

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	Corporate Services	Financial Services	Accounts Payable Clerk	1.0	Corporate Services	Financial Services	AP/AR Administrator	1.0
	Explanation: The Accounts Payable Clerk declared redundant. AP/AR Administrator will provide a higher level of analysis, conduct process control reviews, develop ad hoc reports and find efficiencies in the Accounts payable processes. The difference in position pay will be mitigated through existing budget.							
2	Corporate Services	Financial Services	Accounts Payable Vendor Clerk	1.0	Corporate Services	Financial Services	Appeals Officer (Taxation)	1.0
	Explanation: The Accounts Payable Vendor Clerk declared redundant. The Appeals Officer (Taxation), the position will respond to the City's more active participation in assessment appeals and will assume responsibilities of <i>Municipal Act</i> Appeals. The difference in position pay will be mitigated through existing budget. Centralization of Support Services.							
3	Corporate Services	Financial Services	Accounting Clerk	1.0	Corporate Services	Financial Services	Senior Financial Analyst-Accounting	1.0
	Explanation: The Accounting Clerk declared redundant. The Senior Financial Analyst-Accounting will provide a higher level of analysis required to keep up with financial statement and accounting policy changes as well as find efficiencies in accounting processes. The difference in position pay will be mitigated through existing budget.							
4	Corporate Services	Financial Services	Student Positions	0.58	Corporate Services	Financial Planning Administration & Policy	Student Positions	0.58
	Explanation: The dollars associated with the student positions in Accounting and Taxation were used in part to mitigate the above positions. The FTEs were transferred to FPAP for use when funding becomes available.							
5	Planning & Economic Development	Licensing and Bylaw Services	Project & Policy Asst.-MLE & Municipal Law Enforcement Officer	0.5 0.5	Planning & Economic Development	Licensing and Bylaw Services	Project & Policy Asst.-MLE	1.0
	Explanation: Convert two part time positions (0.5 FTE) Project & Policy Asst.-MLE (Grade 2) and (0.5 FTE) Municipal Law Enforcement Officer (Grade K) into a full time (1.0 FTE) Project & Policy Asst.-MLE (Grade 2). Position required to accommodate increasing court administration, admin support for Municipal Law Enforcement officers.							
6	Planning and Economic Development	Licensing & By-Law Services	By-Law Clerk	1.0	Planning and Economic Development	Transportation Planning and Parking	Screening Officer	1.0
	Explanation: Conversion of a By-Law Clerk (Pay Grade G) in LBS to a Screening Officer (Pay Grade 4) in TPP. Difference in pay can be accommodated through available gapping. Screening functions for LBS have been provided through a temporary third Screening Officer. With new by-laws being added to APS, it is appropriate that the existing temporary third Screening Officer Position be converted to a permanent position utilizing the By-Law clerk position.							
7	Planning and Economic Development	Licensing & By-Law Services	License Compliance Officer & License Administrator	0.5 0.5	Planning and Economic Development	Licensing & By-Law Services	License Compliance Officer	1.0
	Explanation: Conversion of two part time positions (0.5 FTE) License Compliance Officer (Pay Grade K) & (0.5FTE) License Administrator (Pay Grade H) to a (1.0 FTE) License Compliance Officer (Pay Grade K). Difference in pay can be mitigated through existing budget. FT PERM position is required due to union bump, without layoff.							

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.