper II		1	3799	Electrical Craft Helper	07/01/20	06/30/21	To meet peak workload.
1	9184	Management Analyst		1	7207	Senior Civil Engineering Drafting Technician	07/01/20	06/30/21	To meet peak workload.
<u>6</u>				<u>6</u>					
Public Works - Street Services									
1	3146	Senior Park Maintenance Supervisor	1	3865	Electrician Supervisor	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.	
Transportation									
2	3353	Cement Finisher	2	3818	Assistant Signal Systems Electrician	07/01/20	06/30/21	To meet peak workload.	
1	2480-2	Transportation Planning Associate II	1	7280-2	Transportation Engineering Associate II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.	
1	2481-1	Supervising Transportation Planner I	1	7278	Transportation Engineer	07/01/20	06/30/21	To reduce backlog.	
<u>4</u>			<u>4</u>						
Zoo									
1	2412-1	Park Services Attendant I				07/01/20	06/30/21	For sick leave replacement.	
1	4297	Zoo Curator	1	4276	Zoo Curator of Birds	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.	
<u>2</u>			<u>1</u>						

2020-21 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2020-21 REQUESTED IN-LIEU POSITION AUTHORITIES								
Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Building and Safety								
1	1358	Administrative Clerk	1	1223	Accounting Clerk	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
2	1455-3	Systems Programmer III	2	1597-2	Senior Systems Analyst II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	7244-1	Building Civil Engineer I	1	7956	Structural Engineer	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
2	7957-2	Structural Engineering Associate II	2	7253-2	Engineering Geologist Associate II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	7239-1	Geotechnical Engineer I	1	7255-1	Engineering Geologist I	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
<u>7</u>			<u>7</u>					
City Administrative Officer								
2	1541-1	Senior Administrative Analyst I	2	1552-2	Finance Specialist II	07/01/20	06/30/21	To meet peak workload.
1	1541-2	Senior Administrative Analyst II	1	1552-3	Finance Specialist III	07/01/20	06/30/21	To meet peak workload.
1	1541-2	Senior Administrative Analyst II	1	1552-4	Finance Specialist IV	07/01/20	06/30/21	To meet peak workload.
<u>4</u>			<u>4</u>					
City Clerk								
1	1119-1	Accounting Records Supervisor I	1	1523-2	Senior Accountant II	07/01/20	06/30/21	To meet peak workload.
1	7228	Field Engineering Aide	1	9184	Management Analyst	07/01/20	06/30/21	To meet peak workload.
3	1537	Project Coordinator	3	9184	Management Analyst	07/01/20	06/30/21	To meet peak workload.
1	1538	Senior Project Coordinator	1	9171-1	Senior Management Analyst I	07/01/20	06/30/21	To meet peak workload.
<u>6</u>			<u>6</u>					
City Planning								
1	1785-2	Public Relations Specialist II	1	7941	City Planning Associate	07/01/20	06/30/21	To meet peak workload.
1	1785-1	Public Relations Specialist I	1	7939	Planning Assistant	07/01/20	06/30/21	To meet peak workload.
<u>2</u>			<u>2</u>					

2020-21 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2020-21 REQUESTED IN-LIEU POSITION AUTHORITIES								
Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Controller								
1	1625-2	Internal Auditor II	1	9184	Management Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1539	Management Assistant	1	1523-2	Senior Accountant II	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
2	1539	Management Assistant	2	1513	Accountant	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1539	Management Assistant	1	1523-1	Senior Accountant I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
2	1539	Management Assistant	2	1625-1	Internal Auditor I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1539	Management Assistant	1	1625-2	Internal Auditor II	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	0602-2	Special Investigator II	1	1619	Chief Internal Auditor	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
2	1596	Systems Analyst	2	1630	Payroll Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
<hr/>			<hr/>					
11			11					
Council								
1	1596	Systems Analyst	1	0192	Legislative Analyst II	07/01/20	06/30/21	To meet peak workload.
1	1455-1	Systems Programmer I	1	0193	Legislative Analyst III	07/01/20	06/30/21	To meet peak workload.
<hr/>			<hr/>					
2			2					
Department on Disability								
1	1537	Project Coordinator	1	9184	Management Analyst	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
Economic and Workforce Development								
2	9207	Human Relations Advocate	2	9184	Management Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
Finance								
1	1358	Administrative Clerk	1	1229-1	Customer Service Specialist I	07/01/20	06/30/21	To meet peak workload.
1	1368	Senior Administrative Clerk	1	1229-1	Customer Service Specialist I	07/01/20	06/30/21	To meet peak workload.
1	1127	Finance Clerk	1	1368	Senior Administrative Clerk	07/01/20	06/30/21	To meet peak workload.
1	1356-2	Tax Renewal Assistant II	1	1358	Administrative Clerk	07/01/20	06/30/21	To meet peak workload.
1	1201	Principal Clerk	1	1229-2	Customer Service Specialist II	07/01/20	06/30/21	To meet peak workload.
1	9182	Chief Management Analyst	1	1211-2	Chief Tax Compliance Officer II	07/01/20	06/30/21	To meet peak workload.
2	1360	Office Services Assistant	2	1179-2	Tax Compliance Officer II	07/01/20	12/22/20	To meet peak workload.
2	1358	Administrative Clerk	2	1179-2	Tax Compliance Officer II	12/23/20	06/30/21	To meet peak workload.
<hr/>			<hr/>					
10			10					

2020-21 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2020-21 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Fire (Civilian)								
1	1835-2	Storekeeper II	1	3721-5	Auto Painter	07/01/20	06/30/21	To meet peak workload.
1	1431-3	Programmer/Analyst III	1	1597-1	Senior Systems Analyst I	07/01/20	06/30/21	To meet peak workload.
1	1431-4	Programmer/Analyst IV	1	1597-1	Senior Systems Analyst I	07/01/20	06/30/21	To meet peak workload.
1	9167-1	Senior Personnel Analyst I	1	1632	Fire Special Investigator	07/01/20	06/30/21	To meet peak workload.
<u>4</u>			<u>4</u>					
General Services								
1	1542	Project Assistant	1	1837	Senior Storekeeper	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	1596	Systems Analyst	1	9171-1	Senior Management Analyst I	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	3354	Cement Finisher Supervisor	1	4152-1	Street Services Supervisor I	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	3115	Maintenance & Construction Helper	1	3477	Senior Roofer	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	3115	Maintenance & Construction Helper	1	3523	Light Equipment Operator	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	3583	Truck Operator	1	1835-M	Storekeeper II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	1116	Secretary	1	9184	Management Analyst	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
<u>7</u>			<u>7</u>					
Housing and Community Investment								
1	1785-1	Public Relations Specialist I	1	1539	Management Assistant	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	9171-1	Senior Management Analyst I	1	8502-1	Rehabilitation Project Coordinator I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1593-1	Departmental Chief Accountant I	1	9171-2	Senior Management Analyst II	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1539	Management Assistant	1	8516-1	Housing Investigator I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
2	1517-1	Auditor I	2	1523-2	Senior Accountant II	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	8516-1	Housing Investigator I	1	9184	Management Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1431-4	Programmer/Analyst IV	1	1455-1	Systems Programmer I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1431-4	Programmer/Analyst IV	1	1597-1	Senior Systems Analyst I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1429	Applications Programmer	1	1596	Systems Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1539	Management Assistant	1	1116	Secretary	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1800-1	Public Information Director I	1	8502-1	Rehabilitation Project Coordinator I	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
3	1358	Administrative Clerk	3	1223	Accounting Clerk	07/01/20	06/30/21	To meet peak workload.
1	9184	Management Analyst	1	1571-1	Financial Development Officer I	07/01/20	06/30/21	To meet peak workload.
<u>16</u>			<u>16</u>					

2020-21 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2020-21 REQUESTED IN-LIEU POSITION AUTHORITIES								
Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Information Technology Agency								
1	1539	Management Assistant	1	3800-3	Communications Cable Supervisor III	07/01/20	06/30/21	To meet peak workload.
1	9182	Chief Management Analyst	1	1409-2	Information Systems Manager II	07/01/20	06/30/21	To meet peak workload.
1	1525-2	Principal Accountant II	1	1455-1	Systems Programmer I	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
3	1456	Information Services Specialist	3	1139-2	Senior Data Processing Technician II	07/01/20	06/30/21	To meet peak workload.
1	1456	Information Services Specialist	1	1431-3	Programmer/Analyst III	07/01/20	06/30/21	To meet peak workload.
<u>7</u>			<u>7</u>					
Neighborhood Empowerment								
5	1537	Project Coordinator	5	9208	Neighborhood Empowerment Analyst	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
Personnel								
1	9182	Chief Management Analyst	1	1766-2	Workers' Compensation Administrator II	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
1	9167-2	Senior Personnel Analyst II	1	1740	Personnel Research Psychologist	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1368	Senior Administrative Clerk	1	1731	Personnel Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1358	Administrative Clerk	1	2314	Occupational Health Nurse	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	1358	Administrative Clerk	1	1731	Personnel Analyst	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
<u>5</u>			<u>5</u>					
Public Works - Board								
1	1368	Senior Administrative Clerk	1	1223	Accounting Clerk	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
Public Works - Engineering								
1	1538	Senior Project Coordinator	1	7928	Senior Architect	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	7286-2	Survey Party Chief II	1	7957-3	Structural Engineering Associate III	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
<u>2</u>			<u>2</u>					

2020-21 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2020-21 REQUESTED IN-LIEU POSITION AUTHORITIES								
Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Public Works - Sanitation								
Blanket	3112-6	Maintenance Laborer	Blanket	4110-1	Wastewater Collection Worker I	07/01/20	06/30/21	For entry level training.
1	7310-2	Environmental Specialist II	1	7871-2	Environmental Engineering Associate II	07/01/20	06/30/21	To meet peak workload.
1	4126-2	Sanitation Solid Resources Manager II	1	7875	Principal Environmental Engineer	07/01/20	06/30/21	To meet peak workload.
1	3583	Truck Operator	1	4110-2	Wastewater Collection Worker II	07/01/20	06/30/21	To meet peak workload.
1	4128-3	Sanitation Wastewater Manager III	1	7875	Principal Environmental Engineer	07/01/20	06/30/21	To meet peak workload.
1	4126-2	Sanitation Solid Resources Manager II	1	9182	Chief Management Analyst	07/01/20	06/30/21	To meet peak workload.
1	7304-2	Environmental Supervisor II	1	7872	Environmental Engineer	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	7310-3	Environmental Specialist III	1	2330	Industrial Hygienist	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
1	7840-3	Wastewater Treatment Laboratory Manager III	1	4128-3	Sanitation Wastewater Manager III	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
<u>8</u>			<u>8</u>					
Public Works - Street Lighting								
2	3112	Maintenance Laborer	2	3799	Electrical Craft Helper	07/01/20	06/30/21	To solve a classification problem that will not be part of the 2020-21 DPO.
Public Works - Street Services								
1	3141	Gardener Caretaker	1	3115	Maintenance & Construction Helper	07/01/20	06/30/21	To meet peak workload.
Transportation								
1	1368	Senior Administrative Clerk	1	1539	Management Assistant	07/01/20	06/30/21	To reduce backlog.
1	1409-2	Information Systems Manager II	1	9375	Director of Systems	07/01/20	06/30/21	To avoid layoffs on July 1, 2020.
<u>2</u>			<u>2</u>					