

Hiring Process Activities for New FY 2014 FTE's (General Fund Only)  
as of July 18, 2013

Department	Pending Classification	Date Personnel Emailed the Dept *	Number of Positions	New Position Study Requested by Department	Date Budgetary Approval Received from FM (Form CS-1529)	New Position Study Results Sent to the Dept	List Available	Recruitment Opportunity Opened	Request for Certification Received by Personnel	Certified List Sent to the Department	Comments
City Auditor	Assistant to the Director	N/A	1.00	N/A- Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
City Comptroller	Accountant 3	5/16/2013	1.00	See Comments to the Right			Yes, Expires 9/20/13				No new position- transfer of position from Enterprise Fund
City Council	Annualization	N/A	4.17	N/A- Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
Civic & Urban Initiatives	Mayor's Civic & Urban Initiatives		6.00	See Comments to the Right							No Specifics Yet Available
Debt Management	Program Coordinator	N/A	1.00	N/A- Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
Development Services	Administrative Aide 1	5/29/2013	1.00	Have Not Received Request to Classify			7/17/2013	5/10/2013	No Request for Cert Received		
Economic Development	Administrative Aide 2	5/29/2013	1.00	Have Not Received Request to Classify			See Comments to the Right		No Request for Cert Received		Administrative Aide I underfills Administrative Aide II. List for Administrative Aide I is available.
Economic Development	Development Project Manager 2	5/29/2013	1.00	See Comments to the Right				Pending 9/13/2013			No new position- transfer of position from Enterprise Fund
Environmental Services	Hazardous Substance Enforcement Team	5/29/2013	2.25	See Comments to the Right							No new positions- transfer of positions from Enterprise Fund
Fire-Rescue	Hourly Seasonal Lifeguards	5/31/2013	12.00	Have Not Received Request to Classify				6/21/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Fire-Rescue	Fire Dispatchers	5/31/2013	2.00	Have Not Received Request to Classify			Yes with Varying Expiration Dates		No Request for Cert Received		

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Fire-Rescue	Information Systems Analyst II	5/31/2013	1.00	Have Not Received Request to Classify			Yes, Expires 11/2/2013		No Request for Cert Received		
Fire-Rescue	Lifeguard Sergeant	5/31/2013	1.00	Have Not Received Request to Classify			Yes, Expires 10/20/2013		No Request for Cert Received		
Fire-Rescue	Marine Safety Captain	5/31/2013	1.00	6/23/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM		pending 8/2/2013	No Request for Cert Received		Still pending signed Budgetary Approval Form CS-1529 from Financial Management
Fire-Rescue	Scheduling Sergeant	5/31/2013	1.00	Have Not Received Request to Classify			Yes, Expires 10/20/2013		No Request for Cert Received		
Human Resources	Human Resources Officer	N/A	3.00	N/A-Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
Library	Support for New Central Library	5/29/2013	4.50	See Comments to the Right							No specifics yet available
Library	Library Clerk	5/29/2013	1.00	4/29/2013	5/21/2013	6/3/2013	Yes, Expires 12/3/2013		No Request for Cert Received		
Multimedia Services	Multimedia Coordinator	6/24/2013	1.00	Have Not Received Request to Classify				Pending for 8/30/13	No Request for Cert Received		Spoke with Department 6/24 but have not received request
Office of the Chief Financial Officer	Annualization	N/A	0.63	See Comments to the Right	N/A	N/A	N/A	N/A	N/A	N/A	Annualization of Positions- No action necessary
Office of the Mayor	Director of Open Government	N/A	1.00	N/A-Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified

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Office of the Mayor	Community Affairs Representative	N/A	1.00	N/A-Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
Park & Recreation Mission Trails	Pesticide Applicator	5/29/2013	1.00	6/14/2013	6/26/2013	7/1/2013	Yes, Expires 1/11/2014		7/3/2013	In Progress	
Park & Recreation Mission Trails	Park Ranger	5/29/2013	4.00	6/14/2013	7/2/2013	7/3/2013	Yes, Expires 3/27/2014		No Request for Cert Received		
Park & Recreation Balboa Park Centennial	Program Manager		1.00	N/A-Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
Park & Recreation Balboa Park Centennial	District Manager	5/29/2013	1.00	6/27/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM	Yes, Expires 5/16/2014		No Request for Cert Received		Still Pending signed Budgetary Approval Form CS-1529 from Financial Management
Park & Recreation Balboa Park Centennial	Clerical Assistant II	5/29/2013	1.00	6/27/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM	Yes, Expires 9/1/2013	Pending 7/19/2013	No Request for Cert Received		Still Pending signed Budgetary Approval Form CS-1529 from Financial Management
Park & Recreation Open Space Support	Park Ranger	5/29/2013	1.00	6/14/2013	7/2/2013	7/3/2013	Yes, Expires 3/27/2014		No Request for Cert Received		
Park & Recreation Open Space Support	Principal Drafting Aide	5/29/2013	1.00	6/14/2013	6/26/2013	7/1/2013	Yes, Expires 11/29/2013		No Request for Cert Received		
Park & Recreation Condition/Needs Assessment	Non-Standard Hourly Positions	5/29/2013	0.53	See Comments to the Right							No specifics yet available

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Park & Recreation Maintenance/ Operations Other Sites	Grounds Maintenance Worker	5/29/2013	0.26	See Comments to the Right							No specifics yet available
Park & Recreation	Biologist 3	5/29/2013	1.00	6/17/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM		Pending 7/19/2013	No Request for Cert Received		Still Pending signed Budgetary Approval Form CS-1529 from Financial Management. The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Personnel	Associate Personnel Analyst		1.00	6/17/2013	6/18/2013	6/18/2013	N/A	N/A	N/A	N/A	Filled from Existing List
Personnel	Test Monitor 2		0.50	10/19/2012	10/20/2012	10/26/2012	N/A	N/A	N/A	N/A	Annualization of Positions- No Actions Necessary
Police	Annualization of 5 Civilian Positions	5/31/2013	2.50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annualization of Positions- No Actions Necessary
Police	Partial-Year Funding for Recruits	5/31/2013	8.67	5/28/2013	6/26/2013	6/28/2013	YES	Ongoing	No Request for Cert Received		Created 16 Police Officer II positions to be filled with the Police Academies, 4 at a time, per the Departments request and FMs approval.
Police	Dispatcher 2	5/31/2013	2.00	5/23/2013	6/18/2013	6/19/2013	Yes with Varying Expiration Dates		No Request for Cert Received		
Police	Criminalist 2	5/31/2013	1.00	Have Not Received Request to Classify			Expires 5/19/2014		No Request for Cert Received		
Police	Police Investigative Service Officer 2	5/31/2013	1.00	5/24/2013	6/18/2013	6/19/2013		7/5/2013	No Request for Cert Received		Opened both Police Investigative Service Officer I and II for recruitment on July 5, 2013
Public Works - Contracting	Administrative Aide 2	5/16/2013	1.00	7/18/2013			See Comments to the Right		No Request for Cert Received		Administrative Aide I underfills Administrative Aide II. List for Administrative Aide I is available.

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Public Works - Contracting	Clerical Assistant 2	5/16/2013	1.00	7/18/2013			Yes, Expires 9/1/2013	Pending 7/19/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Public Works - Engineering & Capital Projects	Senior Civil Engineer	5/23/2013	1.00	Have Not Received Request to Classify				7/5/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Public Works - Engineering & Capital Projects	Associate Engineer-Civil	5/23/2013	1.00	Have Not Received Request to Classify			Yes with Varying Expiration Dates		No Request for Cert Received		
Public Works - Engineering & Capital Projects	Assistant Engineer-Civil	5/23/2013	1.00	Have Not Received Request to Classify			Yes with Varying Expiration Dates		No Request for Cert Received		
Public Works - Engineering & Capital Projects	Principal Engineering Aide	5/23/2013	1.00	Have Not Received Request to Classify			Yes, Expires 8/4/2013	Pending 8/16/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Public Works - Engineering & Capital Projects	Associate Engineer-Civil	5/23/2013	1.00	Have Not Received Request to Classify			Yes with Varying Expiration Dates		No Request for Cert Received		
Public Works - General Services	Painter Supervisor	5/16/2013	1.00	5/30/2013	6/10/2013	6/19/2013		7/5/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Public Works - General Services	Carpenter Supervisor	5/16/2013	1.00	5/30/2013	6/10/2013	6/18/2013		7/5/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Public Works - General Services	Plumber Supervisor	5/16/2013	1.00	5/30/2013	6/10/2013	6/18/2013		7/5/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.

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Public Works - General Services	Plumber	5/16/2013	1.00	6/11/2013	6/20/2013	6/20/2013	Yes, Expires 5/23/2014		No Request for Cert Received		
Public Works - General Services	Refrigeration Mechanic	5/16/2013	1.00	6/11/2013	6/20/2013	6/20/2013	Yes, Expires 1/9/2014		No Request for Cert Received		
Public Works - General Services	Roofer	5/16/2013	1.00	6/11/2013	6/20/2013	6/20/2013		7/5/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Public Works - General Services	Electrician	5/16/2013	1.00	6/11/2013	6/20/2013	6/20/2013	Yes, Expires 5/10/2014		No Request for Cert Received		
Public Works - General Services	Painter	5/16/2013	2.00	6/11/2013	6/20/2013	6/20/2013	Yes, Expires 8/2/2013		No Request for Cert Received		
Purchasing & Contracting	Supervising Management Analyst	5/16/2013	1.00	Have Not Received Request to Classify			Yes, Expires 12/16/2013		No Request for Cert Received		
Purchasing & Contracting	Program Manager	5/16/2013	1.00	N/A- Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified
Purchasing & Contracting	Senior Management Analyst	5/16/2013	1.00	Have Not Received Request to Classify			Yes, Expires 12/15/2013		No Request for Cert Received		
Transportation & Storm Water	Senior Civil Engineer	5/29/2013	1.00	7/5/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM		7/5/2013	No Request for Cert Received		Still Pending signed Budgetary Approval Form CS-1529 from Financial Management. The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Transportation & Storm Water	Associate Planner	5/29/2013	1.00	7/15/2013				7/5/2013	No Request for Cert Received		The Department has not requested a Certified List for this Classification but Personnel is Proactively Recruiting.
Transportation & Storm Water	Program Manager	N/A	1.00	N/A- Unclassified	N/A	N/A	N/A	N/A	N/A	N/A	N/A-Unclassified

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Transportation & Storm Water-Sidewalk Condition & Needs Assessment	Junior Engineer-Civil	5/29/2013	2.00	7/10/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM	Yes , Expires 10/26/2013		No Request for Cert Received		Still Pending signed Budgetary Approval Form CS-1529 from Financial Management.
Transportation & Storm Water-Sidewalk Condition & Needs Assessment	Hourly Student Engineers	5/29/2013	12.00	7/10/2013	Study Complete but Still Pending Budgetary Approval From FM	Study Complete but Still Pending Budgetary Approval From FM		7/19/2013	No Request for Cert Received		Still Pending signed Budgetary Approval Form CS-1529 from Financial Management. The Department has not requested a Certified List for this Classification but Personnel is proactively recruiting.
Transportation & Storm Water-Catch Basin Inspections/ Cleaning	Utility Worker I	5/29/2013	6.00	6/3/2013	6/28/2013	7/1/2013	Laborer Expires 3/23/2014		7/2/2013 7/9/2013	7/10/2013 7/10/2013	Laborer underfills Utility Worker I. Personnel Dept received request for Utility Worker I Transfer List 7/2/13 and request for Laborer 7/9/2013
Transportation & Storm Water-Catch Basin Inspections/ Cleaning	Utility Worker II	5/29/2013	6.00	6/3/2013	6/28/2013	7/1/2013	7/17/2013	6/7/2013	7/5/2013		
Transportation & Storm Water-Catch Basin Inspections/ Cleaning	Public Works Supervisor	5/29/2013	1.00	6/3/2013	6/28/2013	7/1/2013	Yes, Expires 10/4/2013		7/2/2013	7/10/2013	Recruitment will not be needed as the Department has received an active certified list.
Remaining Departments	Non-Standard Hourly Personnel Increase	N/A	6.58	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Increases in FTE for Increased Hours
<b>TOTAL</b>			<b>132.59</b>								

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