

## 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
1.1	PED	Parking and By Law Services	PT Parking & By-Law Services Position	0.5	PED	Tourism and Culture	Film Admin Assistant	0.5
	<b>Explanation:</b> The transfer of 0.5 FTE from Parking By-Law Services to Tourism and Culture assists with the creation of the Film Admin.Assistant position. Job grade increase from G to F to be funded from departmental savings.							
1.2	PED	Growth Management	Development Clerk	0.5	PED	Planning	Development Clerk	0.5
	<b>Explanation:</b> As a result of the relocation of Divisions, 100% of the Development Clerk's time/activities will be allocated to the Planning Division.							
1.3	Community & Emergency Services	Hamilton Fire Department	Area Commander	1.0	Community & Emergency Services	Hamilton Fire Department	Assistant Deputy Chief	1.0
	<b>Explanation:</b> To adapt to changing operational requirements and to better reflect the appropriate level of administrative oversight and job function, the HFD requires to change one Area Commander position (Grade 6A) to one Assistant Deputy Chief position (Grade 8SC). The annualized impact will be absorbed within the existing departmental budget.							
1.4	Public Health Services	Office of the Medical Officer of Health	Nursing Practice Advisor	1.0	Public Health Services	Planning & Business Improvement Division	Nursing Practice Advisor	1.0
	<b>Explanation:</b> Departmental Nursing Practice resource moved from Office of the Medical Officer of Health to Planning and Business Improvement Division in alignment with reporting structure for position. Position continues to support nursing resources across department.							
1.5	Public Works	Environmental Services	Leadhand	1.0	Public Works	Operations	Training Officer	1.0
	<b>Explanation:</b> To provide support to the Environmental Services Division on training initiatives.							
1.6	Public Works	Operations	Operations Service Rep	9.0	Public Works	Environmental Services	Operations Service Rep	9.0
	<b>Explanation:</b> The transfer of 9.0 FTE from Operations to Environmental Services is to reflect current reporting locations.							
1.7	Public Works	Operations	Students	0.66	Public Works	Environmental Services	Operations Service Rep	0.66
	<b>Explanation:</b> The transfer of students from Operations to Environmental Services is to reflect current reporting locations.							
1.8	Corporate Services	Finance & Admin & Rev Generation	Various	4.10	City Manager's Office	Strategic Partnerships and Revenue Generation	Various	4.10
	<b>Explanation:</b> The transfer of staff to reflect new reporting structure.							
1.9	Corporate Services	Financial Planning & Policy	Various	0.50	City Manager's Office	Strategic Partnerships and Revenue Generation	Various	0.50
	<b>Explanation:</b> The transfer of staff to reflect new reporting structure.							

**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.