



City of Boston
Mayor Michelle Wu

June 15, 2022

TO THE CITY COUNCIL

Dear City Councilors:

In response to a 17F request filed by your Honorable Body on May 18, 2022, relative to 17F Personnel Review Committee and Personnel Vacancies.

Sincerely,

A handwritten signature in black ink, appearing to be "Michelle Wu".

Michelle Wu
Mayor of Boston

In response to Docket 0641- An Order requesting certain information under Section 17F relative to the Personnel Review Committee and personnel vacancies; please see the following pages. Filed June 6, 2022

1. Steps to Post and Fill Vacant Position

City of Boston



2. OBM Written PRC Guidance. See also the next page which has the definition of the PRC from the Financial Management Chapter of the Budget Book.

OBM Internal PRC Review Practices
Spring 2022

Overview

The City uses a position review process to review all proposed job postings for vacant positions. All hiring and personnel changes are scrutinized and approved only if feasible and able to be supported within the confines of a department's budget.

Position Review Committee (PRC):

Budget Director, Office of Budget Management
Director, Human Resources
Chief Financial Officer and Collector Treasurer

Departments initiate the PRC process whenever they want to post a vacant position, create a new position, or inactivate a vacant position.

E-Forms:

The PRC process takes place in city systems, using eForms to seek approval by the appropriate parties, rather than a specific meeting of the PRC members. This ensures expediency of the process. Each approver looks at the request in turn, and makes an evaluation. The approvers checks for accuracy of the information, as well as evaluating budgetary and personnel impacts.

2. Definition of PRC from Financial Management Chapter of FY23 Recommended Budget Book

Position Review Committee (PRC)

The PRC is comprised of the Chief Financial Officer, the Human Resources Director, and the City's Budget Director. In place for over a decade, the committee serves to strictly control and monitor all hiring. In a budget where people and the benefits they carry account for over three quarters of total appropriations, this committee has been instrumental in maximizing City resources.

3a. Requests to Post Vacant Positions

REQUEST TO FILL VACANCY REQUEST DECISIONS

Department Name	Position Title	FY20				FY21				FY22 (YTD End of May)			
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Boston VETS Total		1			1								
Budget Management	Management Analyst (Obpe)	2			2	4			4				3
Budget Management	Revenue Manager (OBM)												3
Budget Management	Risk Finance Mgr												1
Budget Management	Sr Admin Anl (Sp Proj Stff)/Aud												1
Budget Management	Sr Finance Manager												1
Budget Management	Sr Management Analyst												1
Budget Management Total		2			2	5			5				10
Cemetery Division	Admin Asst	4			4	2			2				1
Cemetery Division	Grave Digger												5
Cemetery Division	HvyMtrEquipReprprs(HMER/Parks)												1
Cemetery Division	Prin Clerk & Typist	2			2	2			2				1
Cemetery Division	Spec Hvy Mco	6			6	1			1				1
Cemetery Division Total		1			1	5			5				7
City Clerk	Head Clerk & Secretary	1			1								
City Clerk Total		1			1								
Collecting Division	Data Proc Sys Analyst 1	1			1								
Collecting Division	Dep Collector	3			3	1			1				3
Collecting Division	Head Admin Clerk	1			1	1			1				1
Collecting Division	Head Clerk	2			2	1			1				2
Collecting Division	Prin Admin Asst (Trs/Col)	1			1								
Collecting Division	Sr Admin Asst	1			1								
Collecting Division	Sr Programmer	1			1								
Collecting Division	Supv-Accounting					1			1				1
Collecting Division	Tax Title Supv (Trs/Col)	1			1	1			1				1
Collecting Division	Teller	11			11	6			6				6
Collecting Division Total						1			1				7
Commission For Persons W/Disabilities	Admin Asst					1			1				2
Commission For Persons W/Disabilities	Dep Administrator					1			1				2
Commission For Persons W/Disabilities Total						1			1				2
Consumer Affairs & Licensing	Admin Asst					1			1				1
Consumer Affairs & Licensing	Board Secretary	1			1								1
Consumer Affairs & Licensing	Head Admin Clerk	1			1								1
Consumer Affairs & Licensing	Receptionist/Secretary												
Consumer Affairs & Licensing	Staff Asst IV	2			2	1			1				1
Consumer Affairs & Licensing Total						1			1				3
Department of Innovation and Technology	Admin Asst					1			1				1
Department of Innovation and Technology	BroadbandDigitalEquityAdvocate												
Department of Innovation and Technology	Chief Digital Officer	1			1	1			1				2
Department of Innovation and Technology	Chief Enterprise Applications	2			2								2
Department of Innovation and Technology	Data Proc Equip Tech	2			2								6
Department of Innovation and Technology	Data Proc Sys Analyst												1
Department of Innovation and Technology	Dir of MIS												
Department of Innovation and Technology	Dir of Performance Management					1			1				1
Department of Innovation and Technology	Dir-Operations												1
Department of Innovation and Technology	Head Clerk	4			4	1			1				2
Department of Innovation and Technology	Intern I												1
Department of Innovation and Technology	Management Analyst (Asd/Admin)												1
Department of Innovation and Technology	Prin Admin Asst												2
Department of Innovation and Technology	Prin Clerk												1
Department of Innovation and Technology	Prin Data Proc Systems Analyst					2	1		3				10
Department of Innovation and Technology	Prin Dp Sys Anal-Dp	1			1	2			2				1
Department of Innovation and Technology	Sr Data Proc Sys Anl	5			5	8			8				17

3a. Requests to Post Vacant Positions

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Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Department of Innovation and Technology	Sr Data Proc Sys Anl (ASD/DPU)	1			1	1			1	1			1
Department of Innovation and Technology	Sr Management Analyst	1	1		2					2			2
Department of Innovation and Technology	Sr Programmer					1			1	1			1
Department of Innovation and Technology Total		17	3	1	21	17	1	18	41	8	2	51	
Election Division	Admin Asst	2			2	1			1				1
Election Division	Asst Reg Voters	2			2	1			1				1
Election Division	Asst Reg Voters Hourly	1			1	1			1				1
Election Division	Civic Engagement Coord	1			1								
Election Division	Sr Admin Asst	1			1								
Election Division Total		7			7	3		3	2			2	
Emergency Management	Admin Manager												1
Emergency Management	Exec Asst	1			1				1				1
Emergency Management	Project Dir	1			1	1			1				1
Emergency Management	Regional Coordinator					4			4				4
Emergency Management	Regional Planner	3			3				1				1
Emergency Management	Regional Emergency Mgmt Planner	1			1				1				1
Emergency Management	Staff Asst IV								1				1
Emergency Management Total		6			6	5		5	4			4	
Environment Department	Admin Asst								1				1
Environment Department	Admin Asst III					1			1				1
Environment Department	Admin Manager					1			1				1
Environment Department	Architect	1			1								
Environment Department	Carbon Neutrality Prog Migr					1			1				1
Environment Department	Chief of Environment & Energy					1			1				1
Environment Department	Conservation Assistant					1			1				1
Environment Department	Dir CCE	1			1								
Environment Department	Environmental Asst	1			1								
Environment Department	Preservation Assistant												1
Environment Department	Preservation Planner												1
Environment Department	Project Mng'r					1			1				1
Environment Department	Spec Asst IV												1
Environment Department	Special Assistant	2			2				2				2
Environment Department	Staff Asst I					1			1				1
Environment Department	Staff Asst II	5			5	8	2	10	6				6
Environment Department Total		5			5	8	2	10	6			6	
Fair Housing & Equity	Admin Asst								1				1
Fair Housing & Equity	Chief of Staff								1				1
Fair Housing & Equity	Dir - Investigations	1	2		3								
Fair Housing & Equity	Exec Asst								1				1
Fair Housing & Equity	Member-Fair Housing Comm								1				1
Fair Housing & Equity	Sr Investigator	3			3	1			2				2
Fair Housing & Equity	Staff Asst III	1			1				1				1
Fair Housing & Equity Total		5	2		7	1		1	6			6	
Fire Department	Admin Asst								2				2
Fire Department	Asst Prin accountant					1			1				1
Fire Department	Asst Supn (Bfd/Fad)								1				1
Fire Department	Building Systems Engineer								1				1
Fire Department	Chemist					1			1				1
Fire Department	Data Proc Equip Tech												
Fire Department	Dep Fire Chief	1			1								1
Fire Department	Dep Fire Chief Administration					1			1				1
Fire Department	Diversity Officer								1				1
Fire Department	Electrical Equip Repairs##								1				1
Fire Department	Exec Asst								1				1

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Department Name	Position Title	FY20				FY21				FY22 (YTD End of May)			
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
		Inspectional Services Department	Asst Comms/Constituent Serv				1			1			
Inspectional Services Department	Asst Comms/Environmental Serv				1			1					
Inspectional Services Department	Board Member Appeals	1				5		5					
Inspectional Services Department	Board Members (Examiners)				1			1					
Inspectional Services Department	Building Inspector##	3				1		1					4
Inspectional Services Department	Chief Bldg Admin Clerk				1			1					1
Inspectional Services Department	Chief of Staff			1				1					1
Inspectional Services Department	Community Liaison (ISD)				1			1					1
Inspectional Services Department	Dir of Operations (ISD)				1			1					1
Inspectional Services Department	Envrnmntl Health Inspector I	1											2
Inspectional Services Department	Envrnmntl Health Inspector II	3				5		5					10
Inspectional Services Department	Head Clerk	2				1		1					1
Inspectional Services Department	Health Inspector##	3				1		1					5
Inspectional Services Department	Housing Inspector	3				1		1					1
Inspectional Services Department	Management Analyst(Insp Svcs)				1			1					1
Inspectional Services Department	Plumbing And Gasfitting Insp##				3			3					2
Inspectional Services Department	Prin Clerk & Typist	3				6		6					1
Inspectional Services Department	Prin Health Inspector				1			1					1
Inspectional Services Department	Special Assistant				1			1					1
Inspectional Services Department	Sr Admin Asst				1			1					1
Inspectional Services Department	Sr Cashier				1			1					1
Inspectional Services Department	Sr Management Analyst				1			1					1
Inspectional Services Department	Sub Board Member	2				3		3					3
Inspectional Services Department	Supv of Building Inspection				1			1					1
Inspectional Services Department	Wire Inspector				1			1					1
Inspectional Services Department Total		21	2	23	41	3	44	32	4	36			
Intergovernmental Relations	Chief of Staff				1			1					
Intergovernmental Relations	City Council Liaison				2			2					1
Intergovernmental Relations	Dir				1			1					1
Intergovernmental Relations	State Government Liaison				3			3					2
Intergovernmental Relations Total		2	8	10	6	3	9	6	1	7			
Law Department	Asst Corp Counsel I				2			2					4
Law Department	Asst Corp Counsel (Law)				3			3					2
Law Department	Asst Corp Counsel II				6			6					7
Law Department	Asst Corp Counsel II (LAW)				1			1					1
Law Department	Asst Corp Counsel III				1			1					1
Law Department	Asst Corp Counsel III (LAW)				1			1					4
Law Department	Asst Corp Counsel IV (LAW)				1			1					1
Law Department	Claims/Affirmative Recovery/Anl				1			1					1
Law Department	Corporation Counsel				2			2					1
Law Department	Exec Asst (Law)				2			2					1
Law Department	First Asst/CorporationCounsels				2			2					2
Law Department	General Counsel				2			2					1
Law Department	General Counsel (LAW)				1			1					1
Law Department	Head Clerk & Secretary				1			1					1
Law Department	Office Manager II				1			1					1
Law Department	Paralegal (LAW)				1			1					1
Law Department	Prin Clerk				1			1					1
Law Department Total		8	18	26	19	1	20	25	1	26			
Library Department	Adult Technology Coord				1			1					1
Library Department	Adults Librarian II				3			3					3
Library Department	Application & Training Manager				1			1					1
Library Department	Applications Technical Support				1			1					1

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		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Library Department	Archivist												
Library Department	Asst Neighborhood Services Migr												
Library Department	Branch Librarian I	1			1								1
Library Department	Branch Librarian II					1							1
Library Department	Carpenter					1							1
Library Department	Cataloger And Classifier I												
Library Department	Cataloger And Classifier II					1							1
Library Department	Chief of Staff & Strategy					1							1
Library Department	Chief-Cataloging					1							1
Library Department	Children's Librarian I	4			4								4
Library Department	Childrens Librarian II	3			3	2							5
Library Department	Collection Development Coord					1							1
Library Department	Collection Librarian II												
Library Department	Collection Librarian II	1			1								1
Library Department	Communications Assistant	1			1								1
Library Department	Compensation & Compliance Spc												
Library Department	Conservation Officer												
Library Department	Coord of Youth Services					1							1
Library Department	Curator-Profess Librarian	1			1								1
Library Department	Curator-Professional Lib IV					1							1
Library Department	Digital Repository DevOps Eng					1							1
Library Department	Dir of Strategic Partnerships	1			1								1
Library Department	Facility Migr-Branches					1							1
Library Department	Floater Librarian I	6			6	5							11
Library Department	Generalist I	1			1	1							2
Library Department	Generalist II					1							1
Library Department	HdOfBibliographicServMetrBLNet					1							1
Library Department	Human Resources Asst												
Library Department	Human Resources Manager (BPL)	1			1								1
Library Department	ILL & Research Svcs Librarian					1							1
Library Department	Instruction Librarian II	1			1								1
Library Department	Interlibrary Loan Officer	1			1								1
Library Department	Jr Building Custodian	9			9	9							18
Library Department	Laborer	2			2	1							3
Library Department	Library Aide	8			8								8
Library Department	Major Projects Coord	1			1								1
Library Department	Manager of Online Web Serv												
Library Department	Mgr of System Wide Security					1							1
Library Department	Motor Equip Oper & Lbr					1							1
Library Department	Network & Server Manager												
Library Department	Prin Library Asst	1			1								1
Library Department	Programs Librarian												
Library Department	Public Relations Associate	1			1								1
Library Department	Rare Books & Manuscripts Librn												
Library Department	Reference Librarian I					1							1
Library Department	Reference Librarian II					1							1
Library Department	Research Collection Migr												
Library Department	Spec Collections Pub Servs Lib					1							1
Library Department	Spec Library Asst I												
Library Department	Spec Library Asst I (Branch)	3	1		4	3							7
Library Department	Spec Library Asst II	6			6	4							10
Library Department	Spec Library Asst II (Branch)					1							1
Library Department	Spec Library Asst V	1			1	3							4

3a. Requests to Post Vacant Positions

REQUEST TO FILL VACANCY REQUEST DECISIONS

Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Neighborhood Development	Construction Supervisor					1			1				1
Neighborhood Development	Construction Specialist I												1
Neighborhood Development	Dep Dir	1			1				1				1
Neighborhood Development	Dir of Operations					1			1				1
Neighborhood Development	Housing Crisis Case Coord					1	1		2				2
Neighborhood Development	Housing Development Offer	2			2				2				1
Neighborhood Development	Intern I	3			3				3				3
Neighborhood Development	Legal Secretary					2			2				3
Neighborhood Development	Loan Monitor	2			2	1			1				9
Neighborhood Development	Operations Manager					1			1				1
Neighborhood Development	Procurement Officer					1			1				1
Neighborhood Development	Program Asst	2			2	2			4				1
Neighborhood Development	Program Mngr	1			1	2			3				1
Neighborhood Development	Project Mngr	1			1	1			2				1
Neighborhood Development	Records Mngr	1			1				1				1
Neighborhood Development	Special Assistant					1			1				1
Neighborhood Development	Sr Housing Develop Offcr												1
Neighborhood Development	Sr Program Manager												1
Neighborhood Development Total		16			16	16	2		18				28
Neighborhood Services	Admin Asst	1			1				1				1
Neighborhood Services	Chief of Civic Engagement												1
Neighborhood Services	Coord	5	1		6	6			12				14
Neighborhood Services	Dir of Policy												3
Neighborhood Services	Exec Dir												1
Neighborhood Services	Spec Asst II												1
Neighborhood Services	Special Assistant												1
Neighborhood Services	Staff Aide	1			1	3			4				1
Neighborhood Services	Staff Asst	2			2	2			4				3
Neighborhood Services	Staff Asst I	9	3		12	7	1		20				10
Neighborhood Services	Staff Asst II	2			2	3			5				1
Neighborhood Services	Staff Asst IV	1			1	1			2				1
Neighborhood Services	Student Intern	1			1	4			5				2
Neighborhood Services Total		22	4		26	25	1		26				38
Office for Immigrant Advancement	Special Assistant			1	1				1				1
Office for Immigrant Advancement	Staff Asst III							1	1				1
Office for Immigrant Advancement Total													
Office of Arts & Culture	Dir												1
Office of Arts & Culture	Dir of Planning and Policy					1			1				1
Office of Arts & Culture	Project Mngr												1
Office of Arts & Culture	Staff Asst												1
Office of Arts & Culture Total						1			1				4
Office of Diversity	Diversity Outreach Officer					1			1				1
Office of Diversity Total						1			1				1
Office of Economic Development	Chief of Economic Development												1
Office of Economic Development	Dep Dir					1			1				1
Office of Economic Development	Design Services Manager					1			1				1
Office of Economic Development	Dir of Business Strategy												1
Office of Economic Development	Dir of Operations					1			1				1
Office of Economic Development	Dir-EconomicDevelopmentPolicy					1			1				1
Office of Economic Development	Intern I												1
Office of Economic Development	Life Technology Industry Mgr	1			1				1				1
Office of Economic Development	Mobile Enterprises Mgr												1
Office of Economic Development	Neigh Business Manager	1			1	1			2				1

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REQUEST TO FILL VACANCY REQUEST DECISIONS													
Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Office of Economic Development	Operations Manager	1			1								
Office of Economic Development	Operations Specialist	1			1								
Office of Economic Development	Prin Accountant	1			1								
Office of Economic Development	Sr Admin Atnl					1						1	1
Office of Economic Development	Sr Neigh Business Migr					1							
Office of Economic Development	Sr Research Analyst (BRJP)	2			2								
Office of Economic Development	Staff Asst I					1						1	1
Office of Economic Development	Staff Asst IV					1						1	1
Office of Economic Development Total		7			7	9				6		1	7
Office of Equity	Admin Asst												
Office of Equity	Chief of Equity												
Office of Equity	Dep Dir												
Office of Equity	Director of Admin and Finance												
Office of Equity	Spec Asst I												
Office of Equity Total													
Office of Health & Human Services	Admin Asst												
Office of Health & Human Services	Chief of Human Services												
Office of Health & Human Services	Dir of Food Initiative												
Office of Health & Human Services	Program Dir					1							
Office of Health & Human Services	SpecAssttoChiefofHumanServices					2							
Office of Health & Human Services	Special Assistant					1							
Office of Health & Human Services	Staff Asst					1							
Office of Health & Human Services	Staff Asst III					5						4	8
Office of Health & Human Services Total						3						4	7
Office of Labor Relations	Asst Corp Counsel III	1			1								
Office of Labor Relations	Asst Corp Counsel III (LAW)												
Office of Labor Relations	Asst Supv/Labor Relations					1							
Office of Labor Relations	Labor Relations Anal (Lab Rel)	1			1								
Office of Labor Relations	Student Intern												
Office of Labor Relations	Supv-Labor Relations					1							
Office of Labor Relations Total		2			2	5				5		4	11
Office of Police Accountability & Transparency	Asst Dir												
Office of Police Accountability & Transparency Total													
Office of Streets	Admin Atnl												
Office of Streets	Admin Asst												
Office of Streets	Admin Secretary	1			1								
Office of Streets	Chief Public Works & Transport												
Office of Streets	Deputy Chief - Infrastructure												
Office of Streets	Director												
Office of Streets	Management Analyst(Pwd)					1							
Office of Streets	Payroll Supervisor												
Office of Streets	Prin Admin Asst												
Office of Streets	Prin Research Analyst					1							
Office of Streets	Sr Admin Asst (Pwd)	1	1		2	2							
Office of Streets	Sr Personnel Officer					1							
Office of Streets Total		2	1		3	6				11		3	14
Office of Tourism	Director	1			1								
Office of Tourism	Production/Stage Manager	1			1								
Office of Tourism	Project Asst					2							
Office of Tourism	Staff Asst					1							
Office of Tourism	Staff Asst I												
Office of Tourism	Staff Asst III	1			1								
Office of Tourism Total		3			3	3				2		2	7

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Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
OPC	Admin Anl	1			1								1
OPC	Chief Claims Investigator	2			2								2
OPC	Claims Investigator(OpC)	3	1		4	3							3
OPC	Head Cashier	7			7	3							3
OPC	Hearings Employee	2			2	1							1
OPC	Prin Admin Asst (Planning T&P)	1			1								1
OPC	Prin Admin Asst Customer Svtrp	2			2	2							2
OPC	Sr Claims Investigator	1			1								1
OPC	Teller	16	1		17	11	1						14
OPC Total													12
Parks and Recreation	Admin Asst					1							1
Parks and Recreation	Admin Asst (Parks/Finance)												1
Parks and Recreation	Admin Secretary												1
Parks and Recreation	Animal Room Attendant	1			1	1							1
Parks and Recreation	BNBL Summer Program Director	1			1	1							1
Parks and Recreation	Business Operations Mgr					1							1
Parks and Recreation	Chief Engineer (P&R)					1	1						2
Parks and Recreation	Contract Compliance Manager							1					1
Parks and Recreation	Contract Manager	1			1								1
Parks and Recreation	Dir Human Resources (Parks)					1							1
Parks and Recreation	Dir of Animal Control (SD)	1			1								1
Parks and Recreation	Dir External Affairs & Marketing	1			1								1
Parks and Recreation	Dir-Operations					1							1
Parks and Recreation	Dog Offcr(Sr Animal Cntl Ofcr)	1			1								1
Parks and Recreation	Dog Offcr(Supv/Anim Cntl Ofcr)					1							1
Parks and Recreation	Dog Offr(Animal Control Ofcr)##					1							1
Parks and Recreation	Exec Asst (Parks & Rec)	2			2								2
Parks and Recreation	Gardener	3			3	3							3
Parks and Recreation	Gardener Foreperson	1			1								1
Parks and Recreation	Gen Maint Mech Frprs##												1
Parks and Recreation	Gen Supn (Plks/Turf Maint)	1			1								1
Parks and Recreation	Gen Tree Maint Frprs												1
Parks and Recreation	Golf Course Asst Supn	1			1	1							1
Parks and Recreation	Head Clerk	1			1								1
Parks and Recreation	Head Clerk & Secretary					1							1
Parks and Recreation	Head Clerk and Secretary												1
Parks and Recreation	Head Storekeeper (Pls Maint Div)	1			1								1
Parks and Recreation	Hwy Mtr Equip Oper & Lbr (P&R)	2			2	4							2
Parks and Recreation	Laborer (Park)	3			3	9	2						16
Parks and Recreation	Laborer Seasonal (Parks)												2
Parks and Recreation	Maint Mech (Carpenter)##	1			1								1
Parks and Recreation	Maint Mech (Welder)##	1			1								1
Parks and Recreation	Maint Mech Frprs (Plumber)##												1
Parks and Recreation	Mechanic												1
Parks and Recreation	Motor Equip Oper & Lbr (P&R)	3			3	3							3
Parks and Recreation	Park Keeper					3							3
Parks and Recreation	Park Maint Foreprs##					2							1
Parks and Recreation	Park Ranger I	5			5	3							3
Parks and Recreation	Park Ranger II	1			1	3							3
Parks and Recreation	Prin Admin Asst												1
Parks and Recreation	Research Analyst (P&R Tree)					1							1
Parks and Recreation	Seasonal Park Ranger I	1			1								1
Parks and Recreation	Sr Admin Anl					1							1

3a. Requests to Post Vacant Positions

REQUEST TO FILL VACANCY REQUEST DECISIONS

Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Parks and Recreation	Sr Personnel Officer II	1			1								
Parks and Recreation	Sr Research Analyst (Parks&Rec)	1			1								
Parks and Recreation	Staff Asst		1		1								
Parks and Recreation	Staff Asst (Pt)	2			2								
Parks and Recreation	Summer Program Assistant	1			1								
Parks and Recreation	Summer Youth Worker	2			2								
Parks and Recreation	Supn Of Tree Maintenance												
Parks and Recreation	Tree Maint Frprst##												
Parks and Recreation Total		40	1	1	41	51	1	4	56	69	5	74	
Police Department	Admin Asst	1			1								
Police Department	Admin Asst (Police)					1			1				
Police Department	Admin Asst/EvidenCTechnon(BPD)					1			1				
Police Department	Asst Dir BPD Neigh Crime Watch												
Police Department	Asst Prin accountant	1			1				1				
Police Department	BusinessOperationsDataAnalyst	1			1				1				
Police Department	Buyer	1			1				1				
Police Department	Cadet (Police)	9			9				5				
Police Department	Police Department	1			1				3				
Police Department	Captain/Academy Instructor					4			3				
Police Department	ChCommEquipOper I (SCTT)												
Police Department	Collection Agent I	15		1	16	26		26	8		1	9	
Police Department	CommuniEquipOp III, R-13 (CT)	5			5	7		7	6			6	
Police Department	Communic. EquipOp II 9II(SS)	2			2	1		1	1			1	
Police Department	Community Services Offc	1			1	2		2	1			1	
Police Department	Criminalist I	1			1								
Police Department	Criminalist II												
Police Department	Criminalist IV												
Police Department	Data Proc Coordinator												
Police Department	Data Proc Sys Analyst	1			1	1		1	1			1	
Police Department	Dep Chief Staff	1			1	1		1	1			1	
Police Department	Dep Dir of Human Resources BPD	1			1	4		4	2			2	
Police Department	Dep Supn (Bpd)	4		1	5	1		1	1			1	
Police Department	Dir of Human Resources (BPD)	1			1	1		1	1			1	
Police Department	Dir-Signal Service (Bpd)					1		1	1			1	
Police Department	Exec Asst (BPD)					1		1	1			1	
Police Department	Exec Sec (B.P.D.)	5			5	5		5	3			3	
Police Department	Head Clerk & Secretary					1		1	1			1	
Police Department	IBIS Support Technician	5			5	3		3	2			2	
Police Department	Jr Building Custodian	1			1	1		1	1			1	
Police Department	Liaison Agent (BPD)	1			1	1		1	1			1	
Police Department	Lieut-Hackney Carriage Inves.	1			1	1		1	1			1	
Police Department	Management Analyst												
Police Department	Management Analyst (Bpd)(Asse)	1			1	1		1	1			1	
Police Department	Mtr Eq Roprs ClassiBPDfFleetBFD												
Police Department	Office Manager	1			1	1		1	1			1	
Police Department	Offset Compositor												
Police Department	Personnel Officer	4			4	3		3	1			1	
Police Department	Police Captain	2			2	1		1	2			2	
Police Department	Police Captain (Det)	2			2	1		1	1			1	
Police Department	Police Captain/DDC					1		1	1			1	
Police Department	Police Captain/Hackney Invest	1			1	1		1	1			1	
Police Department	Police Captain-DDC/HRCD	8			8	12		12	7			7	
Police Department	Police Clerk And Typist	31		2	33	39		41	30			30	
Police Department	Police Detective					1		1	1			1	

3a. Requests to Post Vacant Positions

REQUEST TO FILL VACANCY REQUEST DECISIONS

Department Name	FY20			FY21			FY22 (YTD End of May)					
	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Police Department	4			4	9			9	5			5
Police Dispatch												
Police Lieut (Det)		1		1								
Police Lieut/Acad Instr					1			1				
Police Lieutenant	10		1	12	4			4				
Police Lieutenant (Det)	8			8	2			2				
Police Lieutenant/Hdq Dispatch					1			1				
Police Officer	1			1	4			5	1			1
Police Sergeant	18	9	1	28	8	3	1	12	26			27
Police Sergeant (Det)	12			12	13			14	20			20
Police Sergeant/AcadInstructor	1			1	1			1				
Police Sergeant/CHF RADIO DISP	3			3	2			2				
Police Sergeant/Comm Serv Offc	3	1	1	5	1			1				
Police Sergeant/IngrPr Ev Tech	2			2								
Police Sergeant/Pd Det Serv	1			1								
Police Sergeant/SupvCourtCases	1			1	1			3				
Prin Admin Asst			1	1				1				
Prin Research Analyst					1			1				
Prin Storekeeper					1			1				
School Traffic Supv					25			26	2			2
Sergeant/Harbor Patrol	21			21	1			1	18			18
Signalperson-Electrician					1			1				
Social Worker (BPD)	1			1								
Sr Accountant					3			3	3			4
Sr Admin Anl									2			2
Sr Bldg Custodian (BPD)##	1			1								
Sr Budget Anl (BPD)(H&H)	2			2	2			2	2			2
Sr Data Proc Sys Anl (ASB/DPJ)					1			1				
Sr Personnel Officer II	1			1								
Sr Programmer	1			1	1			1				
Sr Radio Communications Tech	2			2								
Staff Asst/Chf Bureau Adm Serv												
Statistical Analyst(Bpd)	1			1	2			2	1			1
Store Control Supv(Bpd Fleet)					1			1	2			2
Supn Bpd	1			1	2			2	4			4
Supn-Custodians (Buildings)					1			1				
Support Desk Specialist					1			1				
Supv Mtr Equip Rpprs (BPD)	1			1	2			2				
Video Forensic Analyst					1			1				
Police Department Total	202	16	5	223	217	9	4	230	183	4	4	187
Procurement												
Admin Anl									1			1
Admin Asst									1			1
Buyer/Purchasing					1			1	2	1		3
Sr Admin Anl									1			1
Sr Buyer									1			1
Procurement Total					1			1	6	1		7
Property Management Department												
Admin Asst					1			1	1			1
Alarm Specialist	1			1								
Alarm Technician	1			1								
Asst Supn-Custodians (Oper)	1			1					2			2
Dep Comm(A&F)					1			1				
Director of Human Resources					1			1	1			1
Garage Attendant					1			1				
Jr Building Custodian	2			2	7			7	3			3

3a. Requests to Post Vacant Positions

REQUEST TO FILL VACANCY REQUEST DECISIONS

Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Property Management Department	MaintMechPaint(PMD)GratfRemoval												
Property Management Department	Mech Equip Repairperson					1							1
Property Management Department	Mech Equip Repairs (PM)	1											1
Property Management Department	Mech Equip Repairs Foreprs	1											1
Property Management Department	MechEquipRepairsForeprs(PMD)												1
Property Management Department	Prtn Admin Asst					1							1
Property Management Department	Security Offc (Prot Ser)	15	1		16	9							11
Property Management Department	Security Supv (Prot Serv)	1				1							1
Property Management Department	Spc Asst to the Commissioner					1							1
Property Management Department	Sr Admin Anl					1							1
Property Management Department	Sr Shift Supervisor					2							2
Property Management Department	Telephone Operator (Prop Mgnt)	1											1
Property Management Department Total		23	2	25	27	27							23
Public Facilities Department													
Public Facilities Department	Asst Dir					3							3
Public Facilities Department	Chief of Staff	1				1							1
Public Facilities Department	Clerk of Works II (PFD)	2				2							2
Public Facilities Department	Dir	1				1							1
Public Facilities Department	Procurement/AP Manager					1							1
Public Facilities Department	Project Manager (PFD)	3				3							5
Public Facilities Department	Project Manager II (PFD)	1				1							2
Public Facilities Department	Sr Project Managr (PFD)	1				1							2
Public Facilities Department	Sr Review Architect (PFD)												1
Public Facilities Department Total		8	1	9	9	9							12
Public Works Department													
Public Works Department	Admin Asst					2							2
Public Works Department	Admin Secretary					1							1
Public Works Department	Area Supv of Street Operations					1							1
Public Works Department	Assoc Civil Engineer					1							1
Public Works Department	Assoc Electrical Engineer	1				1							1
Public Works Department	Asst Civil Engineer					1							1
Public Works Department	Asst Electrical Engineer					1							1
Public Works Department	Building Maint Person##	1				2							2
Public Works Department	Chief Engineer(Pwd Highway Di)					1							1
Public Works Department	Chief Highway Const Inspector					1							1
Public Works Department	Code Enforce Offc	3				4							8
Public Works Department	Code Enforcement Off(Srgrt)					1							1
Public Works Department	First Asst Drawtender##					1							1
Public Works Department	FleetSupportServSystemOperator	1				1							2
Public Works Department	Head Account Clerk					1							1
Public Works Department	Highway Const Inspector(Pwd)##	2				1							1
Public Works Department	Highway Maint Frprs (Pwd)##	5				4							4
Public Works Department	Highway Maint Inspector##	5				7							3
Public Works Department	Hvy Mtr Equ Repairr Class III					1							1
Public Works Department	Hvy Mtr Equ Repairr Class II					2							2
Public Works Department	Hvy Mtr Equip Oper & P W Lbr					20							20
Public Works Department	Hvy Mtr Equip Repairr Class I	13				20							20
Public Works Department	Hvy Mtr Equip Repprs (CFM)##	2											2
Public Works Department	Intern I	3	1			3							4
Public Works Department	Jr Civil Eng	3				3							3
Public Works Department	Jr Eng Aid	6				10							11
Public Works Department	Laborer Seasonal (PW)	27	1			23							24
Public Works Department	Maint Mech (LightSvcRep) (Pw)##	8				6							3
Public Works Department	Maint Mech(LightSvcRep/Pwd)##	2				8							7
Public Works Department	Maint Mech(LightSvcRep/Pwd)##					2							1

3a. Requests to Post Vacant Positions

REQUEST TO FILL VACANCY REQUEST DECISIONS

Department Name	Position Title	FY20		FY21		FY22 (YTD End of May)		Total
		Authorized	Withdrawn	Authorized	Withdrawn	Authorized	Withdrawn	
Grand Total		866	49	945	44	1158	70	1246
		20	935	28	1017	18	1246	

3b. Requests to Inactivate Vacant Positions

VACANCY INACTIVATION REQUEST DECISIONS

Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Human Resources	Sr Admin Asst (OHR)					1			1	1			1
Human Resources	Sr Human Resources Generalist					1			1				1
Human Resources Total		2			2	8			8	7			7
Inspectional Services Department	Admin Secretary (Isd)					1			1				1
Inspectional Services Department	Building Inspector##	2			2								
Inspectional Services Department	Chief Bldg Inspector##									1			1
Inspectional Services Department	Envrnmtl Health Inspector II	2			2								
Inspectional Services Department	Head Clerk	1			1								
Inspectional Services Department	Housing Inspector	2			2								
Inspectional Services Department	Plumbing Inspector##	1			1								
Inspectional Services Department	Sr Admin Asst					1			1				1
Inspectional Services Department	Supv-Electrical Inspection					1			1				1
Inspectional Services Department Total		8			8	3			3	1			1
Intergovernmental Relations	Sr Admin Anl					2	1		3				1
Intergovernmental Relations	State Government Liasion					2	1		3				1
Intergovernmental Relations Total						2	1		3				1
Law Department	Admin Asst	1			1				1				1
Law Department	Asst Corp Counsel I					3			3	4			4
Law Department	Asst Corp Counsel II					3			3	3			3
Law Department	Asst Corp Counsel III					1			1	2			2
Law Department	Asst Corp Counsel III (LAW)									1			1
Law Department	Asst Corp Counsel IV									1			1
Law Department	Asst Corp Counsel V									2			2
Law Department	Claims/Affirmative RecoveryAnl									1			1
Law Department	General Counsel									1			1
Law Department	Paralegal	1			1				1	5			5
Law Department Total		2			2	7			7	21			21
Library Department	Communications Assistant												1
Library Department	Major Projects Program Manager									1			1
Library Department	Migr of System Wide Security									1			1
Library Department Total										2			1
Mayor's Office	Admin Asst									1			1
Mayor's Office	Admin Asst III									1			1
Mayor's Office	Asst Dir									1			1
Mayor's Office	Chief Diversity Officer									1			1
Mayor's Office	Chief of Equity									1			1
Mayor's Office	Diversity Outreach Officer									1			1
Mayor's Office	Exec Dir									2			2
Mayor's Office	Program Coordinator									1			1
Mayor's Office	Spec Asst I									1			1
Mayor's Office	Spec Asst II									1			1
Mayor's Office	Spec Asst IV									1	1		1
Mayor's Office	Special Assistant					1			1	3			3
Mayor's Office	Staff Asst									1			1
Mayor's Office	Staff Asst I					1			1	1			1
Mayor's Office	Staff Asst II					1			1	2			2
Mayor's Office	Staff Asst III									1			1
Mayor's Office	Staff Asst IV									1			1
Mayor's Office	Student Intern					1			1	1			1
Mayor's Office	Temporary Mayoral Staff					2			2	2			2
Mayor's Office Total						6			6	25			1
Neighborhood Development	Accountant									1			1
Neighborhood Development Total										1			1

3b. Requests to Inactivate Vacant Positions

VACANCY INACTIVATION REQUEST DECISIONS

Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)					
		Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total	Authorized	Denied	Withdrawn	Total
Neighborhood Development	Admin Asst	1			1								
Neighborhood Development	Assoc Deputy Director												
Neighborhood Development	Asst Dir (DND)												
Neighborhood Development	Computer Specialist										1		
Neighborhood Development	Construction Specialist I												
Neighborhood Development	Intern I												
Neighborhood Development	Loan Monitor												
Neighborhood Development	Operations Manager												
Neighborhood Development	Program Asst	1			1	2							
Neighborhood Development	Program Mngr	1			1								
Neighborhood Development	Project Mngr	1			1								
Neighborhood Development	ProjMgr(RealEstate&CommntyDev)												
Neighborhood Development	Reasearch & Development Anl	1			1	1					1		
Neighborhood Development Total		6			6	3					9	3	12
Neighborhood Services	Asst Dir												
Neighborhood Services	Dep Director												
Neighborhood Services	Staff Asst I												
Neighborhood Services Total													
Office for Immigrant Advancement	Asst Dir	1			1	1							
Office for Immigrant Advancement	ConstituentAdvocacyCoordinator												
Office for Immigrant Advancement	Coord												
Office for Immigrant Advancement	Dir												
Office for Immigrant Advancement	Outreach & Engagement Manager												
Office for Immigrant Advancement	Policy & Communication Advisor	1			1								
Office for Immigrant Advancement	Project Coord	1			1								
Office for Immigrant Advancement	Special Assistant	1			1								
Office for Immigrant Advancement	Staff Asst III												
Office for Immigrant Advancement Total		4			4	2					6	2	8
Office of Arts & Culture	Project Asst												
Office of Arts & Culture	Special Assistant												
Office of Arts & Culture	Staff Asst	1			1	1							
Office of Arts & Culture	Staff Asst II												
Office of Arts & Culture Total		1			1	3					1	1	4
Office of Economic Development	Admin Asst												
Office of Economic Development	Admin Asst (M/W/be)												
Office of Economic Development	Admin Manager												
Office of Economic Development	Dep Dir												
Office of Economic Development	Dir of Growth Strategies												
Office of Economic Development	Director												
Office of Economic Development	EconomicDevelopPolicyAnalyst												
Office of Economic Development	Neigh Business Manager												
Office of Economic Development	Operations Manager												
Office of Economic Development	Prin Accountant												
Office of Economic Development	Prin Admin Asst												
Office of Economic Development	Prin Clerk												
Office of Economic Development	Prin Research Analyst												
Office of Economic Development	Spec Asst I												
Office of Economic Development	Sr Admin Anl												
Office of Economic Development	Sr Research Analyst												
Office of Economic Development	Sr Research Analyst (BRP)												
Office of Economic Development	Staff Asst IV												
Office of Economic Development Total						3					3	2	27

3b. Requests to Inactivate Vacant Positions

VACANCY INACTIVATION REQUEST DECISIONS

Department Name	Position Title	FY20			FY21			FY22 (YTD End of May)		
		Authorized	Denied	Withdrawn	Authorized	Denied	Withdrawn	Authorized	Denied	Withdrawn
Women's Advancement Total		113	4	3	106	2	2	205	19	5
Grand Total				120		4	112			229

4. Memos from the PRC to departments from FY20 to present.

The next three documents are the memos and emails that were released to departments during this time frame.



CITY OF BOSTON

OFFICE OF ADMINISTRATION AND FINANCE

Memorandum

To: Cabinet Officials & Department Heads, HR Directors,
Personnel Officers

From: Emme Handy, Chief of Administration & Finance

Subject: Update to Guidance on Hiring, Personnel Review
Committee (PRC) and non-personnel spending.

Date: July 1, 2020

Welcome to Fiscal Year 2021 (FY21). The Mayor's resubmitted budget, approved by the Council on June 24th, includes both personnel and non-personnel reductions to ensure a balanced budget as required by state statute. While our first blueprint of FY21 reflected robust economic growth in the City of Boston, the impact of the novel coronavirus on the City's finances has been dramatic and has continued to evolve as we have learned more about the length of the required response and the severity of the economic stagnation due to limits on social interaction, as supported by public health guidance. As such, the City must implement spending controls to manage through this situation. Effective budget management requires close monitoring of revenue and reviewing expenditure projections.

To respond to declining revenues, the City of Boston must implement the following actions:

- A **contained hiring process**; to be implemented immediately. The Personnel Review Committee will analyze all positions currently awaiting PRC approval and positions likely to become vacant in the coming six months. We will then work with departments and make recommendations for filling only mission critical roles across all departments.
- All **non-personnel expenditures will need to meet the mission critical**



CITY OF BOSTON

OFFICE OF ADMINISTRATION AND FINANCE

review; spending for travel, equipment, and services will be reviewed and prioritized.

The Office of Budget Management and the Personnel Review Committee will be reaching out to departments to get a prioritized hiring plan and spending prioritization.



MEMORANDUM

TO: Cabinet Chiefs and Department Heads
FROM: Emme Handy, Chief Financial Officer
Justin Sterritt, Director, Office of Budget Management
Maureen Joyce, City Auditor
SUBJECT: FY21 Spending Controls
DATE: December 4, 2020

FY21 Budget

Thank you for your continued work to deliver high quality, efficient services to City residents at this uncertain and trying time. Thanks to your tireless efforts Boston continues to provide critical city services despite significant declines in revenue and tremendous new responsibilities required to respond to COVID-19.

When finalizing the FY21 Operating Budget last June, the City put into place several additional spending controls to ensure a balanced budget. However, since that time, despite good efforts by all departments, uncertainty around the ongoing FY21 fiscal year budget will require the City to continue and implement additional spending controls.

Non-Essential Hiring Freeze

The City will extend the FY21 Hiring freeze beyond the initial six month time period through the end of FY21, June 30 2021. Please continue to work with your OBM analyst to determine those positions that are critical and must be filled. We will continue to review requests on a rolling basis and will prioritize review and approval of positions that contribute directly to services for residents.

If you have further questions please contact your OBM analyst.

Non-Personnel Expenditure Controls

Effective December 4, 2020 the City will be taking steps to strictly limit procurement between now and the end of the fiscal year. This will require establishing transactions that will effectively freeze line item budget balances as follow

100% of Available Budgetary Balances Frozen

- **52800-** Travel
- **53200-** Food Supplies
- **53600-** Office Supplies
- **55600-** Office Equipment
- **55900-** Equipment
- **56200-** Special Appropriations

50% of Available Budgetary Balances Frozen

- **52600-** Repairs- Building Structures
- **52700-** Repairs & Service Equipment
- **53900-** Miscellaneous Supplies and Materials
- **54900-** Current Charges
- **52900-** Contracted Services

These transactions are expected to be complete by December 4, 2021. The transaction will appear on the general ledger and will be included in encumbrances totals in your budget report. The entries will be made to Program 1 in each department (i.e Auditing - Administration - 131100) and to the 5xx01 account line.

In the event that the Department must access these funds to meet emergency or non-discretionary needs, the Department must fully disclose and document this need in writing to the CFO, OBM and City Auditor. Before frozen encumbrances are released the Department will be required to assess all open encumbrances and other available resources.

Debit transfers for all account deficits must be completed and submitted to the Auditing Department by December 18, 2020. Departments with remaining account deficits after this date will have all transactions held until debit transfers are received.

The CFO, OBM and Auditing department staff is available to answer your questions regarding all FY21 spending and revenue activity. Please contact us immediately with any concerns or request for assistance. Formal requests for spending control relief will be addressed via email with separate guidance.



Johanna Bernstein <johanna.bernstein@boston.gov>

Expanded FY21 Fiscal Controls - Update

Justin Sterritt <justin.sterritt@boston.gov>

Wed, Jan 20, 2021 at 1:05 PM

To: Justin Sterritt <justin.sterritt@boston.gov>

Cc: Emme Handy <emme.handy@boston.gov>, Maureen Joyce <maureen.joyce@boston.gov>

Bcc: obmstaff@cityofboston.gov

Colleagues-

Thank you for your tremendous efforts and commitment to fiscal responsibility over the course of Fiscal Year 2021. While COVID-19 continues to have a significant effect on City finances, your efforts to limit spending has allowed the City to make the following adjustments to the Fiscal Controls currently in place.

- **Ease the non-essential hiring freeze, effective today 1/20/2021.** Departments can now work with OBM analysts to review existing budgeted vacant positions on hold for further consideration. Departments should continue to prioritize filling only those most essential positions. Departments must be also aware that the FY22 budget process is underway, and any savings proposals submitted by departments will still be considered for next year.
- **Reduce the non-personnel purchase freeze effective 2/4/2021.** While some items will continue to be frozen including travel, food and other non essential items, departments can proceed with other non-personnel purchases that were previously frozen. Any proposed transfers that would result in increased spending will require a statement of the mission critical need and stay within procurement deadlines.

Should you have questions please contact your OBM analyst. Thank you again for your continued efforts of the past year, and we look forward to continuing to partnering with you as we build the FY22 budget.

Best-
Justin

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Justin Sterritt
Budget Director
 Office of Budget Management
 City of Boston
budget.boston.gov
 617.635.3874

On Fri, Dec 4, 2020 at 8:56 AM Justin Sterritt <justin.sterritt@boston.gov> wrote:

Colleagues-

Thank you for your continued diligence and commitment to delivering high quality services in a challenging fiscal environment. The City is fortunate to have Departments and Cabinets committed to fiscal responsibility and living within our available resources.

Unfortunately, the economic effects brought on by COVID-19 continue to persist, and a lack of meaningful federal action is requiring the City to extend and expand the fiscal control measures put in place back in July.

The attached memo contains the details of the fiscal controls, but most notably, the City will be

- Extending the non-essential hiring freeze through the end of FY21
- Instituting a non-personnel purchase freeze through the end of FY21, effective today 12/4/2020

These actions will help ensure the City has a balanced budget, and avoid the much harsher budget and service reductions that nearly all other cities and towns across the country are currently experiencing.

In addition, FY22 Budget Guidance will be released in the coming weeks and it will include expanded, required savings exercises and limited new investments.

Again, thank you for your continued partnership on managing the City's finances and if you have questions please do not hesitate to reach out to myself, Maureen, Emme or your OBM analyst.

Justin

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Justin Sterritt
Budget Director
Office of Budget Management
City of Boston
budget.boston.gov
617.635.3874

5) Data for Long Term Vacant positions inactivated in FY17 to FY23.

While all of the below were originally identified for inactivation, individual positions may not have been inactivated.

5d) All of the below positions had not had a request to post within at least 12 months of being marked for inactivation.

5e) All below positions were part of the annual budget process and were discussed with department heads during budget preparations.

5f) None of the below positions were replaced with a contract worker.

Fiscal Year	Department	Job Title	5a) Date Last Filled	5b) # of similar positions at that time	5c) Collective Bargaining Unit
FY23	Public Works Department	Highway Const Inspector(Pwd)##	1/3/2018	1	AFSCME
FY23	Public Works Department	Supv-Highway Maint (PwD)	6/3/2017	15	AFSCME
FY23	Public Works Department	Hvy Mtr Equip Oper & P W Lbr	8/30/2008	45	AFSCME
FY23	Public Works Department	Hvy Mtr Equip Oper & P W Lbr	11/8/2017	3	AFSCME
FY23	Public Works Department	Main Mech(Light SrvRep/Pwd)##	10/2/2000	3	AFSCME
FY23	Public Works Department	Highway Maint Frprs (PwD)##	6/9/2014	23	AFSCME
FY23	Property Management	Telephone Operator (Prop Mgmt)	2/6/19	0	SEIU
FY23	Property Management	Garage Attendant	2/3/20	2	SEIU
FY23	Public Facilities	Records Manager	7/7/18	0	SEIU
FY23	Boston Public Library	Technical Specialist	2/4/17	0	AFSCME
FY23	Boston Public Library	Collection Development Manager	12/29/17	0.87	BPL Professional Services
FY23	Parks and Recreation	Gardener	5/8/2007	13	AFSCME
FY23	Treasury Department	Supv-Accounting	10/1/2016	8	SENA
FY23	Treasury Department	Admin Anl	7/1/2016	0	SEIU
FY22	Boston Public Library	Staff Asst I	2/8/2020	0	Exempt
FY22	Mayor's Office	Spec Asst II	7/22/2019	4	Exempt
FY22	Licensing	Licensing Investigator II	10/15/2019	0	Exempt
FY22	Licensing	Asst Dir Operations	10/15/2019	0	Exempt
FY22	Elections	Sr Data Proc Sys Anl	6/10/2019	0	SENA
FY22	Auditing	Dep City Auditor	3/1/2014	1	Exempt
FY22	Assessing Department	Dir-Assessing Services	11/23/2019	6	SENA
FY22	Assessing Department	Asst Assessor	10/7/2019	4	AFSCME
FY22	Assessing Department	Asst Assessor	12/13/2018	4	AFSCME
FY22	Assessing Department	12.1A Manager, BOR	7/13/2019	1	Exempt
FY22	Assessing Department	Dir of Tax Policy	6/17/2019	1	Exempt
FY22	Assessing Department	Admin Asst	12/7/2019	2	SEIU
FY21	Boston Public Library	Spec Library Asst II	10/10/16	25.79	AFSCME
FY21	Boston Public Library	Sr Library Asst (Branch)	1/31/18	45	AFSCME
FY21	MOIA	SpcAsst-NewBostonianFellowship	10/20/18	0	Exempt
FY21	Assessing Department	Jr Assessing Draftsperson	2/19/18	0	AFSCME
FY21	Treasury Department	Prin Admin Asst (Trs/Col)	3/23/13	3	SENA
FY21	Treasury Department	Supv-Accounting	10/1/16	7	SENA
FY21	Treasury Department	Admin Anl	7/1/16	0	SEIU
FY21	DoIT	Sr Data Proc Sys Anl	4/27/15	50	SENA

FY21	DoIT	Sr Data Proc Sys Anl (ADS/DPU)	5/12/18	13	SENA
FY21	DoIT	Radio Communications Tech	6/16/18	0	SEIU
FY21	Property Management	Head Admin Clerk	7/14/18	1	SEIU
FY21	Police Department	Sr Budget Anl (Bpd)(H&H)	11/24/18	3	SEIU
FY21	Emergency Management	Director	8/31/18	0	Exempt
FY21	Public Works Department	Sr Highway Maint CrtfsprsPwrd##	5/3/17	14	AFSCME
FY21	Boston Centers for Youth and Family	Lifeguard II	6/16/18	24	SEIU
FY21	Cemetery	HvyMtrEquipReprprs(HIMER/Parks)	10/13/18	0	AFSCME
FY20	Public Facilities	Conrtuction Specialist I	3/7/2009	0	SEIU
FY20	Public Facilities	t in prc request to inactivate nov 2018 b/	10/13/2001	0	SEIU
FY20	Central Fleet Management	Hvy Mtr Equip Reprprs (CFM)##	1/9/2017	5	AFSCME
FY20	Inspectional Services Department	Management Analyst	3/28/2015	0	SENA
FY20	Boston Public Library	Sr Reader & Info Librarian I	1/16/2016	0	BPL Professional Services
FY20	Boston Public Library	Collection Development Supv	1/16/2016	0	BPL Professional Services
FY20	Boston Public Library	Acquisition Librarian III BPL	1/21/2017	0	BPL Professional Services
FY20	Boston Public Library	Reader And Info Librarian II	1/16/2016	1	BPL Professional Services
FY20	Boston Public Library	Collaborative Serv Librarian	11/27/2017	0	BPL Professional Services
FY19	Inspectional Services Department	ACC - Attorney	7/1/2016	0	Exempt
FY19	Parks and Recreation	Park Keeper	10/1/2016	11	AFSCME
FY19	Public Works Department	Maint Mech(LightSvcRpr)(Pwrd)##	2/24/2016	19	AFSCME
FY19	Public Works Department	Highway Maint Frprs (Pwrd)##	3/15/2016	23	AFSCME
FY19	Public Works Department	Maint Mech (LightServRep/App)	3/27/2016	0	AFSCME
FY19	Public Works Department	Maint Mech (LightServRep/App)	3/14/2016	0	AFSCME
FY19	Public Works Department	Highway Maint Inspector##	5/23/2016	21	AFSCME
FY19	Public Works Department	Spec Hvy Meo	5/11/2014	18	AFSCME
FY19	Public Works Department	Spec Hvy Meo	1/31/2014	18	AFSCME
FY19	Public Works Department	Motor Equip Oper & Pw Lbr	10/3/2016	50	AFSCME
FY18	Boston Public Library	Library Aide	7/26/2013	63	Exempt
FY18	Boston Public Library	Library Aide	7/1/2009	63	Exempt
FY18	Boston Public Library	Library Aide	10/12/2013	63	Exempt
FY18	Boston Public Library	Library Aide	2/27/2007	63	Exempt
FY18	Boston Public Library	Library Aide	1/1/2010	63	Exempt
FY18	Boston Public Library	Library Aide	11/16/2013	63	Exempt
FY18	Boston Public Library	Library Aide	7/1/2009	63	Exempt
FY18	Boston Public Library	Library Aide	2/7/2013	63	Exempt
FY18	Boston Public Library	Library Aide	7/18/2002	63	Exempt
FY18	Boston Public Library	Library Aide	8/24/2007	63	Exempt
FY18	Boston Public Library	Library Aide	1/30/2014	63	Exempt
FY18	Assessing Department	Asst Assessor	11/21/2015	6	AFSCME
FY18	Human Resources	Acoholism Coord I	10/22/2015	0	SEIU
FY18	Purchasing	Admin & Finance/Personnel	4/27/2010	0	Exempt
FY18	Law Department	ACC - Attorney	8/22/2015	3	Exempt
FY18	Law Department	Data Proc Sys Anal(Mwb/Law)	4/9/2015	0	SENA
FY18	Transportation Department	Parking Meter Optr Person ##	11/4/2015	13	AFSCME
FY18	Transportation Department	Sr Traffic Maint Person##	11/23/2015	15	AFSCME

FY18	Transportation Department	Vehicle Impound Specialist #	10/10/2015	30	AFSCME
FY18	Transportation Department	Vehicle Impound Specialist #	9/20/2000	30	AFSCME
FY18	Public Works Department	Hvy Mtr Equ Repairr Class III	9/25/2015	0	AFSCME
FY18	Public Works Department	Drawtender##	5/16/2015	3	AFSCME
FY18	Public Works Department	Maint Mech (LightServRep/App)	3/9/2015	2	AFSCME
FY17	Assessing Department	Asst Assessor (Trainee II)	5/31/2014	4	AFSCME
FY17	Assessing Department	Data Proc Sys Analyst	5/3/2014	0	SENA
FY17	Budget Management	Sr Management Analyst	2/5/2011	2	Exempt
FY17	Central Fleet Management	Communications Equip Operator	3/23/2013	1	AFSCME
FY17	Elderly Commission	Driver	11/15/2013	22	AFSCME
FY17	Elderly Commission	Driver	5/3/2014	22	AFSCME
FY17	Elderly Commission	Driver	6/23/2014	22	AFSCME
FY17	Elderly Commission	Fiscal Admin Asst	1/1/2010	0	SEIU
FY17	Environment Department	Chief of Staff	9/25/2014	0	Exempt
FY17	Human Resources	Head Clerk	1/12/2013	3	SEIU
FY17	Human Resources	Admin Asst	6/9/2011	3	Exempt
FY17	Law Department	Paralegal	5/14/2010	0	Exempt
FY17	Law Department	Library Aide	5/22/2012	87	Exempt
FY17	Library Department	Library Aide	3/6/2014	87	Exempt
FY17	Library Department	Library Aide	7/1/2009	87	Exempt
FY17	Library Department	Library Aide	9/14/2014	87	Exempt
FY17	Library Department	Library Aide	10/8/2014	87	Exempt
FY17	Library Department	Library Aide	4/30/2005	87	Exempt
FY17	Library Department	Library Aide	9/26/2009	87	Exempt
FY17	Library Department	Library Aide	8/15/2014	87	Exempt
FY17	Library Department	Library Aide	11/19/2010	87	Exempt
FY17	Library Department	Library Aide	2/27/2010	87	Exempt
FY17	Library Department	Library Aide	4/22/2014	87	Exempt
FY17	Library Department	Library Aide	12/14/2013	87	Exempt
FY17	Library Department	Library Aide	12/13/2008	87	Exempt
FY17	Library Department	Library Aide	8/24/2013	87	Exempt
FY17	Library Department	Library Aide	1/31/2012	87	Exempt
FY17	Library Department	Reference Librarian I	6/30/2014	6.1	BPL Professional Services
FY17	Mayor's Office	Staff Asst I	10/6/2014	0	Exempt
FY17	Office of Streets, Transportation and Sanitation	Admin Asst (Payroll/Pwd)	9/27/2008	0	AFSCME
FY17	Office of Streets, Transportation and Sanitation	Head Account Examiner (PWD)	4/4/2009	0	AFSCME
FY17	Police Department	Criminalist II	9/18/2014	13	Forensics
FY17	Police Department	Criminalist II	12/4/2014	13	Forensics
FY17	Police Department	Criminalist II	12/8/2014	13	Forensics
FY17	Police Department	Criminalist III	8/27/2014	4	Forensics
FY17	Police Department	Exec Sec (B.P.D.)	7/6/2013	12	Exempt
FY17	Police Department	Lieut. Supv of Court Cases	8/9/2014	0	Superior Officers
FY17	Police Department	Motor Eq Rpprs Class(BPD/Fleet	9/1/2014	19	AFSCME
FY17	Police Department	Police Lieutenant/Hdq Dispatch	11/22/2014	3	Superior Officers
FY17	Police Department	Police Lieutenant/Mobile Oper	4/28/2012	1	Superior Officers

FY17	Police Department	Police Sergeant	2/9/2013	126	Superior Officers
FY17	Property & Construction Mgmt	Admin Asst	12/27/2014	3	SEIU
FY17	Property & Construction Mgmt	Admin Asst (Exec Sec) PropMgmt	10/2/2010	0	SEIU
FY17	Property & Construction Mgmt	Asst Supn-Custodians (Oper)	12/4/2014	1	SEIU
FY17	Property & Construction Mgmt	Clerk Of Works	2/1/2014	0	SENA
FY17	Property & Construction Mgmt	Prin Admin Asst	11/5/2013	1	SENA
FY17	Property & Construction Mgmt	Sr Admin Anl (Sp Proj Stff)Aud	2/11/2012	0	SENA
FY17	Property & Construction Mgmt	Sr Admin Asst (Shift Supv)	10/26/2014	1	SEIU
FY17	Public Works Department	Building Maint Person##	1/5/2010	6	AFSCME
FY17	Public Works Department	Chief Highway Const Inspector	8/28/2010	1	Exempt
FY17	Public Works Department	Exec Asst	2/8/2014	0	Exempt
FY17	Public Works Department	Head Account Clerk	8/26/2005	4	AFSCME
FY17	Public Works Department	Highway Const Inspector(Pwd)##	6/19/2010	2	AFSCME
FY17	Public Works Department	Highway Maint Frprs (Pwd)##	7/25/2012	26	AFSCME
FY17	Public Works Department	Highway Maint Inspector##	10/17/2012	24	AFSCME
FY17	Public Works Department	Highway Maint Inspector##	4/8/2009	24	AFSCME
FY17	Public Works Department	Highway Maint Inspector##	10/5/2010	24	AFSCME
FY17	Public Works Department	Jr Civil Eng	10/18/2014	7	AFSCME
FY17	Public Works Department	Maint Mech (LightServRep/App)	5/10/2009	3	AFSCME
FY17	Public Works Department	Maint Mech (LightServRep/App)	5/10/2009	3	AFSCME
FY17	Public Works Department	Maint Mech (Painter)##	12/22/2009	0	AFSCME
FY17	Public Works Department	Prin Admin Asst	3/31/2007	1	SENA
FY17	Public Works Department	Sr Admin Anl (Highway)	8/15/2006	0	SENA
FY17	Public Works Department	Sr Admin Asst (PWD)	1/7/2012	0	SENA
FY17	Public Works Department	Sr Engineering Aid	3/2/2009	6	AFSCME
FY17	Public Works Department	Sr Highway Maint CrtfprsPwd##	10/25/2011	15	AFSCME
FY17	Public Works Department	Supn-Bridge Maint & Operation	4/1/2012	0	Exempt
FY17	Public Works Department	Asst Supv-Parking Enforcement	5/13/2011	8	AFSCME
FY17	Transportation Department	Chief Claims Investigator I	3/7/2009	2	AFSCME
FY17	Transportation Department	Exec Asst (T&P)	11/29/2014	0	Exempt
FY17	Transportation Department	Hearing Officer	10/11/2014	0	Exempt
FY17	Transportation Department	Parking Meter Supervisor	10/29/2014	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	6/9/2011	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	7/7/2014	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	5/1/2014	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	8/18/2014	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	7/1/2014	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	7/16/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	9/16/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	6/12/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	8/6/2011	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	12/13/2010	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	3/27/2012	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	6/27/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	11/27/2010	168	AFSCME

FY17	Transportation Department	Parking Meter Supervisor	11/2/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	9/24/2012	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	4/10/2012	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	4/9/2011	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	12/24/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	5/9/2010	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	11/14/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	5/21/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	1/23/2012	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	1/23/2013	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	12/13/2010	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	12/12/2010	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	12/13/2010	168	AFSCME
FY17	Transportation Department	Parking Meter Supervisor	12/13/2010	168	AFSCME
FY17	Transportation Department	Public Inquiry Assistant Mangr	9/9/1998	3	SENA
FY17	Transportation Department	Research Analyst	1/31/2012	0	AFSCME
FY17	Transportation Department	Sr Claims Investigator	7/1/2010	3	AFSCME
FY17	Transportation Department	Sr Parking Meter Supervisor I	11/1/2002	21	AFSCME
FY17	Transportation Department	Sr Parking Meter Supervisor I	1/5/2008	21	AFSCME
FY17	Treasury Department	Admin Asst (Trs/Col)	3/7/2011	0	SENA
FY17	Treasury Department	Admin Secretary	3/28/2009	0	SEIU
FY17	Treasury Department	Prin Accountant	1/19/2008	6	SEIU
FY17	Treasury Department	Prin Accountant	1/3/2014	6	SEIU
FY17	Veterans' Services Department	Exec Sec (Veterans)	8/17/2012	0	SEIU
FY17	Veterans' Services Department	Prin Admin Asst (Vets Svcs)	11/1/2013	0	SENA

6. Changes in FTEs

The net current change in Operating FTEs from 1/1/22 to 5/31/22 is a decrease of 102.9, driven by BPS.

For a description of how the city will achieve the Jan 1, 2023 projected FTE changes, please see the FY23 Projected FTE Changes section beginning at the bottom of page 43 of the Operating Budget chapter of the FY23 Recommended Budget.

The Community Engagement Cabinet decreased by 1 due to attrition. The Arts & Culture Cabinet decreased by 10 FTEs. While the Office of Arts and Culture increased by 2 FTEs due to filling vacancies, the Boston Public Library decreased by 12 FTEs due to hiring delays resulting from branch closures during the COVID-19 pandemic.

The Economic Opportunity and Inclusion Cabinet decreased by 11.9. Driven by the shift of the Equity and Inclusion unit into the Office of Equity, the Office of Economic Opportunity and Inclusion decreased by 13.9. Consumer Affairs and Licensing increased by 3 due to filling vacancies. The Environment, Energy and Open Space Cabinet decreased by 5 from January 2020 to January 2021. The Parks Department decreased by 4, the Environment Department by 1.

The Human Services Cabinet shows a net decrease of 53 FTEs. This is driven by a Boston Centers for Youth and Families decrease of 30.2 positions. The department has multiple vacancies, driven by lifeguards and front line staff. The Public Health Commission's decrease of 24.8 is spread over multiple bureaus. EMTs are up 17 reflecting the start time of the new class. Additional departments in the cabinet remained the same or had minor changes.

The Administration and Finance Commission has decreased 8 positions from Jan 2021 to Jan 2022. Increased in Procurement and Human Resources are offset by normal attrition in other departments.

The Non-Mayoral cabinet is down by 22.3, driven entirely by City Council transitions.

Other cabinets had minor changes that are reflective of regular attrition and hiring patterns.

FY23 Projected FTE Changes

The City projects a net increase in FTE levels of 421.7 from January 1, 2022 to

January 1, 2023. The vast majority of the growth is targeted in the priority areas of education, public safety, mobility, and equity.

The City will continue to review the need for hiring into all vacant positions in FY23. Only critical positions will be approved to post and hire. Departments eliminated 14 long-term vacant positions in the current budget process.

The School Department represents the greatest portion of the projected growth, with an expected increase of 82.4 filled FTEs from January 2022 to January 2023. The district's hiring plan will result in additional school psychologists to meet the national standard ratio of 1 psychologist for every 500 students districtwide, as well as an increase in guidance counselors and librarians. Teaching and aide positions will increase following the continued trend of additional Special Education and Bilingual teachers and ABA Specialists.

The Public Safety Cabinet is expected to show an additional 71.1 FTEs in January 2023. Historically, the number of Public Safety employees on the payroll as of January 1 of any year has fluctuated with the timing of retirements and new classes. The Fire Department's projected increase of 10.5 is due partly to an increase of 5 added to the spring 2022 class in an effort to promote diversity. The goal of the department is to have enough firefighters in the suppression force to cover the minimum manning levels and to reduce overtime. The Fire Department will also add an additional Delta car to focus on opioid response. Due to class timing, the Police Department will increase by 60.6; a planned fall 2021 class was delayed until spring 2022. Half of the increase is due to an FY22 attempt to increase the sworn force by 30 to focus on overtime reductions. In addition, BPD will add 30 additional cadets, in order to grow the diverse pipeline of young people who are qualified to join the police class.

The Equity & Inclusion Cabinet is projected to have 60 FTEs, showing a projected increase of 3. The Office of Equity is decreasing by 10. A shift of 20 FTEs in the Equity and Inclusion unit to the newly created Supplier and Workforce Diversity Office is offset by the addition of positions for research and policy, a director of strategic initiatives, two Economic Mobility Lab staff and the three positions from the Office of Diversity. Language and Communications Access is adding 7 FTEs, including translators and language access specialists. Black Male Advancement and LGBTQ+ Advancement are newly created Offices in FY23. Immigrant Advancement and Women's Advancement are each projected to be up by 1.

The new Office of Police Accountability & Transparency is expected to have 15 FTEs as of Jan 1, 2023, as they fill their remaining positions.

The Operations Cabinet is anticipated to increase by 14 FTEs as the departments hire investment positions; ISD will hire a floodplain administrator as well as 3 administrative capacity positions. Public Facilities is projected to be up by 5, as the department hires new project managers to support the expansion of the capital plan. Property Management will increase by 5 as security and staffing positions for the newly opened City Hall Plans are filled.

The Community Engagement Cabinet will increase by 5 as new 311 Call Takers are added. The Arts and Culture Cabinet will grow by 2 FTEs. A director for City Hall Plaza will ensure the space is activated with local artists at the forefront and additional positions in community engagement and developer review will add needed capacity.

The Environment, Energy and Open Space Cabinet will grow by 15 FTEs. The Environment, Energy and Open Space Cabinet will grow by 15 FTEs. The Environment Department is decreasing by 6, primarily due to the removal of 9 Historic

Preservation positions to the new Office of Historic Preservation. Offsetting that reduction are additions in Green New Deal Staff to promote resiliency in city operations and a renewable energy expert to support existing municipal energy staff. There will also be 2 new BERDO staff to support private landowners in their effort to comply with the city ordinance. The newly created Office of Food Justice will have six FTEs, including five transferred over from the Human Services Department. This Office will support year round food access to all Bostonians. The Office of Historic Preservation has 9 FTEs shifted from the Environment Department, including the Archaeology team, as well as two new positions for a Commemoration Commission. Parks and Recreation will add a Tree Canopy Director, two arborists and a contract position to support FY23 investments in the city's tree canopy.

The Administration & Finance Cabinet projects an increase of 15 FTEs including a additional procurement staff to support the new Office of Contacted Services in the A&F department. Budget Management will increase by 4, replacing recent vacancies and the new Office of Participatory Budgeting will have two positions as a starting point. Treasury will be up 4 FTEs, as they also fill recent vacancies.

The Human Services Cabinet will increase by 34 FTEs primarily due to BCYF and BPL. As Boston Centers for Youth and Family fully restarts their programming, we anticipate their staffing levels to return to normal. Boston Public Library recently moved to this cabinet and will be adding 6.5 FTEs as part of an investment to bolster staffing at smaller branches. This will prevent branches from having to close when librarians take their lunch breaks. Overall, BPL is projected to increase 11.5 FTEs as they continue to return to pre-pandemic staffing levels. The Office Human Services will increase by 2, but that belies a bigger shift. Five Food Justice positions

were shifted to the new department, while the Office Returning Citizens (which lives inside human services) is increasing by 5. Human Services also gained three Early Childhood positions to support the new Office of Early Childhood. Youth Engagement & Employment will be up by 2, including a new FTE dedicated to outreach and engagement.

The Boston Public Health Commission was moved into its own cabinet in FY23. FTEs will grow by 44; driven by priority investments. 24 EMTs will be added; 4 of which will be dedicated to co-responding to mental health calls with a BEST clinician to ensure that mental health crises are appropriately responded to. The other 20 EMTs will be distributed across the city to maintain response times. BPHC will also add 12 FTEs in the area of public health preparedness, so that BPHC is prepared for the public health aftermath of human and climate made disasters. Finally, the department will add 4 FTEs to directly focus on citywide mental health initiatives.

The Mayor's Office of Housing in the Housing Cabinet will increase by 15; including 6 FTEs moved off of the CDBG grant to allow for more direct program spending. An additional 2 FTEs will be added to support housing stability efforts along with adding 3 to the supporting housing team. The Department of Innovation and Technology in the Information & Technology Cabinet anticipates adding 4 FTEs, with renewed efforts on hardware asset management and a focus on the website user experience.

The Streets Cabinet is projected to increase by 38 FTEs. This is driven by the Transportation Department, with an increase of 25; this includes 10 Parking Enforcement Officers as the department has not put on a class since the fall of 2021 due to management vacancies. There will be an additional 10 FTEs for the Future of Transportation initiatives; this is staff for the Transit team, the Active Transportation team and the New Mobility group. Similar to Public Works, the department is working to fill vacancies. Public Works is projected to be up 7 positions. Three will focus on Zero Waste efforts, including citywide compost pilot and targeted efforts in Chinatown and the Boston Housing Authority. Two engineers will support the Future of Transportation work from the implementation side, and a Chief Engineer will be added to focus on ramp compliance with accessibility mandates. The Office of Streets will add 3 positions for recruiting, procurement and contract administration.

The Economic Opportunity & Inclusion Cabinet is projected to increase by 33.5 FTE, driven primarily by a shift of 20 FTE from the Office of Equity's Equity and Inclusion unit to the newly created Supplier and Workforce Diversity Office. The Office of Economic Opportunity and Inclusion is adding 1 Neighborhood Business Manager and moving 11.5 FTE from external funds to the operating budget. The Office of Tourism is projected to be up by 1.

6. Amount of New Hires by Department

Appointed, Provisional and Civil Service Non-BPS Hires

From 1/1/22 to 5/31/22

Each new hire represents 1 employee, not necessarily 1 FTE (full time equivalent). Many hires are part time.

Age Strong	5
ASD Human Resources	6
ASD Intergovernmtl Relations	2
ASD Office Of Labor Relation	1
Assessing Department	1
Auditing Department	1
Boston Cntr - Youth & Families	2
Boston Fire Department	68
Boston Police Department	118
Boston Public Library	21
Cemetery Division	3
Comm. for Persons with Disabil	1
Consumer Affairs & Licensing	1
Dpt of Innovation & Technology	10
Environment Department	3
Health & Human Servs	1
Inspectional Services Dept	3
Law Department	6
Mayor's Office	8
Neighborhood Development	5
Neighborhood Services	8
Off of Eco Opp & Incl	1
Offc of Language and Communica	2
Office of Arts & Culture	2
Office of Economic Development	1
Office of Housing	2
OPAT	15
Parks Department	5
Procurement	2
Property Management	2
Public Facilities Department	1
Public Works Department	4
Registry Division	3
Traffic Division	2
Treasury-Collecting Division	1
Women's Advancement	1
Youth Engagement & Employment	1
Boston Public Schools	501

All Pending PRCs to Post Vacant Positions as of 6/2/22

Dept Name	Position
Department of Innovation & Technology	Intern I
Department of Innovation & Technology	Intern I
Department of Innovation & Technology	Intern I
Department of Innovation & Technology	Chief of Staff
Law Department	Asst Corp Counsel I (Law)
Public Facilities Department	Admin Asst
Public Facilities Department	Admin Anl
Boston Police Department	Liaison Agent (BPD)
Boston Police Department	Sr Radio Communications Tech
Boston Police Department	Sr Radio Communications Tech
Boston Police Department	Police Lieutenant
Boston Police Department	Dep Supn (Bpd)
Boston Police Department	Police Detective
Boston Fire Department	Prin Admin Asst
Traffic Division	Traffic Signal Repairprs##
Traffic Division	Sr Admin Asst
Transportation-Parking Clerk	Claims Investigator(Opc)
Environment Department	Admin Asst III
Public Works Department	First Asst Drawtender##
Public Works Department	Prin Storekeeper
Public Works Department	Hvy Mtr Equip Oper & P W Lbr
Public Works Department	Asst Civil Engineer
Public Works Department	Sr Civil Engineer
Boston Centers for Youth & Families	Staff Asst I
Boston Centers for Youth & Families	Staff Asst I
Boston Centers for Youth & Families	SOAR Program Director
Boston Centers for Youth & Families	Lifeguard I
Neighborhood Services	Staff Asst I
Neighborhood Services	Coord
Women's Advancement	Policy Analyst
Boston Retirement System	Admin Asst

8. FTE Utilization Rate

The projection for January 2023 includes new positions in the FY23 budget

		1/1/23 Projected		FY22 % of
		1/1/22 FTE	FTEs	Projected FY23
Office of the Mayor	Mayor's Office	45.7	52.7	87%
	Election Department	30.0	30.0	100%
	Intergovernmental Relations	6.0	10.0	60%
	Law Department	50.0	60.0	83%
	Total	131.7	152.7	86%
Equity & Inclusion	Office of Equity	22.0	12.0	183%
	Office of Diversity	3.0	-	#DIV/0!
	Office of Resiliency & Racial Equity	3.0	3.0	100%
	Language & Communications Access	3.0	10.0	30%
	Human Rights Commission	5.0	4.0	125%
	Office of Immigrant Advancement	10.0	11.0	91%
	Women's Advancement	3.0	4.0	75%
	Black Male Advancement	-	5.0	0%
	Fair Housing & Equity	8.0	8.0	100%
	LGBTQ+ Advancement	-	3.0	0%
Total	57.0	60.0	95%	
Office of Police Accountability & Transparency (OPAT)	OPAT	5.0	23.4	21%
	Total	5.0	23.4	21%
Operations	Inspectional Services	216.0	220.0	98%
	Property Management	129.0	134.0	96%
	Public Facilities Department	69.0	74.0	93%
	Total	414.0	428.0	97%
Community Engagement	Neighborhood Services	55.0	60.0	92%
Total	55.0	60.0	92%	
Arts & Culture	Office of Arts & Culture	15.0	17.0	88%
	Total	15.0	17.0	88%
Economic Opportunity & Inclusion	Office of Economic Opportunity & Inclusion	10.5	23.0	46%
	Consumer Affairs & Licensing	21.2	21.2	100%
	Office of Tourism	9.0	10.0	90%
	Supplier and Workforce Diversity	-	20.0	0%
	Total	40.7	74.2	55%
Education	School Department	9,559.1	9,641.5	99%
	Total	9,559.1	9,641.5	99%
Environment, Energy & Open Space	Environment	28.0	22.0	127%
	Parks and Recreation	226.0	230.0	98%
	Office of Historic Preservation		11.0	0%
	Office of Food Justice		6.0	0%
	Total	254.0	269.0	94%
Administration & Finance	Administration & Finance	4.0	7.0	57%
	Assessing Department	73.0	73.0	100%
	Auditing Department	28.0	28.0	100%
	Budget Management	19.7	23.7	83%
	Office of Participatory Budgeting	-	2.0	0%
	Human Resources	53.0	53.0	100%
	Labor Relations	8.0	9.0	89%
	Procurement	21.0	21.0	100%
	Registry Division	18.0	18.0	100%
	Treasury Department	44.0	49.0	90%

8. FTE Utilization Rate

The projection for January 2023 includes new positions in the FY23 budget

		1/1/23 Projected		FY22 % of
		1/1/22 FTE	FTEs	Projected FY23
Total		268.7	283.7	95%
Human Services	Human Services	11.0	13.0	85%
	Boston Center for Youth & Families	321.5	331.5	97%
	Commission for Persons with Disabilities	6.0	8.0	75%
	Age Strong Commission	41.1	46.6	88%
	Library Department	369.6	381.1	97%
	Boston VETS	12.0	13.0	92%
	Youth Engagement & Employment	7.0	9.0	78%
Total		768.2	802.2	96%
Public Health	Public Health Commission	857.4	901.4	95%
	Total	857.4	901.4	95%
Housing	Mayor's Office of Housing	40.1	55.1	73%
	Total	40.1	55.1	73%
Information & Technology	Dept of Innovation & Technology	120.0	124.0	97%
	Total	120.0	124.0	97%
Public Safety	Emergency Management	5.2	5.2	100%
	Fire Department	1,604.5	1,615.0	99%
	Police Department	2,759.4	2,820.0	98%
	Total	4,369.1	4,440.2	98%
Streets	Office of Streets	16.0	19.0	84%
	Central Fleet Management	40.0	43.0	93%
	Public Works Department	291.0	298.0	98%
	Transportation	334.0	359.0	93%
	Total	681.0	719.0	95%
Non-Mayoral	City Clerk	15.0	15.0	100%
	City Council	60.9	74.6	82%
	Finance Commission	3.0	4.0	75%
	Total	78.9	93.6	84%
Grand Total		17,714.9	18,145.0	98%