

Summary of 2010 Human Resource FTE band Function by Department

Compiled by CBO in response to 2010 Adopted Budget SLI #117-1-A-1

Dept	Position Title	Summary Title	Position Number	HR Function (select from drop-down menu)	Description of responsibilities - including work that is specific to the dept's HR needs (100 words or less)	2010 Regular FTE*
Arts	Accounting Spec III	Accounting Spec III	10001154	Data Management	Enters classification changes into system, calculates step increases	0.05
Arts	Admin Staff Asst	Admin Staff Assistant	10001273	Hiring	Enter job requisitions (in training), review applications and resumes	0.01
Arts	Admin Staff Asst	Admin Staff Assistant	10001273	HR Admin/Budget	Attend some HR city-wide meetings, set up email/IT/security/bus	0.01
Arts	Manager1	Manager1	10001272	Hiring	Enter job requisitions, write job descriptions, review applications and	0.05
Arts	Manager1	Manager1	10001272	Classification and Compensation	Determine needs working with employee, supervisor and other managers	0.01
Arts	Manager1	Manager1	10001272	Benefits	Research and answer all employee questions, forward benefit change	0.01
Arts	Manager1	Manager1	10001272	Labor Relations	Work with Labor Rel to answer any questions regarding changes	0.01
Arts	Manager1	Manager1	10001272	HR Management -	Attend required HR city-wide meetings, help determine organizational	0.02
DoIT	Manager2,Exempt	Manager2,Exempt	11165	HR Management -	Supervision of the HR and office management team (4.5 FTE's) and	0.25
DoIT	Manager2,Exempt	Manager2,Exempt	11165	Labor Relations	Contract and policy interpretation, manage labor relations activity	0.10
DoIT	Manager2,Exempt	Manager2,Exempt	11165	Compliance	Oversee and respond to ADA, EEO, FMLA, Civil Service, and employment	0.25
DoIT	Manager2,Exempt	Manager2,Exempt	11165	Data Management	Creating HR reports, HR auditing, HR queries, EV5.	0.05
DoIT	Manager2,Exempt	Manager2,Exempt	11165	Employee Relations	Conflict resolution, team building, performance management, discipline	0.30
DoIT	Manager2,Exempt	Manager2,Exempt	11165	HR Admin/Budget	Budget development/tracking, HR administration.	0.05
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10004051	Hiring	Hiring, recruitment, staffing needs.	0.40
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10004051	Classification and Compensation	Classification/compensation, position management.	0.30
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10004051	Employee Relations	Provides management and employee consulting on HR issues.	0.10
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10004051	Compliance	TES and records compliance.	0.10
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10726	Benefits	Provides guidance to employees with benefits and leaves program	0.40
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10726	Training	Training oversight.	0.10
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10726	Safety	Safety Officer, wellness, ergonomics, floor warden program.	0.15
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10726	HR Admin/Budget	Personnel records and HR administration.	0.05
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10726	Compliance	Disability and leave management.	0.20
DoIT	Personnel Specialist, Sr	Personnel Specialist, Sr	10726	Employee Relations	Provides management and employee consulting on HR issues.	0.10
DON	Acct Tech II	Acct Tech II	26320	Data Management	Reviews EV3 entries to ensure applicable data has been entered	0.01
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Hiring	Implementation of hiring plan for regular positions in coordination	0.25
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Classification and Compensation	Assisting with the development of PDQ's, tracking and documenting	0.08
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Labor Relations	Maintain relationship, inform and cooperate with Labor Union rep	0.20
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Benefits	Conduct New Hire Orientation for DON, explain benefits, develop	0.05
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Training	Monitor and Track identified training needs, maintain training part	0.10
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Data Management	EV3 entries for new hires, transfers, promotions, terminations, re	0.15
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Employee Relations	Provide staff counseling and referrals to employees/supv's/manag	0.15
DON	Admin Staff Analyst	Admin Staff Analyst	23474	HR Admin/Budget	Reconcile current position list with Finance/Accounting; including	0.01
DON	Admin Staff Analyst	Admin Staff Analyst	23474	Safety	Coordinate employee contact info for Emergencies; Respond to V	0.01
DON	Admin Staff Assistant	Admin Staff Assistant	244466	Training	Disseminate training opportunity information to DoN All. Answer s	0.03
DON	Admin Staff Assistant	Admin Staff Assistant	244466	Benefits	Disseminate benefits information to DoN All. Answer staff questio	0.02
DON	Admin Staff Assistant	Admin Staff Assistant	244466	Data Management	Assist in coordinating staff terminations to ensure that all steps ar	0.01
DON	Admin Staff Assistant	Admin Staff Assistant	244466	Safety	Safety tours with new staff, and student interns at SMT, fire drills a	0.02
DON	Admin Staff Assistant	Admin Staff Assistant	244466	Hiring	Assist/Act as back-up in the hiring process by inputting job ads, c	0.12
DON	Executive 1	Executive 1	26432	Hiring	Develops/edits/reviews job descriptions as applicable; participate	0.02
DON	Executive 1	Executive 1	26432	Classification and Compensation	Edits/Reviews PDQs as appropriate; writes/reviews/edits perform	0.01
DON	Executive 1	Executive 1	26432	Labor Relations	Participates in labor management meetingsfor Neighborhood Dis	0.05
DON	Executive 1	Executive 1	26432	Training	Approves training requests for applicable staff	0.01
DON	Executive 2	Executive 2	26433	Hiring	Strategically plans and budgets HR, ensuring equity and utilizing	0.05
DON	Executive 2	Executive 2	26433	Classification and Compensation	Edits/Reviews/edits PDQs as appropriate; attends reconsideratio	0.03
DON	Executive 2	Executive 2	26433	Labor Relations	Maintains relationship with Labor Union rep and Labor Management	0.03
DON	Executive 2	Executive 2	26433	Training	Approves training requests for DON; Recommends training needs	0.03
DON	Executive 2	Executive 2	26433	HR Management -	Write/edit/review DON Personnel Policies and Procedures as nec	0.06
DON	Executive 2	Executive 2	26433	HR Admin/Budget	. Ongoing program related budgets as well as DON overall budg	0.05
DON	Executive 3	Executive 3	23472	HR Management -	Reviews and approves all hiring recommendations; Act as strate	0.02
DON	Executive 3	Executive 3	23472	Classification and Compensation	Writes/reviews/edits and finalizes all PDQs; approves exemption	0.03
DON	Executive 3	Executive 3	23472	Labor Relations	Participates in grievance proceedings as appropriate	0.01

Dept	Position Title	Summary Title	Position Number	HR Function (select from drop-down menu)	Description of responsibilities - including work that is specific to the dept's HR needs (100 words or less)	2010 Regular FTE*
DON	Executive 3	Executive 3	23472	Training	Approves training	0.01
DON	Executive 3	Executive 3	23472	HR Admin/Budget	Reviews/approves budget	0.02
DON	Executive 3	Executive 3	23472	HR Management -	Provides final approval on DON Policies and Procedures, departm	0.03
DPD	Personnel Specialist filled as Administra	Administrative Specialist II	14455	HR Admin/Budget	Primary responsibility is administrative support for the division. HR	0.50
DPD	Personnel Specialist filled as Administra	Administrative Specialist II	14455	Hiring		0.02
DPD	Personnel Specialist filled as Administra	Administrative Specialist II	14455	Training		0.01
DPD	Personnel Specialist filled as Administra	Administrative Specialist II	14455	Data Management		0.06
DPD	Executive 3	Executive 3	19032	HR Management -	Department Administration Division Director - Direct supervision of	0.25
DPD	Executive 3	Executive 3	19032	Training	Department Administration Division Director	0.05
DPD	Executive 3	Executive 3	19032	Labor Relations	Department Administration Division Director	0.05
DPD	Personnel Specialist	Personnel Specialist	19306	Compliance		0.10
DPD	Personnel Specialist	Personnel Specialist	19306	Data Management		0.15
DPD	Personnel Specialist	Personnel Specialist	19306	Employee Relations		0.10
DPD	Personnel Specialist	Personnel Specialist	19306	Hiring		0.10
DPD	Personnel Specialist	Personnel Specialist	19306	HR Admin/Budget		0.05
DPD	Personnel Specialist	Personnel Specialist	19306	Other		0.05
DPD	Personnel Specialist	Personnel Specialist	19306	Training		0.10
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Hiring	Coordinate hiring, project hire program, safety program administr	0.15
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Classification and Compensation		0.08
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Training		0.05
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Labor Relations		0.10
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Compliance		0.08
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Data Management		0.10
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Employee Relations		0.15
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	HR Admin/Budget		0.04
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Benefits		0.05
DPD	Personnel Specialist, Sr	Personnel Specialist, Sr	23373	Safety		0.20
DPD	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	20415	Employee Relation	Position vacant all of 2010, being abrogated 1/1/2011	-
DPR	Admin Staff Asst	Admin Staff Assistant	9812	Data Management	HRIS and HR reporting - Insure that HRIS and the adopted budge	0.50
DPR	Admin Staff Asst	Admin Staff Assistant	9812	Training	Assist with setting up training courses and sessions in HRIS, ente	0.20
DPR	Admin Staff Asst	Admin Staff Assistant	9812	Classification and C	Monitor, submit, and processes reclassifications requests to City	0.10
DPR	Admin Staff Asst	Admin Staff Assistant	9812	HR Admin/Budget	Administration - maintain current HRU inweb and update as need	0.20
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	HR Management -	Act as Deputy Director of the Finance and Administrative Service	0.30
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	HR Management -	Consult with employees, supervisors and leadership to address is	0.25
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	Hiring	Manage the employment services function. Ensure compliance w	0.10
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	Training	Manages the training function. Works with Training Coordinator a	0.05
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	Labor Relations	Works with City Personnel Labor Relations, Union partners and d	0.05
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	Classification and C	Reviews and approves supervisor and appointing authority sectio	0.05
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	Compliance	Safety and Leave: Manages the employee safety, leave manager	0.10
DPR	Executive1 [Underfilled Manager3]	Executive 1	10194	HR Management -	Administration: Manage HR records, ensure managers and super	0.10
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	Employee Relation	Employee Relations - this position is responsible for the departm	0.25
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	Employee Relation	Employee Relations - provides consultation to senior manager	0.25
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	Labor Relations	This position is the Department's technical expert on labor/manag	0.20
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	Classification and C	Provides oversight and subject matter expertise to management a	0.05
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	Apprenticeship	Provide management oversight and monitoring of DPR apprentice	0.05
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	HR Management -	Policy administration and development -researches, develops, re	0.10
DPR	Manager2,GenGovt	Manager2,GenGovt	10219	Training	Develops and delivers training to supervisors and employees on v	0.10
DPR	Personnel Specialist	Personnel Specialist	20411	Hiring	Recruiting and Hiring - Participate in job fairs, conferences and w	0.65
DPR	Personnel Specialist	Personnel Specialist	20411	Compliance	Analyze and review policies and procedures related to the depart	0.05
DPR	Personnel Specialist	Personnel Specialist	20411	Training	Prepare orientation materials. Conduct new employee orientation	0.10
DPR	Personnel Specialist	Personnel Specialist	20411	Employee Relation	Research, report on and make recommendations on policies and	0.15
DPR	Personnel Specialist	Personnel Specialist	20411	Data Management	Interpret and explain Personnel Rules and Regulations to staff an	0.05
DPR	Personnel Specialist	Personnel Specialist	10001569	Hiring	Recruiting and Hiring - Participate in job fairs, conferences and w	0.65
DPR	Personnel Specialist	Personnel Specialist	10001569	Hiring	Analyze and review policies and procedures related to the depart	0.05
DPR	Personnel Specialist	Personnel Specialist	10001569	Training	Prepare orientation materials. Conduct new employee orientation	0.10
DPR	Personnel Specialist	Personnel Specialist	10001569	Employee Relation	Research, report on and make recommendations on policies and	0.15
DPR	Personnel Specialist	Personnel Specialist	10001569	Data Management	Interpret and explain Personnel Rules and Regulations to staff an	0.05

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DPR	Personnel Specialist	Personnel Specialist	25372	Hiring	Recruiting and Hiring - Participate in job fairs, conferences and w	0.30
DPR	Personnel Specialist	Personnel Specialist	25372	Training	Prepare orientation materials. Conduct new employee orientations	0.10
DPR	Personnel Specialist	Personnel Specialist	25372	Compliance	Temporary Management - Analyze, review and approve all tempo	0.50
DPR	Personnel Specialist	Personnel Specialist	25372	Data Management	Administration: Interpret and explain Personnel Rules and Regul	0.10
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	24125	Hiring	Assists hiring unit with hiring processes as needed. Schedules pl	0.35
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	24125	Compliance	Unemployment Claims - investigates and responds to all departm	0.20
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	24125	Compliance	Claims for Damages - position coordinates all department respon	0.15
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	24125	Safety	Safety - position coordinates the department's Random Drug Tes	0.05
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	24125	HR Admin/Budget	Administration - coordinates process for APEX/SAM annual review	0.25
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	25356	Safety	Safety – coordinates the department's Hearing Conservation Prog	0.25
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	25356	Data Management	Administration - coordinates the department's sick leave donatio	0.45
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	25356	Safety	Conducts on site facility safety inspections, prepares action plans	0.20
DPR	Personnel Specialist, Asst	Personnel Specialist, Asst	25356	Training	Incumbent provides training to staff on hearing protection and wo	0.10
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	22239	Labor Relations	Participates in contract negotiations to represent DPR issues. Int	0.20
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	22239	Employee Relations	Employee Relations - Provides information and advice to supervis	0.60
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	22239	Training	Develops and delivers training to supervisors and employees on v	0.15
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	22239	Classification and C	Drafts and/or reviews draft PDQs.	0.05
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	23655	Labor Relations	Participates in contract negotiations to represent DPR issues. Int	0.20
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	23655	Employee Relations	Employee Relations - Provides information and advice to supervis	0.70
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	23655	Training	Develops and delivers training to supervisors and employees on v	0.10
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	20942	Labor Relations	Participates in contract negotiations to represent DPR issues. Int	0.20
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	20942	Employee Relations	Employee Relations - Provides information and advice to supervis	0.60
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	20942	Training	Develops and delivers training to supervisors and employees on v	0.15
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	20942	Apprenticeship	Monitors and reports on existing formal trades apprenticeship pro	0.05
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	26190	Classification and C	Return to work, ADA and Leave Management- develop, implement	0.60
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	26190	Training	Training - Develops and provides training relating to Return to Wd	0.20
DPR	Personnel Specialist, Sr	Personnel Specialist, Sr	26190	Compliance	Ergonomic Assessments - Schedule and conduct workplace ergo	0.20
DPR	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	17171	Hiring	Supervise and provide direction for the Employment Services Un	0.45
DPR	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	17171	Hiring	Manage and plan the work of the Contingent Workforce Specialis	0.10
DPR	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	17171	Employee Relations	Responsible for researching and analyzing a variety of complex p	0.20
DPR	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	17171	Training	Develop and deliver training to department staff in a variety of are	0.05
DPR	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	17171	Benefits	As part of new employee orientation, administer new employee be	0.05
DPR	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	17171	Data Management	Responsible for administration and maintenance of human resour	0.15
DPR	Sfty&Hlth Spec	Sfty&Hlth Spec	26196	Safety	Safety – Assist in developing and implementing an effective safet	0.60
DPR	Sfty&Hlth Spec	Sfty&Hlth Spec	26196	Safety	Safety - Inspect facilities and work areas to ensure compliance wi	0.20
DPR	Sfty&Hlth Spec	Sfty&Hlth Spec	26196	Training	Plan, organize and conduct workplace violence, employee safety	0.20
DPR	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10329	Safety	Safety – Manage the department's Safety Unit which includes saf	0.50
DPR	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10329	Compliance	Safety – Review and investigate all accident reports, workplace v	0.30
DPR	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10329	Training	Plan, organize, schedule and conduct employee safety and health	0.10
DPR	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10329	Safety	Safety – Serve as departmental representative for various City cd	0.10
DPR	Trng&Ed Coord,Sr	Trng&Ed Coord,Sr	20884	Training	Plans, coordinates, administers, and evaluates the Department's	1.00
FAS	Manager2,GenGovt	Manager2,GenGovt	20662	HR Management -	Proposed	1.00
FAS	Manager3, Exempt	Manager3, Exempt	24230	HR Management -	Direct and manage the HR programs and services for FAS, a larg	1.00
FAS	Personnel Specialist	Personnel Specialist	17371	Employee Relations	A human resources generalist who manages and implements all d	0.20
FAS	Personnel Specialist	Personnel Specialist	17371	Hiring	This position coordinates and processes the hiring process, on-bd	0.20
FAS	Personnel Specialist	Personnel Specialist	17371	Compliance	leave management, separations and employee relations. tempor	0.20
FAS	Personnel Specialist	Personnel Specialist	17371	Benefits	benefits	0.15
FAS	Personnel Specialist	Personnel Specialist	17371	Data Management	maintains and updates the department's HRIS database, personn	0.25
FAS	Personnel Specialist, Asst	Personnel Specialist, Asst	25929	Data Management	Enter and/or update information in the City's EV5 information syst	0.70
FAS	Personnel Specialist, Asst	Personnel Specialist, Asst	25929	HR Admin/Budget	Order supplies; pick up/distribute mail and paychecks; code and f	0.13
FAS	Personnel Specialist, Asst	Personnel Specialist, Asst	25929	Employee Relations	Answer a variety of questions from employees and the general pu	0.17
FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	15531	Employee Relations	Address management concerns regarding employee work perform	0.80
FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	15531	Labor Relations	Manage labor agreements, collaborate with Labor Relations staff	0.05
FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	15531	Classification and C	Facilitate classification of positions. Collaborate with managemen	0.15
FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	24657	Hiring	Lead full recruitment cycle for open positions. Leave Manageme	0.35
FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	24657	Classification and C	Review classification changes requested, submit for change.	0.05
FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	24657	Data Management	Advise management on temporary staffing issues, submit request	0.20

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FAS	Personnel Specialist, Sr	Personnel Specialist, Sr	24657	Compliance	Support safety and health functions such as workers compensati	0.40
FAS	Personnel Specialist, Sr (ilo Trng&Ed C	Personnel Specialist, Sr	10001624	Training	Creates annual training plans based on needs and trends; develo	0.50
FAS	Personnel Specialist, Sr (ilo Trng&Ed C	Personnel Specialist, Sr	10001624	Hiring	Strategically manages full-cycle recruitment needs for the departr	0.50
FAS	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	14295	Safety	Administer all aspects of safety programs within FAS. Provide te	1.00
FAS	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	15675	HR Management -	Provide strategies and direct services to meet department goals a	0.30
FAS	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	15675	Labor Relations	Represent and advocate department and City interests in negotia	0.35
FAS	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	15675	Employee Relation	Conduct investigations address and manage HR issues involving	0.35
FAS	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	10001625	HR Management -	Responsible for organizational development and training in the de	1.00
HSD	Manager3,GenGovt	Manager3,GenGovt	00016082	HR Management -	Human Resouces Manager. HSD Leadership Team member resp	1.00
HSD	Personnel Specialist	Personnel Specialist	020323	Compliance	Coordinates all department leave programs distributing informatio	-
HSD	Personnel Specialist	Personnel Specialist	020323	Training		0.10
HSD	Personnel Specialist	Personnel Specialist	020323	Other		0.30
HSD	Personnel Specialist	Personnel Specialist	018309	Data Management	As HSD's Record Manager, oversees all employment records (35	0.60
HSD	Personnel Specialist	Personnel Specialist	018309	Hiring		0.30
HSD	Personnel Specialist	Personnel Specialist	018309	Other		0.10
HSD	Personnel Specialist, Asst	Personnel Specialist, Asst	23527	Data Management	Provides unit-wide support and for all HSD HR programs includin	0.60
HSD	Personnel Specialist, Asst	Personnel Specialist, Asst	23527	Classification and Compensation		0.10
HSD	Personnel Specialist, Asst	Personnel Specialist, Asst	23527	Training		0.30
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	11616	Hiring	Sr. Specialist responsible for delivering an array of HR Generalist	0.40
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	11616	Training		0.25
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	11616	Labor Relations		0.10
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	11616	Other		0.25
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	21093	Training	Sr. Generalist role is the Program Manager for HSD's Worker's C	0.25
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	21093	Labor Relations		0.30
HSD	Personnel Specialist, Sr	Personnel Specialist, Sr	21093	Other		0.45
Law	Personnel Specialist	Personnel Specialist	10880	Hiring	Coordinate the hiring process, employee selection process, includ	0.15
Law	Personnel Specialist	Personnel Specialist	10880	Benefits	Liaison between the Law Dept. and Personnel - Benefits Unit. An	0.15
Law	Personnel Specialist	Personnel Specialist	10880	Training	Set up training as needed and sign off employees attending traini	0.05
Law	Personnel Specialist	Personnel Specialist	10880	Classification and C	Assists management in developing annual budget position reques	0.07
Law	Personnel Specialist	Personnel Specialist	10880	Labor Relations	Interpret and implement provisions of labor contracts.	0.02
Law	Personnel Specialist	Personnel Specialist	10880	Employee Relation	Provide advice, guidance and direction to City Attorney, Division I	0.20
Law	Personnel Specialist	Personnel Specialist	10880	Data Management	Personnel records manager for a Department with 155 FTE's. Pl	0.15
Law	Personnel Specialist	Personnel Specialist	10880	HR Management -	Develop, revise, interpret and apply internal personnel policies at	0.21
Muni Court	Admin Spec II	Admin Spec II	25984	HR Admin/Budget	Providing reception coverage for HR department, including respo	0.60
Muni Court	Admin Spec II	Admin Spec II	25984	Hiring	Communicating with candidates, including arranging interviews ar	0.10
Muni Court	Admin Spec II	Admin Spec II	25984	Data Management	Managing recordkeeping and records retention of personnel reco	0.30
Muni Court	Admin Spec II	Admin Spec II	25984	Hiring	Communicating with candidates, including arranging interviews ar	0.10
Muni Court	Manager2,Exempt	Manager2,Exempt	15995	HR Management -	Managing HR staff; acting as member of the Court's Executive Le	0.75
Muni Court	Manager2,Exempt	Manager2,Exempt	15995	Labor Relations	Acting as department liaison for Labor Relations for five bargainir	0.20
Muni Court	Manager2,Exempt	Manager2,Exempt	15995	Training	Developing and implementing a Court-wide training plan and cond	0.05
Muni Court	Manager2,Exempt	Manager2,Exempt	15995	Labor Relations	Acting as department liaison for Labor Relations for five bargainir	0.20
Muni Court	Manager2,Exempt	Manager2,Exempt	15995	Training	Developing Court-wide training plan and conducting Court-specific	0.05
Muni Court	Personnel Specialist	Personnel Specialist	25990	Employee Relation	Managing career development program, including Out of Class as	0.75
Muni Court	Personnel Specialist	Personnel Specialist	25990	Hiring	Managing recruitment process, including consulting with hiring ma	0.20
Muni Court	Personnel Specialist	Personnel Specialist	25990	Classification and C	Acting as department liaison for Classification/Compensation offic	0.05
Muni Court	Personnel Specialist	Personnel Specialist	25990	Hiring	Managing recruitment process, including consulting with hiring ma	0.20
Muni Court	Personnel Specialist	Personnel Specialist	25990	Classification and C	Acting as department liaison for Classification/Compensation offic	0.05
Muni Court	Personnel Specialist, Asst	Personnel Specialist, Asst	20965	Compliance	Managing compliance with federal and state Criminal Justice Info	0.10
Muni Court	Personnel Specialist, Sr	Personnel Specialist, Sr	19202	Compliance	Managing leave programs, such as Family and Medical Leave, in	0.90
Muni Court	Personnel Specialist, Sr	Personnel Specialist, Sr	19202	Benefits	Managing open enrollment for Court; managing benefits for empl	0.05
Muni Court	Personnel Specialist, Sr	Personnel Specialist, Sr	19202	Training	Acting as Training Coordinator liaison with Personnel department	0.05
Muni Court	Personnel Specialist, Sr	Personnel Specialist, Sr	19202	Benefits	Managing open enrollment for Court; managing benefits for empl	0.05
Muni Court	Personnel Specialist, Sr	Personnel Specialist, Sr	19202	Training	Acting as Training Coordinator liaison with Personnel department	0.05
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Hiring	Develop recruitment strategies, job announcements, and selectio	0.25
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Classification and C	Develop staffing strategies to meet OH business needs. Wage/h	0.10
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Labor Relations	Provide strategic advice, contract interpretation, and grievance ad	0.10
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Benefits	Provide information and counseling to OH employees. Resolve b	0.10

Dept	Position Title	Summary Title	Position Number	HR Function (select from drop-down menu)	Description of responsibilities - including work that is specific to the dept's HR needs (100 words or less)	2010 Regular FTE*
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Training	Advise on training strategies, resources, and logistics. Maintain t	0.10
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Employee Relation	Employee relations and employee/organizational development. A	0.15
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Data Management	Record-keeping and database management. Public disclosure.	0.05
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Compliance	EEO/accommodations and RSJI issues. Industrial insurance and	0.10
OH	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26365	Safety	Safety and security.	0.05
PER	Personnel Specialist, Sr	Personnel Specialist, Sr	22791	Hiring	The HR position ensures the hiring practices and promotional pro	1.00
SCL	Admin Spec I-BU	Admin Spec I-BU	12441	HR Admin/Budget	HR Receptionist - Acts as HR receptionist, answer phones, greet	1.00
SCL	Admin Spec II (LO Admin Spec II-BU)	Admin Spec II	12481	HR Admin/Budget	Manage Director's calendars; respond and schedule meetings; cd	1.00
SCL	Admin Spec II-BU	Admin Spec II-BU	13945	Apprenticeship	This position is the main point of contact for the public to the App	1.00
SCL	Admin Spec II-BU	Admin Spec II-BU	16530	Safety	Manage Safety Manager's calendar; respond and schedule meeti	1.00
SCL	Admin Spec III	Admin Spec III	12647	HR Admin/Budget	Act as the administrative support liaison between the HR Officer a	1.00
SCL	Admin Staff Assistant	Admin Staff Assistant	22484	Apprenticeship	This position coordinates the administrative aspects of the appren	1.00
SCL	Admin Staff Assistant (ILO Personnel S	Admin Staff Assistant	14107	Hiring	Develop, oversee and monitor contracts and budget for the work	0.25
SCL	Admin Staff Assistant (ILO Personnel S	Admin Staff Assistant	14107	Classification and C	Develop, oversee and monitor contracts and budget for the work	0.25
SCL	Admin Staff Assistant (ILO Personnel S	Admin Staff Assistant	14107	HR Admin/Budget	Develop, oversee and monitor contracts and budget for the work	0.50
SCL	Apprenticeship Coord	Apprenticeship Coord	18459	Apprenticeship	This position coordinates and administers the education, training	1.00
SCL	Apprenticeship Coord	Apprenticeship Coord	12404	Apprenticeship	This position coordinates and administers the education, training	1.00
SCL	EEO Coord	EEO Coord	13670	Compliance	Employee Relations Coordinator, Conduct intake meetings with c	1.00
SCL	Executive 2	Executive 2	23775	HR Management -	Human Resources Officer. The SCL HR Officer provides strategi	1.00
SCL	Executive 2	Executive 2	22223	Hiring	Talent Acquisition and Development Director. The Talent Director	0.25
SCL	Executive 2	Executive 2	22223	HR Management -	Talent Acquisition and Development Director. The Talent Director	0.25
SCL	Executive 2	Executive 2	22223	Apprenticeship	Talent Acquisition and Development Director. The Talent Director	0.25
SCL	Executive 2	Executive 2	22223	Training	Talent Acquisition and Development Director. The Talent Director	0.25
SCL	Labor Relations Coordinator	Labor Relations Coordinator	12539	Labor Relations	Implements the departments labor relations program. Advise ma	1.00
SCL	Labor Relations Coordinator	Labor Relations Coordinator	15826	Labor Relations	Implements the departments labor relations program. Advise ma	1.00
SCL	Manager1,GenGovt (ILO Manager2, Ge	Manager1,GenGovt	14158	Benefits	Employee Services Manager. Manage 5 HR professionals over	0.25
SCL	Manager1,GenGovt (ILO Manager2, Ge	Manager1,GenGovt	14158	Data Management	Employee Services Manager. Manage 5 HR professionals overse	0.25
SCL	Manager2,Exempt	Manager2,Exempt	23969	Hiring	Talent Acquisition Manager. Manage a team of 7 HR professiona	0.75
SCL	Manager2,Exempt	Manager2,Exempt	23969	Classification and C	Talent Acquisition Manager. Manage a team of 7 HR professiona	0.25
SCL	Manager2,Utills	Manager2,Utills	21973	Apprenticeship	Apprenticeship Manager This position provides leadership for Se	1.00
SCL	Manager3,Utills	Manager3,Utills	14167	Safety	Provides leadership and management oversight of the Utility's Sa	1.00
SCL	Mgmt Syst Anlyst, Sr	Mgmt Syst Anlyst, Sr	15740	Data Management	Maintain and route daily NERC report on employee status change	1.00
SCL	Mgmt Syst Anlyst, Sr	Mgmt Syst Anlyst, Sr	21993	Data Management	Payroll Support: Set up and execute queries to edit payroll data, r	1.00
SCL	Ofc/Maint Aide*	Ofc/Maint Aide	26531	HR Admin/Budget	*Supported employee program; provides support to HR with copy	0.75
SCL	Ofc/Maint Aide*	Ofc/Maint Aide	26534	Safety	*Supported employee program; provides support to Safety with cd	0.75
SCL	Personnel Spec,Sr	Personnel Spec,Sr	21930	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Personnel Specialist	Personnel Specialist	12596	Hiring	Provide professional Human Resources support and oversight to	1.00
SCL	Personnel Specialist	Personnel Specialist	12663	Hiring	Provide professional Human Resources support and oversight to	1.00
SCL	Personnel Specialist	Personnel Specialist	17244	Hiring	Provide professional Human Resources support and oversight for	1.00
SCL	Personnel Specialist (ilo Personnel Spe	Personnel Specialist	18689	Classification and C	Provide professional Human Resources support and oversight for	0.50
SCL	Personnel Specialist (ilo Personnel Spe	Personnel Specialist	18689	Compliance	Provide professional Human Resources support and oversight for	0.25
SCL	Personnel Specialist (ilo Personnel Spe	Personnel Specialist	18689	Hiring	Provide professional Human Resources support and oversight for	0.25
SCL	Personnel Spec,Asst	Personnel Specialist, Asst	12549	Data Management	Records and Benefits Asst. One of two Records/Benefits staff tha	0.50
SCL	Personnel Spec,Asst	Personnel Specialist, Asst	12408	Benefits	Records and Benefits Asst. One of two Records/Benefits staff tha	0.50
SCL	Personnel Spec,Asst	Personnel Specialist, Asst	12408	Data Management	Records and Benefits Asst. One of two Records/Benefits staff tha	0.50
SCL	Personnel Specialist, Asst	Personnel Specialist, Asst	23026	Compliance	Employee Relations Assistant. Under supervision, evaluate FML	0.75
SCL	Personnel Specialist, Asst	Personnel Specialist, Asst	23026	Labor Relations	Employee Relations Assistant . Under supervision, evaluate FML	0.25
SCL	Personnel Specialist, Asst	Personnel Specialist, Asst	12391	Hiring	Coordinate and manage the completion of North American Electr	1.00
SCL	Personnel Specialist, Asst (ILO Trng&E	Personnel Specialist, Asst	19273	Hiring	Provide technical support services to the Talent Acquisition Unit c	1.00
SCL	Personnel Specialist, Asst (ILO Trng&E	Personnel Specialist, Asst	20429	Hiring	Coordinate City Light Contingent Workforce Program. Liaison bet	1.00
SCL	Personnel Specialist, Sr (ilo Personnel S	Personnel Specialist, Sr	15836	Compliance	Personnel Risk Assessment (PRA) Coordinator ensures complian	1.00
SCL	Plng&Dev Spec II	Plng&Dev Spec II	12554	Safety	Serve as the Safety Unit's Maximo Administrator and PureSafety	0.50
SCL	Records and Benefits Asst Personnel S	Records and Benefits Asst Perso	12549	Benefits	One of two Records/Benefits staff that processes personnel & em	0.50
SCL	Sfty&Hlth Spec	Sfty&Hlth Spec	13673	Safety	The Safety Unit at City Light ensures utility industry specific comp	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	13672	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	17208	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	22477	Safety	Safety at City Light ensures utility industry specific compliance to	1.00

Dept	Position Title	Summary Title	Position Number	HR Function (select from drop-down menu)	Description of responsibilities - including work that is specific to the dept's HR needs (100 words or less)	2010 Regular FTE*
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	22478	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10004287	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10004288	Safety	Safety at City Light ensures utility industry specific compliance. D	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10004594	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Sfty&Hlth Spec,Sr	Sfty&Hlth Spec,Sr	10004289	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Sfty&Hlth Supv	Sfty&Hlth Supv	10004290	Safety	Safety at City Light ensures utility industry specific compliance to	1.00
SCL	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	26170	Training	Implements SCL Training programs as a part of the Workforce De	1.00
SCL	Strategic Advisor 2 (ILO Manager2, Exe	Strategic Advisor 2	26165	Training	Workforce Development Manager. The SCL Workforce Developm	0.75
SCL	Strategic Advisor 2 (ILO Manager2, Exe	Strategic Advisor 2	26165	Employee Relation	Workforce Development Manager. The SCL Workforce Developm	0.25
SCL	Strategic Advisor 2, Exempt (ILO Manag	Strategic Advisor 2, Exempt	23968	Compliance	Employee Relations Advisor. Administer/implement the Equal Em	1.00
SCL	Strategic Advisor 2, GenGovt	Strategic Advisor 2, GenGovt	14115	Employee Relation	HR Advisor. This position serves as the HR Officer's representati	0.25
SCL	Strategic Advisor 2, GenGovt	Strategic Advisor 2, GenGovt	14115	HR Management -	HR Advisor. This position serves as the HR Officer's representati	0.75
SCL	Strategic Advisor 3, Exempt	Strategic Advisor 3, Exempt	12954	Compliance	Employee Relations Manager. Manage the Equal Employment Op	1.00
SCL	Trng&Ed Coord	Trng&Ed Coord	21988	Apprenticeship	This position serves as occupational fitness professional for Seat	1.00
SCL	Trng&Ed Coord,Sr (ILO Personnel Anlys	Trng&Ed Coord,Sr	13810	Training	Coordinate the delivery of training to SCL employees. Work with	1.00
SDOT	Executive 1	Executive 1	8848	HR Management -	Manage and advise SDOT HR Staff. Assist all SDOT Divisions w	1.00
SDOT	Labor Relations Coordinator	Labor Relations Coordinator	12005	Labor Relations	Advise SDOT management on labor relations and contract interp	1.00
SDOT	Personnel Specialist	Personnel Specialist	10003949	Labor Relations	Advise management on contracts, past practices, employment la	0.90
SDOT	Personnel Specialist	Personnel Specialist	10003949	Hiring		0.10
SDOT	Personnel Specialist	Personnel Specialist	7723	Hiring	□Hiring lead and OOC lead for two SDOT divisions (Resource Ma	1.00
SDOT	Personnel Specialist	Personnel Specialist	8296	Compliance	Process/approve/oversee FMLA and other Leaves. Administer/co	0.80
SDOT	Personnel Specialist	Personnel Specialist	8296	Hiring	Hiring and Selection for Traffic Division.	0.20
SDOT	Personnel Specialist, Asst	Personnel Specialist, Asst	10003561	Training	Duties are to respond to inquiries about personnel policies and p	0.90
SDOT	Personnel Specialist, Asst	Personnel Specialist, Asst	10003561	Labor Relations		0.10
SDOT	Personnel Specialist, Sr	Personnel Specialist, Sr	19675	Classification and C	Provide TES compliance and interpretation of personnel guideline	0.80
SDOT	Personnel Specialist, Sr	Personnel Specialist, Sr	19675	Labor Relations		0.20
SDOT	Personnel Specialist, Sr	Personnel Specialist, Sr	24264	Hiring	Lead and train the Hiring Team of 6. Liaison for Street Maintenanc	1.00
SDOT	Personnel Specialist, Sr	Personnel Specialist, Sr	10003948	Benefits	Hiring and Selection for Traffic Division. Process/approve/oversee	0.60
SDOT	Personnel Specialist, Sr	Personnel Specialist, Sr	10003948	Classification and Compensation		0.20
SDOT	Personnel Specialist, Sr	Personnel Specialist, Sr	10003948	Hiring		0.20
SDOT	Personnel Specialist, Trainee	Personnel Specialist, Trainee	23366	Hiring	Maintain a recruiting network with representatives from communit	0.50
SDOT	Res & Eval, Aide	Res & Eval, Aide	10004395	HR Admin/Budget	Provides a full range of high level administration support to the Di	0.50
SDOT	Res & Eval, Aide	Res & Eval, Aide	10004395	Data Management	HRIS/EV3 employee data input, supply orders, date stamp and lo	0.50
Seattle Cen	Admin Staff Assistant	Admin Staff Assistant	21629	HR Admin/Budget	Serve as first point of contact for HR Office, greet and direct inter	1.00
Seattle Cen	Manager2	Manager2	26881	Other	Human Resource Manager. Plan, organize and manage HR serv	0.80
Seattle Cen	Personnel Specialist	Personnel Specialist	22538	Compliance	Administer and monitor workers compensation claims and SC's R	1.00
Seattle Cen	Personnel Specialist, Asst	Personnel Specialist, Asst	10001212	Data Management	Organize and process all HR/employment actions in HRIS for reg	1.00
Seattle Cen	Personnel Specialist, Sr	Personnel Specialist, Sr	24292	Other	Serve as liaison for department Classification/Compensation activ	1.00
Seattle Cen	Personnel Specialist, Sr	Personnel Specialist, Sr	23519	Other	Oversee recruitment & hiring program (Regular exempt and non e	1.00
SFD	Admin Spec I	Admin Spec I	6624	HR Admin/Budget	Receptionist who responds to over 15,300 phone calls/year to SF	1.00
SFD	Admin Spec II	Admin Spec II	10002918	Compliance	Provide Admin Support for HR Director and for all public disclosu	1.00
SFD	Captain-Recruitment	Captain-Recruitment	6579	Hiring	Develop outreach programs designed to foster an interest in Fire	1.00
SFD	Executive 2	Executive 2	21275	HR Management -	HR Director - Member of the Leadership Team, SFD's strategic	0.65
SFD	Executive 2	Executive 2	21275	Labor Relations		0.25
SFD	Executive 2	Executive 2	21275	Employee Relations		0.10
SFD	Personnel Specialist, Asst	Personnel Specialist, Asst	6629	Data Management	Manage firefighter vacation accrual system; liaison to City Person	1.00
SFD	Personnel Specialist, Asst	Personnel Specialist, Asst	10002732	Compliance	Provide administrative support to Sr. Safety and Health Speciali	0.65
SFD	Personnel Specialist, Asst	Personnel Specialist, Asst	10002732	Hiring		0.35
SFD	Personnel Specialist, Sr	Personnel Specialist, Sr	7587	Employee Relation	Supervise 2 Asst. Personnel Specialists and one Admin Spec 1 (f	0.75
SFD	Personnel Specialist, Sr	Personnel Specialist, Sr	7587	HR Management - Policy - Organizational Dev		0.25
SFD	Sr. Safety and Health Specialist	Sr. Safety and Health Specialist	1003749	Compliance	Manage all occupational and non-occupational injury and illness c	1.00
SFD	Strategic Advisor 1- EEO Officer	Strategic Advisor 1- EEO Officer	25185	Compliance	Responsible for conducting all internal investigations, related to E	0.70
SFD	Strategic Advisor 1- EEO Officer	Strategic Advisor 1- EEO Officer	25185	Employee Relations		0.30
SPD	Admin Spec III	Admin Spec III	16138	HR Admin/Budget	Provide direct confidential administrative support to the Human R	1.00
SPD	Admin Staff Assistant	Admin Staff Assistant	6341	Data Management	Tracking and monitoring of the Collision Review Board. Respond	1.00
SPD	HR Director	HR Director	18364	HR Management -	This executive-level position reports directly to the Assistant Chief	1.00
SPD	Ofc/Maint Aide	Ofc/Maint Aide	26537	HR Admin/Budget	Filing	0.50

Dept	Position Title	Summary Title	Position Number	HR Function (select from drop-down menu)	Description of responsibilities - including work that is specific to the dept's HR needs (100 words or less)	2010 Regular FTE*
SPD	Personnel Specialist	Personnel Specialist	6306	Benefits	Oversee and manage the Department-wide Family and Medical L	1.00
SPD	Personnel Specialist, Asst	Personnel Specialist, Asst	5107	Data Management	Responsible for maintaining and security of all departmental pers	1.00
SPD	Personnel Specialist, Asst	Personnel Specialist, Asst	5044	Benefits	Duties include enrollment, dependent/beneficiary changes, and d	1.00
SPD	Personnel Specialist, Sr	Personnel Specialist, Sr	5070	Hiring	Responsible for the overall civilian employment selection process	0.50
SPD	Personnel Specialist, Sr	Personnel Specialist, Sr	5070	Classification and C	Perform professional level human resource management function	0.40
SPD	Personnel Specialist, Sr	Personnel Specialist, Sr	5070	Training	SPD Training and succession planning. Career Quest counselor.	0.10
SPU	Admin Spec II	Admin Spec II	18926	HR Admin/Budget	HR Division admin support, front desk coverage, fills in and supp	1.00
SPU	Admin Staff Analyst	Admin Staff Analyst	24214	HR Admin/Budget	Coordinates and monitors HR division budget, coordinates emplo	0.60
SPU	Equal Employment Coordinator	Equal Employment Coordinator	18723	Compliance	Supervises Return-to-Work/ADA/Worker's Comp Coordinator and	1.00
SPU	Executive 1	Executive 1	11966	HR Management -	HR Division Director. Leads the 23 member division which provid	1.00
SPU	Labor Relations Coordinator	Labor Relations Coordinator	10435	Labor Relations	LR Coordinator for Unions Local 1239, Local 17 (at outline Cedar	1.00
SPU	Labor Relations Coordinator	Labor Relations Coordinator	24208	Labor Relations	LR Coordinator for Unions Local 17 (Admin & Professional/Tech u	1.00
SPU	Manager1,GenGovt	Manager1,GenGovt	11780	Apprenticeship	Apprenticeship Manager overseeing management of programs ar	0.75
SPU	Manager1,GenGovt	Manager1,GenGovt	11780	Training	Apprenticeship Manager overseeing management of programs ar	0.25
SPU	Mgmt Syst Analyst, Asst	Mgmt Syst Analyst, Asst	26292	Apprenticeship	Supports training coordination and data tracking for both apprenti	1.00
SPU	Mgmt Syst Anlyst, Sr	Mgmt Syst Anlyst, Sr	18694	Training	Sr. Training & Education Coordinator (Lead). Supervises staff of	1.00
SPU	Mgmt Syst Anlyst, Sr	Mgmt Syst Anlyst, Sr	20217	Data Management	Troubleshoots HR databases, produces dept.-wide HR business	1.00
SPU	OfcMaintAide	Ofc/Maint Aide	26547	HR Admin/Budget	HR Division admin support, copying, filing, EV3 data entry	0.50
SPU	Personnel Specialist	Personnel Specialist	10002254	Hiring	Work with hiring managers on all aspects of hiring processes, to i	1.00
SPU	Personnel Specialist	Personnel Specialist	23092	Hiring	Work with hiring managers on all aspects of hiring processes, to i	1.00
SPU	Personnel Specialist	Personnel Specialist	22613	Hiring	Work with hiring managers on all aspects of hiring processes, to i	1.00
SPU	Personnel Specialist	Personnel Specialist	22422	Hiring	Work with hiring managers on all aspects of hiring processes, to i	1.00
SPU	Personnel Specialist, Asst	Personnel Specialist, Asst	19676	Benefits	Benefits & Leaves Coordinator. Coordinates benefit information a	1.00
SPU	Personnel Specialist, Sr	Personnel Specialist, Sr	21931	Hiring	Manages TES and Intern processes agency-wide, manages and t	1.00
SPU	Personnel Specialist, Sr	Personnel Specialist, Sr	22608	Hiring	Manages Out-of-Class processes across the agency, provides co	1.00
SPU	Personnel Specialist, Sr	Personnel Specialist, Sr	24209	Hiring	Manages recruiting agency wide, develops curriculum and trains i	1.00
SPU	Personnel Specialist, Sr	Personnel Specialist, Sr	23150	Compliance	Manages Return-to-Work, Worker's Comp and ADA processes at	1.00
SPU	Personnel Specialist, Supervisor	Personnel Specialist, Supervisor	8591	Hiring	Supervises 7 Personnel Specialists (3 seniors, 4 specialists) in m	1.00
SPU	Strategic Advisor 1, GenGovt	Strategic Advisor 1, GenGovt	7889	Employee Relation	Employee Relations Advisor. Provides a variety of employee rela	1.00
SPU	Strategic Advisor 2, Exempt	Strategic Advisor 2, Exempt	22568	HR Management -	HR Operations & Data Mgmt Division Director (Mgr2, Exempt). L	1.00
SPU	Trng&Ed Coord	Trng&Ed Coord	20616	Training	Coordinates training programs logistics agency wide, staffs Empl	1.00
SPU	Trng&Ed Coord	Trng&Ed Coord	10002657	Training	Coordinates logistics for Field Operations & Maintenance Branch	1.00
SPU	Trng&Ed Coord,Sr	Trng&Ed Coord,Sr	12117	Training	Designs and develops agency wide diversity, RSJ and supervisor	0.50
SPU	Trng&Ed Coord,Sr	Trng&Ed Coord,Sr	12117	Training	Trng&Ed Coord., coordinates New Employee Orientation agency	0.50
SPU	Trng&Ed Coord,Sr	Trng&Ed Coord,Sr	11843	Apprenticeship	Coordinates apprentice hiring and training for Water Apprentices.	1.00
SPU	Trng&Ed Coord,Sr	Trng&Ed Coord,Sr	25396	Apprenticeship	Coordinates apprentice hiring and training for Drainage & Wastew	1.00

TOTAL 2010 FTE	156.92
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*Note: Payroll is not included as a function in this compilation given that it is considered a financial, and not a human resources function. FTE data and functional description is based on information submitted by departments to CBO in May, 2010.

HR Functions used as part of 2010 inventory o

Apprenticeship
Benefits
Classification and Compensation
Compliance
Data Management
Employee Relations
Hiring
HR Admin/Budget
HR Management - Policy - Organizational Dev
Labor Relations
Other
Safety
Training

of position functions
Temp, ADA, EEO, FMLA, Disability, Return to Work, Fit for Duty, Ergonomics
EV3, Payroll, claims, HR records, queries, maintenance, records, documentation
Outreach, performance management, corrective action
Hiring, recruitment, retentions and succession
Reception, filing, budget development/tracking
HR Management, policy and organizational development
Safety officer and duties