

## CITY OF HAMILTON BUDGETED COMPLEMENT TRANSFER SCHEDULE

### STAFF COMPLEMENT CHANGE

#### Complement Transfer to another division or department <sup>(1)</sup>

| ITEM # | TRANSFER FROM  |   |                       |     | TRANSFER TO                     |   |   |     |
|--------|--|---|-----------------------|-----|---------------------------------|---|---|-----|
|        | Department   | Division                                      | Position Title (2)    | FTE | Department                      | Division                                      | Position Title (2)                      | FTE |
| 1.01   | Planning & Economic Development  | Parking & Bylaw Services                      | Supervisor 4          | 1.0 | Planning & Economic Development | Parking & Bylaw Services                      | Senior Project Manager 6                | 1.0 |
|        | <b>Explanation:</b> Change from Grade 4 to Grade 6   |   |                       |     |                                 |   |   |     |
| 1.02   | Planning & Economic Development  | Parking & Bylaw Services                      | Manager 8             | 1.0 | Planning & Economic Development | Parking & Bylaw Services                      | Supervisor 6                            | 1.0 |
|        | <b>Explanation:</b> Change from a Grade 8 to Grade 6   |   |                       |     |                                 |   |   |     |
| 1.03   | Planning & Economic Development  | Parking & Bylaw Services                      | Parking Planning Tech | 1.0 | Planning & Economic Development | Planning                                      | Parking Planning Tech                   | 1.0 |
|        | <b>Explanation:</b> Development comments transferred to Planning for a more efficient and effective parking/planning communication process                               |   |                       |     |                                 |   |   |     |
| 1.04   | Planning & Economic Development  | Growth Management                             | Support Analyst       | 1.0 | Planning & Economic Development | GM Office                                     | Manager                                 | 1.0 |
|        | <b>Explanation:</b> Amanda Support Analyst job grade O being transferred to GM Office as Manager Grade 7 to coordinate the Amanda team                                   |   |                       |     |                                 |   |   |     |
| 1.05   | Community & Emergency Services   | Finance & Administration & Revenue Generation | Financial Assistant I | 0.6 | Corporate Services              | Finance & Administration & Revenue Generation | Senior Financial Analyst                | 0.6 |
|        | <b>Explanation:</b> Reallocation of FTE from Finance & Administration & Revenue Generation (FARG) CES to FARG CS to align with divisional goals and priorities           |   |                       |     |                                 |   |   |     |
| 1.06   | Community & Emergency Services   | Recreation                                    | Project Manager       | 1.0 | Community & Emergency Services  | Neighbourhood & Community Initiatives         | Project Manager                         | 1.0 |
|        | <b>Explanation:</b><br>To create a permanent Project Manager position within the Neighbourhood Action Strategy.  |   |                       |     |                                 |   |   |     |
| 1.07   | Community & Emergency Services   | Recreation                                    | Various PT Positions  | 1.0 | Community & Emergency Services  | Housing Services                              | Rent Supp/Leasing Clk/Housing Admin Clk | 1.0 |
|        | <b>Explanation:</b><br>Position to assist with administration of the approved Housing Allowances enhancement as per the Housing & Homelessness Action Plan (CS11017(c)). |   |                       |     |                                 |   |   |     |

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|        | Department   | Division                                | Position Title (2)                 | FTE | Department             | Division                        | Position Title (2)              | FTE |
| 1.08   | Public Health Services   | Office of the Medical Officer of Health | Project Manager Mental Health      | 1.0 | Public Health Services | Planning & Business Improvement | Health Strategy Specialist      | 1.0 |
|        | <b>Explanation:</b> Transfer of 1.0 FTE Project Manager to Health Strategy specialist to align with allocation of work |   |                                    |     |                        |                                 |                                 |     |
| 1.09   | City Manager   | City Managers Office                    | Business Change Process Specialist | 1.0 | City Manager           | Legal Services                  | Solicitor                       | 1.0 |
|        | <b>Explanation:</b> Transfer of FTE from Corp Initiatives Grade 6 to Legal Services Solicitor, Grade 8                 |   |                                    |     |                        |                                 |                                 |     |
| 1.10   | Corporate Services   | Customer Service                        | Service Channel Specialist         | 1.0 | City Manager           | City Managers Office            | Digital Comms Officer           | 1.0 |
|        | <b>Explanation:</b> Transfer of FTE from Customer Service (Grade P) to CMO-Communications (Grade 5)                    |   |                                    |     |                        |                                 |                                 |     |
| 1.11   | Public Works   | PW General Admin                        | Info & Business Advisor            | 1.0 | City Manager           | City Managers Office            | Internal Communications Officer | 1.0 |
|        | <b>Explanation:</b> Transfer of FTE from Public Works to CMO-Communications (Grade 5)                                  |   |                                    |     |                        |                                 |                                 |     |

(1) - All other budgeted complement changes that require Council approval per Budgeted Complement Control Policy must be done through either separate report or the budget process (i.e. Increasing/decreasing budgeted complement).

(2) - If a position is changing, the impact of the change is within 1 pay band unless specified.