

CITY OF HAMILTON BUDGETED COMPLEMENT TRANSFER SCHEDULE

STAFF COMPLEMENT CHANGE

Complement Transfer to another division or department ⁽¹⁾

ITEM #	TRANSFER FROM				TRANSFER TO			
	<u>Department</u>	<u>Division</u>	<u>Position Title (2)</u>	<u>FTE</u>	<u>Department</u>	<u>Division</u>	<u>Position Title (2)</u>	<u>FTE</u>
1.1	Public Works	Environmental Services	Cemeteries Preneed Sales Coordinator	1.00	Public Works	Environmental Services	Cemeteries Marketing and Family Services Coordinator	1.00
	Explanation: Requesting approval to convert the Cemeteries Preneed Sales Coordinator position into a Cemeteries Marketing and Family Services Coordinator, from a CM Grade TO (Part Time) to a C5 Grade J. The budget impact will be zero.							
1.2	Public Works	Engineering Services	P2846 Environmental Planning Support Technician (J6469)	1.00	Public Works	Engineering Services	Project Manager Envir Transp Plng (J6478 PM 5)	1.00
	Explanation: Requesting approval to convert the Environmental Planning Support Technician (I) position into a Project Manager (5). The net budget impact will be zero as these positions are funded from the Capital Budget.							
1.3	Public Works	Engineering Services	Capital Budget Coordinator	1.00	Public Works	Engineering Services	Program Specialist	1.00
	Explanation: The Capital Budget Coordinator position will become vacant, requesting approval that it be converted into a Program Specialist position, from a C1 Grade K to a CA Grade 5. The cost differential between the two positions of \$19,988 will be absorbed within the operating budget.							
1.4	Healthy and Safe Communities	Recreation	Marketing Supervisor	1.00	City Manager	Strategic Partnerships and Communications	Marketing Officer	1.00
	Explanation: Transfer of positions from Healthy and Safe Communities to City Managers Office as part of the next phase of Centralization of Support Services identified in Report HUR17007/CM17012/FCS17056 .							
1.5	Healthy and Safe Communities	Recreation	Desktop Publisher	1.00	City Manager	Strategic Partnerships and Communications	Graphic Designer	1.00
	Explanation: Transfer of positions from Healthy and Safe Communities to City Managers Office as part of the next phase of Centralization of Support Services identified in Report HUR17007/CM17012/FCS17056 .							

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.