

CITY OF HAMILTON BUDGETED COMPLEMENT TRANSFER SCHEDULE

STAFF COMPLEMENT CHANGE

Complement Transfer to another division or department ⁽¹⁾

ITEM #	TRANSFER FROM				TRANSFER TO			
	Department	Division	Position Title (2)	FTE	Department	Division	Position Title (2)	FTE
1.1	Community & Emergency Services	Recreation	Senior Receptionist	1.0	Public Works	Corporate Assets & Strategic Planning	Senior Project Manager	1.0
	Explanation: Transfer of 1.0 FTE to Public Works Department for a temporary assignment of undetermined length. Change in payband from B to Senior Project Manager, salary grade 7.							
1.2	Public Works	CASP	Shop Janitor (Union Code R8 Grade 4)	1.0	Public Works	CASP	Maintenance Helper (Union Code R8 Grade 6)	1.0
	Explanation: Shop Janitor position is currently vacant, requesting approval that it be converted to a Maintenance Helper position, an increase of 2 pay bands. The employee position Maintenance Helper is a \$5,000 annual increase from Grade 4 (Maintenance Shop Janitor) to Grade 6 (Maintenance Helper) and will be offset in savings by the reduced use of outside contractors by performing more maintenance work in house.							
1.3	Corporate Services	Information Technology	Application Developer	1.0	Corporate Services	Information Technology	Systems Analyst	1.0
	Explanation: To adjust to operational needs related to application integration and Web application software, IT requires to change an Application Developer (Job Grade M) to a Systems Analyst (Job Grade P). The Application Developer position to the System Analyst position is a \$10,000 increase and will be offset in savings realized through hiring of positions at steps lower than budgeted.							

Note - Complement transfers include the transfer of corresponding budget.

(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.