

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	Healthy and Safe Communities	Hamilton Fire Department	Administrative Assistant II	1.0	Healthy and Safe Communities	Hamilton Paramedic Service	Administrative Assistant II	1.0
	Explanation: To re-align currently shared administrative resources to provide dedicated divisional administrative support based on operational needs.							
2	Healthy and Safe Communities	Public Health Services	Supervisor	1.0	Corporate Services	Information Technology	Supervisor	1.0
	Explanation: Transfer of position and corresponding phone and computer costs from Healthy and Safe Communities to Corporate Services, Information Technology Division as part of the next phase of Centralization of Support Services							
3	Healthy and Safe Communities	Ontario Works	Manager (Mgr8)	1.0	Planning and Economic Development	Economic Development	Manager (Mgr8)	1.0
	Explanation: Transfer of vacant manager position from OW to PED to provide savings in OW budget required due to Funding announcements.							
4	Public Works	Energy, Fleet & Facilities	Ste Mtce/Caretaker Position Job Code 6989 Grade D	1.00	Public Works	Energy, Fleet & Facilities	Project Coordinator-Compliance & Fac Job Code 7212 Grade M	1.0
	Explanation: Requesting permission To covert a vacant Site Maintenance Caretaker (position #11670) to a Project Coordinator (new position #11265) which is needed on a permanent basis due to the volume of work and to support a growing Facilities Operations & Maintenance section. Currently there is 500+ facilities that requires a position to support the Facilities supervisors on service contracts, low dollar capital contracts as well as coordinating RFO's up to \$100 K projects. The position funding changes from Levy to Capital. The salary differential of \$31 K will have zero impact to the 2020 Levy Budget. Further savings will be achieved through efficiencies in the coordination of small valued capital & maintenance projects.							
5	Corporate Services	IT Services	Northgate Support Technician	1.0	Corporate Services	IT Services	Application Developer	1.0
	Explanation: Requesting to move pay to an M level to bring in line with the Yardi Application Specialist which performs the same role/functions. Northgate Support Technician to be changed to Application Developer. Any difference in payrate will be absorbed within the IT operating budget.							
6	Corporate Services	Customer Service & POA	Court Reporter	1.0	Corporate Services	Customer Service & POA	Coordinator Enforcement & Support	1.0
	Explanation: Requesting approval to convert reporter position grade I to a Coordinator Enforcement and Support to support Bill 177. Differential to be absorbed by operating budget. No levy impact.							
7	Corporate Services	Customer Service & POA	Customer Service Rep	1.0	Corporate Services	Customer Service & POA	Service Channel Specialist	1.0
	Explanation: Requesting approval to convert Customer Service Rep position grade F to a Service Channel Specialist to support the continued expansion of services at the CCC. Differential to be absorbed by operating budget. No levy impact.							
8	Planning & Economic Development	GM Office	Sr Advisor West Harbour	1.0	Planning & Economic Development	Economic Development	Sr Advisor West Harbour	1.0
	Explanation: Move 1.0 FTE as part of restructuring for Municipal Land Development from GM Office to Economic Development							
9	Planning & Economic Development	Economic Development	Property Coordinator	0.54	Planning & Economic Development	Growth Management	Planner Legislative Approvals	0.5
	Explanation: Move 0.54 FTE to Growth Management to assist with Planning Approvals. Transferring FTE without dollars							
10	Public Works	Environmental Services	Operations Services Rep	1.00	City Manager	Communications	Director, Communications and Intergovernmental Relations	1.0
	Explanation: Requesting approval to transfer Operations Services Rep (position #2496) Job Code 1287 Grade G, to the City Managers Office to be converted to a Director of Communications and Intergovernmental Relations. Pay differential will be funded from Healthy and Safe Communities.							
11	City Manager	Strategic Partnership & Communications	Social Media & Mktng Coor	1.00	Public Works	HSR	HSR Social Media Coordinator	1.0
	Explanation: Requesting approval to transfer 1 FTE (position #10223) Grade 4, to the HSR to directly provide services to that area.							

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.