

Finance

Treasury and Debt
Management

Real Estate

Risk Management
and Health Care

Financial Systems
Application and
Support

Finance Utilities

Accounts

Administration

Tax

Purchasing

Inventory
Management

Financial
Accounting and
Reporting

2008-2009 OPERATING BUDGET

DEPARTMENT SUMMARY

PROGRAM General Government	DEPARTMENT Finance	DEPARTMENT NO. 35
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Program Goal

The Finance Department strives to maintain a fiscally sound governmental organization that conforms to legal requirements and to generally accepted financial management principles; maintains effective procurement procedures for commodities and services; provides for effective treasury management and a citywide risk management program; acquires, manages and disposes of property for public facilities; provides an effective debt management program; and provides financial advisory services for all city departments.

EXPENDITURES BY CHARACTER

CHARACTER	2006-07 ACTUAL EXPENDITURES	2007-08 ESTIMATED EXPENDITURES	2008-09 COUNCIL ALLOWANCE	PERCENT CHANGE FROM 2007-08 ESTIMATE
PERSONAL SERVICES	\$ 24,956,627	\$ 25,913,790	\$ 26,157,175	0.9%
CONTRACTUAL SERVICES	3,069,928	3,099,701	3,579,530	15.5%
INTERDEPARTMENTAL CHARGES AND CREDITS	(2,673,012)	(4,929,793)	(5,663,253)	14.9%
SUPPLIES	386,212	511,426	384,883	-24.7%
EQUIPMENT AND MINOR IMPROVEMENTS	80,528	90,360	7,000	-92.3%
DEBT SERVICE PAYMENTS	51,606	56,601	55,021	-2.8%
MISCELLANEOUS TRANSFERS	-	-	-	-
TOTAL	\$ 25,871,889	\$ 24,742,085	\$ 24,520,356	-0.9%

AUTHORIZED POSITIONS

FULL-TIME POSITIONS	315.0	302.0	302.0	-
PART-TIME POSITIONS (FTE)	1.5	1.5	1.5	-
TOTAL	316.5	303.5	303.5	-

SOURCE OF FUNDS

General Funds	\$ 24,377,702	\$ 23,327,045	\$ 23,157,113	-0.7%
Water Funds	715,237	702,666	624,524	-11.1%
Wastewater Funds	701,948	702,443	698,802	-0.5%
Sports Facilities Funds	23,701	58,022	59,923	3.3%
City Improvement Funds	51,606	56,601	55,021	-2.8%
Public Housing Funds	1,695	(104,692)	(75,027)	-28.3%
TOTAL	\$ 25,871,889	\$ 24,742,085	\$ 24,520,356	-0.9%

CITY OF PHOENIX, ARIZONA

2008-2009 OPERATING BUDGET

DEPARTMENT DETAIL

PROGRAM	DEPARTMENT		DEPARTMENT NO.
General Government	Finance		35
ORGANIZATION DETAIL	2006-2007 ACTUAL EXPENDITURES	2007-2008 ESTIMATED EXPENDITURES	2008-2009 COUNCIL ALLOWANCE
Administration	\$ 2,366,887	\$ 2,087,158	\$ 1,827,239
Finance Utilities	1,547,522	1,636,826	1,577,601
Accounts			
Administration	605,759	527,949	324,096
Accounting	406,515	405,911	431,609
Accounts Payable	1,057,671	931,927	1,031,061
Assisted Housing Accounting	184,454	126,387	128,630
Housing Section 8 Accounting	255,346	211,884	234,648
Payroll	1,162,935	1,240,013	1,143,489
Treasury Collections	1,482,904	1,603,468	1,599,712
Subtotal	5,155,584	5,047,539	4,893,245
Risk Management and Health Care			
Risk Management Administration	1,155,439	1,311,188	1,391,295
Subtotal	1,155,439	1,311,188	1,391,295
Financial Accounting and Reporting			
Financial Accounting and Reporting	1,400,509	1,740,278	1,795,330
Housing Central Accounting	194,837	149,484	176,632
Subtotal	1,595,346	1,889,762	1,971,962
Treasury and Debt Management			
Treasury	1,060,276	1,200,472	1,234,545
Subtotal	1,060,276	1,200,472	1,234,545
Financial Systems Application and Support			
SAP Operations	3,628,302	3,430,417	3,686,757
Systems Support	720,900	779,690	617,721
Cashier for Windows	109,637	214,000	358,980
Subtotal	4,458,839	4,424,107	4,663,458
Inventory Management			
Housing Warehouse and Inventory	92,152	123,619	130,915
Inventory Management	494,168	590,459	461,487
Petroleum Stores	411,595	496,365	500,910
Surplus Property	256,278	298,116	309,949
Subtotal	1,254,193	1,508,559	1,403,261

CITY OF PHOENIX, ARIZONA

2008-2009 OPERATING BUDGET

DEPARTMENT DETAIL

PROGRAM	DEPARTMENT		DEPARTMENT NO.
General Government	Finance (Continued)		35
ORGANIZATION DETAIL	2006-2007 ACTUAL EXPENDITURES	2007-2008 ESTIMATED EXPENDITURES	2008-2009 COUNCIL ALLOWANCE
Purchasing			
Purchasing Administration	435,023	471,252	485,985
Purchasing	2,052,793	2,035,827	1,998,850
Subtotal	2,487,816	2,507,079	2,484,835
Real Estate			
Administration	487,508	729,095	1,085,416
Appraisal	392,307	452,986	512,678
Property Management	462,601	543,204	565,081
Right-of-Way Acquisition	611,370	706,948	761,244
Relocation	332,256	406,567	404,197
Title	573,385	445,071	579,440
Subtotal	2,859,427	3,283,871	3,908,056
Tax			
Administration	368,290	382,150	395,361
Information System	-	418,840	453,489
PLT Licensing	332,776	376,663	320,225
Tax Accounting	956,841	991,550	921,651
Tax Audit	2,342,781	2,102,004	2,136,164
Tax Enforcement	551,278	447,509	546,201
Subtotal	4,551,966	4,718,716	4,773,091
Debt Service	51,606	56,601	55,021
Inter-Departmental Charges	(2,673,012)	(4,929,793)	(5,663,253)
Total	\$ 25,871,889	\$ 24,742,085	\$ 24,520,356

CITY OF PHOENIX, ARIZONA

2008-2009 OPERATING BUDGET

PROGRAM CHANGES

PROGRAM	DEPARTMENT				DEPARTMENT NO.
General Government	Finance				35
DESCRIPTION	2007-08		2008-09		ADDITIONAL 2009-10 COSTS
	POSITIONS	AMOUNT	POSITIONS	AMOUNT	
Reduce funding for various contractual services and commodities.	-	(\$17,000)	-	(\$80,000)	
Reduce funding for travel, training and conferences.	-	(11,000)	-	(24,000)	
Reduce funding for computer software and support.	-	(375,000)	-	(249,000)	
Reduce funding for professional financial consultants.	-	(90,000)	-	(52,000)	
Reduce General Fund support by charging appropriate staff time to enterprise-funded departments, bond-funded capital improvement projects, and trust funds.	-	(201,000)	-	(327,000)	
Eliminate a Supplies Clerk II*U2 and a Supplies Clerk III*U2 in the Inventory Management Division.	(2.0)	(11,000)	-	(109,000)	
Eliminate an Account Clerk II in the Banking and Cashiering division.	(1.0)	-	-	(46,000)	
Eliminate four staff positions in the Tax division.	(4.0)	(21,000)	-	(296,000)	
Eliminate eight staff positions in the Accounts division.	(8.0)	(9,000)	-	(513,000)	
Eliminate a Deputy Finance Director and a Personnel Analyst in the Administration division.	(2.0)	(17,000)	-	(201,000)	
Eliminate four staff positions in the Purchasing division.	(4.0)	(11,000)	-	(266,000)	
Eliminate a Secretary II in the Financial Accounting and Reporting division.	(1.0)	(9,000)	-	(46,000)	
Total	(22.0)	(\$772,000)	-	(\$2,209,000)	

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM General Government	DEPARTMENT Finance	DEPARTMENT NO. 35
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ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	2007-08			2008-09	
		AUTHORIZED POSITIONS	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS

SUMMARY BY DIVISION

Administration		19.0	(2.0)	17.0	-	17.0
Finance Utilities		16.0	-	16.0	-	16.0
Accounts		68.2	(6.0)	62.2	-	62.2
Risk Management and Health Care		14.0	-	14.0	-	14.0
Financial Accounting & Reporting		19.0	(1.0)	18.0	-	18.0
Treasury and Debt Management		12.7	(1.0)	11.7	-	11.7
Financial Systems Apps & Support		22.0	-	22.0	-	22.0
Inventory Management		23.0	(3.0)	20.0	-	20.0
Purchasing		32.0	(4.0)	28.0	-	28.0
Real Estate		41.0	-	41.0	-	41.0
Tax		58.6	(5.0)	53.6	-	53.6
Total Finance		325.5	(22.0)	303.5	-	303.5

DETAIL BY DIVISION

Administration

Finance Administration

Full Time

Finance Director	909	1.0	-	1.0	-	1.0
Asst Finance Director	905	1.0	-	1.0	-	1.0
Deputy Finance Director*Housng	903	1.0	-	1.0	-	1.0
Deputy Finance Director	842	2.0	(1.0)	1.0	-	1.0
Admin Aide*U8	726	1.0	-	1.0	-	1.0
Personnel Aide	726	1.0	-	1.0	-	1.0
Personnel Clerk II	723	1.0	-	1.0	-	1.0
Accounting Supervisor	039	1.0	-	1.0	-	1.0
Investment Manager	039	1.0	-	1.0	-	1.0
Accountant IV	037	1.0	-	1.0	-	1.0
Management Asst II	037	2.0	-	2.0	-	2.0
Accountant III	035	2.0	-	2.0	-	2.0
Personnel Officer	035	1.0	-	1.0	-	1.0
Personnel Analyst I	030	1.0	(1.0)	-	-	-
Admin Secretary	027	1.0	-	1.0	-	1.0
Secretary III	025	1.0	-	1.0	-	1.0
Total Full Time		19.0	(2.0)	17.0	-	17.0
Total Finance Administration		19.0	(2.0)	17.0	-	17.0
Total Administration		19.0	(2.0)	17.0	-	17.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT			DEPARTMENT NO.	
General Government		Finance			35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Finance Utilities						
Finance Utilities						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Admin Aide	326	1.0	-	1.0	-	1.0
Accounting Supervisor	039	1.0	-	1.0	-	1.0
Accountant IV	037	2.0	-	2.0	-	2.0
Info Tech Analyst/Prg II	037	1.0	-	1.0	-	1.0
Rate Analyst	036	1.0	-	1.0	-	1.0
Accountant III	035	4.0	-	4.0	-	4.0
Water & Wastewtr Econ Anlst	035	1.0	-	1.0	-	1.0
Accountant II	032	3.0	-	3.0	-	3.0
Secretary III	025	1.0	-	1.0	-	1.0
Total Full Time		16.0	-	16.0	-	16.0
Total Finance Utilities		16.0	-	16.0	-	16.0
Total Finance Utilities		16.0	-	16.0	-	16.0
Accounts						
Administration						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Account Clerk II	321	1.0	(1.0)	-	-	-
Accounting Supervisor	039	1.0	(1.0)	-	-	-
Account Clerk Supervisor	027	1.0	-	1.0	-	1.0
Secretary III	025	1.0	-	1.0	-	1.0
Total Full Time		5.0	(2.0)	3.0	-	3.0
<u>Part Time</u>						
Account Clerk II	321	0.2	-	0.2	-	0.2
Total Part Time		0.2	-	0.2	-	0.2
Total Administration		5.2	(2.0)	3.2	-	3.2
Accounting						
<u>Full Time</u>						
Account Clerk III	325	2.0	-	2.0	-	2.0
Accountant IV*Housing	038	1.0	-	1.0	-	1.0
Accountant I	029	1.0	-	1.0	-	1.0
Total Full Time		4.0	-	4.0	-	4.0
Total Accounting		4.0	-	4.0	-	4.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT			DEPARTMENT NO.	
General Government		Finance			35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Accounts Payable						
<u>Full Time</u>						
Account Clerk III	325	11.0	(1.0)	10.0	-	10.0
Accountant IV	037	1.0	-	1.0	-	1.0
Accountant III	035	1.0	-	1.0	-	1.0
Accountant II	032	1.0	-	1.0	-	1.0
Accountant I	029	2.0	-	2.0	-	2.0
Total Full Time		16.0	(1.0)	15.0	-	15.0
Total Accounts Payable		16.0	(1.0)	15.0	-	15.0
Assisted Housing Accounting						
<u>Full Time</u>						
Account Clerk III	325	2.0	-	2.0	-	2.0
Total Full Time		2.0	-	2.0	-	2.0
Total Assisted Housing Accounting		2.0	-	2.0	-	2.0
Housing Section 8 Accounting						
<u>Full Time</u>						
Account Clerk III	325	3.0	-	3.0	-	3.0
Accountant II	032	1.0	-	1.0	-	1.0
Accountant I	029	1.0	-	1.0	-	1.0
Total Full Time		5.0	-	5.0	-	5.0
Total Housing Section 8 Accounting		5.0	-	5.0	-	5.0
Payroll						
<u>Full Time</u>						
Account Clerk III*U8	725	6.0	(1.0)	5.0	-	5.0
Payroll Supervisor	037	1.0	-	1.0	-	1.0
Accountant III	035	2.0	-	2.0	-	2.0
Accountant II	032	3.0	-	3.0	-	3.0
Accountant I	029	4.0	(1.0)	3.0	-	3.0
Total Full Time		16.0	(2.0)	14.0	-	14.0
Total Payroll		16.0	(2.0)	14.0	-	14.0
Treasury Collections						
<u>Full Time</u>						
Treasury Collections Rep*TAR	329	11.0	-	11.0	-	11.0
Treasury Collections Rep	328	4.0	-	4.0	-	4.0
Account Clerk III	325	2.0	(1.0)	1.0	-	1.0
Treasury Collections Supv	032	2.0	-	2.0	-	2.0
Total Full Time		19.0	(1.0)	18.0	-	18.0
<u>Temporary</u>						
Treasury Collections Rep*TAR	329	1.0	-	1.0	-	1.0
Total Temporary		1.0	-	1.0	-	1.0
Total Treasury Collections		20.0	(1.0)	19.0	-	19.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT			DEPARTMENT NO.	
General Government		Finance			35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Total Accounts		68.2	(6.0)	62.2	-	62.2
Risk Management and Health Care						
Risk Management Administration						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Secretary II	321	1.0	-	1.0	-	1.0
Asst Risk Management Admin	039	1.0	-	1.0	-	1.0
Accountant IV	037	1.0	-	1.0	-	1.0
Risk Management Coordinator	037	3.0	-	3.0	-	3.0
Claims Adjuster II	033	3.0	-	3.0	-	3.0
Accountant I	029	1.0	-	1.0	-	1.0
Admin Aide*U7	026	1.0	-	1.0	-	1.0
Secretary III	025	2.0	-	2.0	-	2.0
Total Full Time		14.0	-	14.0	-	14.0
Total Risk Management Administration		14.0	-	14.0	-	14.0
Total Risk Management and Health Care		14.0	-	14.0	-	14.0
Financial Accounting & Reporting						
Financial Accounting and Reporting						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Secretary II	321	1.0	(1.0)	-	-	-
Accounting Supervisor	039	1.0	-	1.0	-	1.0
Accountant IV	037	3.0	-	3.0	-	3.0
Accountant III	035	4.0	-	4.0	-	4.0
Accountant II	032	6.0	-	6.0	-	6.0
Accountant I	029	1.0	-	1.0	-	1.0
Total Full Time		17.0	(1.0)	16.0	-	16.0
Total Financial Accounting and Reporting		17.0	(1.0)	16.0	-	16.0
Housing Central Accounting						
<u>Full Time</u>						
Accountant III	035	1.0	-	1.0	-	1.0
Accountant I	029	1.0	-	1.0	-	1.0
Total Full Time		2.0	-	2.0	-	2.0
Total Housing Central Accounting		2.0	-	2.0	-	2.0
Total Financial Accounting & Reporting		19.0	(1.0)	18.0	-	18.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT			DEPARTMENT NO.	
General Government		Finance			35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Treasury and Debt Management						
Treasury						
<u>Full Time</u>						
Account Clerk III	325	1.0	-	1.0	-	1.0
Account Clerk II	321	7.0	(1.0)	6.0	-	6.0
Meter Collection Clerk	319	1.0	-	1.0	-	1.0
Accountant IV	037	1.0	-	1.0	-	1.0
Accountant II	032	2.0	-	2.0	-	2.0
Total Full Time		12.0	(1.0)	11.0	-	11.0
<u>Part Time</u>						
Meter Collection Clerk	319	0.7	-	0.7	-	0.7
Total Part Time		0.7	-	0.7	-	0.7
Total Treasury		12.7	(1.0)	11.7	-	11.7
Total Treasury and Debt Management		12.7	(1.0)	11.7	-	11.7
Financial Systems Apps & Support						
SAP Operations						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Lead Info Tech Systems Spec	042	1.0	-	1.0	-	1.0
Info Tech Project Manager	041	2.0	-	2.0	-	2.0
Accountant IV*Utilities Acctng	039	1.0	-	1.0	-	1.0
Internal Auditor IV	038	1.0	-	1.0	-	1.0
Procurement Manager	038	1.0	-	1.0	-	1.0
Accountant IV	037	2.0	-	2.0	-	2.0
Info Tech Analyst/Prg II	037	1.0	-	1.0	-	1.0
Inventory Management Coord	037	1.0	-	1.0	-	1.0
Senior User Technology Spec	037	1.0	-	1.0	-	1.0
Accountant III	035	3.0	-	3.0	-	3.0
User Technology Specialist	035	1.0	-	1.0	-	1.0
Info Tech Service Specialist	033	1.0	-	1.0	-	1.0
Accountant I	029	1.0	-	1.0	-	1.0
Total Full Time		18.0	-	18.0	-	18.0
Total SAP Operations		18.0	-	18.0	-	18.0
Systems Support						
<u>Full Time</u>						
Lead Info Tech Systems Spec	042	1.0	-	1.0	-	1.0
Lead User Technology Spec	039	2.0	-	2.0	-	2.0
User Technology Specialist	035	1.0	-	1.0	-	1.0
Total Full Time		4.0	-	4.0	-	4.0
Total Systems Support		4.0	-	4.0	-	4.0
Total Financial Systems Apps & Support		22.0	-	22.0	-	22.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT			DEPARTMENT NO.	
General Government		Finance			35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Inventory Management						
Housing Warehouse and Inventory						
<u>Full Time</u>						
Customer Service Clerk	320	1.0	-	1.0	-	1.0
Supplies Clerk II*U2	215	1.0	-	1.0	-	1.0
Total Full Time		2.0	-	2.0	-	2.0
Total Housing Warehouse and Inventory		2.0	-	2.0	-	2.0
Inventory Management						
<u>Full Time</u>						
Supplies Clerk III*U2	217	1.0	(1.0)	-	-	-
Supplies Clerk II*U2	215	2.0	-	2.0	-	2.0
Supplies Clerk I*U2	212	5.0	-	5.0	-	5.0
Accountant II	032	1.0	(1.0)	-	-	-
Supplies Clerk III*U7	027	1.0	-	1.0	-	1.0
Secretary III	025	1.0	-	1.0	-	1.0
Total Full Time		11.0	(2.0)	9.0	-	9.0
Total Inventory Management		11.0	(2.0)	9.0	-	9.0
Petroleum Stores						
<u>Full Time</u>						
Equipment Op IV*U2	217	3.0	-	3.0	-	3.0
Supplies Clerk II*U2	215	1.0	-	1.0	-	1.0
Inventory Management Coord	037	1.0	-	1.0	-	1.0
Petroleum Supplies Supervisor	034	1.0	-	1.0	-	1.0
Total Full Time		6.0	-	6.0	-	6.0
Total Petroleum Stores		6.0	-	6.0	-	6.0
Surplus Property						
<u>Full Time</u>						
Supplies Clerk II*U2	215	1.0	(1.0)	-	-	-
Supplies Clerk I*U2	212	2.0	-	2.0	-	2.0
Supplies Supervisor	034	1.0	-	1.0	-	1.0
Total Full Time		4.0	(1.0)	3.0	-	3.0
Total Surplus Property		4.0	(1.0)	3.0	-	3.0
Total Inventory Management		23.0	(3.0)	20.0	-	20.0
Purchasing						
Finance Purchasing Administration						
<u>Full Time</u>						
Procurement Manager	038	3.0	-	3.0	-	3.0
Management Asst II	037	1.0	-	1.0	-	1.0
Total Full Time		4.0	-	4.0	-	4.0
Total Finance Purchasing Administration		4.0	-	4.0	-	4.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM		DEPARTMENT			DEPARTMENT NO.	
General Government		Finance			35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Purchasing						
<u>Full Time</u>						
Buyer Aide	326	2.0	-	2.0	-	2.0
Contracts Specialist II*Lead	037	2.0	-	2.0	-	2.0
Contracts Specialist II	035	2.0	-	2.0	-	2.0
Procurement Supervisor	034	4.0	(1.0)	3.0	-	3.0
Accountant II	032	1.0	-	1.0	-	1.0
Senior Buyer	032	5.0	-	5.0	-	5.0
Auto Parts Buyer	031	1.0	-	1.0	-	1.0
Buyer	031	6.0	(2.0)	4.0	-	4.0
Clerical Supervisor	027	1.0	(1.0)	-	-	-
Secretary III	025	4.0	-	4.0	-	4.0
Total Full Time		28.0	(4.0)	24.0	-	24.0
Total Purchasing		28.0	(4.0)	24.0	-	24.0
Total Purchasing		32.0	(4.0)	28.0	-	28.0
Real Estate						
<u>Administration</u>						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Account Clerk III	325	1.0	-	1.0	-	1.0
Secretary II	321	1.0	-	1.0	-	1.0
Asst Real Estate Admin	039	2.0	-	2.0	-	2.0
Management Asst II	037	1.0	-	1.0	-	1.0
Project Management Assistant	031	1.0	-	1.0	-	1.0
Admin Aide*U7	026	1.0	-	1.0	-	1.0
Secretary III	025	1.0	-	1.0	-	1.0
Total Full Time		9.0	-	9.0	-	9.0
Total Administration		9.0	-	9.0	-	9.0
<u>Appraisal</u>						
<u>Full Time</u>						
Asst Real Estate Admin	039	1.0	-	1.0	-	1.0
Review Appraiser	037	3.0	-	3.0	-	3.0
Relocation Specialist	033	1.0	-	1.0	-	1.0
Total Full Time		5.0	-	5.0	-	5.0
Total Appraisal		5.0	-	5.0	-	5.0
<u>Property Management</u>						
<u>Full Time</u>						
Property Management Supervisor	037	1.0	-	1.0	-	1.0
Property Specialist	032	6.0	-	6.0	-	6.0
Total Full Time		7.0	-	7.0	-	7.0
Total Property Management		7.0	-	7.0	-	7.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM General Government		DEPARTMENT Finance			DEPARTMENT NO. 35	
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
Real Estate Right-of-Way Acquisition						
<u>Full Time</u>						
Project Manager	036	4.0	-	4.0	-	4.0
Property Specialist	032	4.0	-	4.0	-	4.0
Admin Asst I	030	1.0	-	1.0	-	1.0
Total Full Time		9.0	-	9.0	-	9.0
Total Real Estate Right-of-Way Acquisition		9.0	-	9.0	-	9.0
Relocation						
<u>Full Time</u>						
Asst Real Estate Admin	039	1.0	-	1.0	-	1.0
Relocation Specialist	033	3.0	-	3.0	-	3.0
Total Full Time		4.0	-	4.0	-	4.0
Total Relocation		4.0	-	4.0	-	4.0
Title						
<u>Full Time</u>						
Title Records Supervisor	037	1.0	-	1.0	-	1.0
Property Specialist	032	6.0	-	6.0	-	6.0
Total Full Time		7.0	-	7.0	-	7.0
Total Title		7.0	-	7.0	-	7.0
Total Real Estate		41.0	-	41.0	-	41.0
Tax						
Administration						
<u>Full Time</u>						
Deputy Finance Director	842	1.0	-	1.0	-	1.0
Asst Tax & License Adm	039	1.0	-	1.0	-	1.0
Total Full Time		2.0	-	2.0	-	2.0
Total Administration		2.0	-	2.0	-	2.0
Information System						
<u>Full Time</u>						
Tax Enforcement Supervisor	031	1.0	-	1.0	-	1.0
Total Full Time		1.0	-	1.0	-	1.0
<u>Temporary</u>						
Asst Tax & License Adm	039	2.0	-	2.0	-	2.0
Treasury Collections Supv	032	1.0	-	1.0	-	1.0
Accountant I	029	1.0	-	1.0	-	1.0
Total Temporary		4.0	-	4.0	-	4.0
Total Information System		5.0	-	5.0	-	5.0

2008-2009 OPERATING BUDGET

POSITION SCHEDULE

PROGRAM General Government		DEPARTMENT Finance		DEPARTMENT NO. 35		
ORGANIZATIONAL DETAIL/ CLASSIFICATION TITLE	PAY RANGE	AUTHORIZED POSITIONS	2007-08		2008-09	
			ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS AS OF 6/30/08	ADDITIONS/ REDUCTIONS	AUTHORIZED POSITIONS
PLT Licensing						
<u>Full Time</u>						
Customer Service Clerk	320	4.0	-	4.0	-	4.0
Remote Comp Term Op	320	1.0	-	1.0	-	1.0
Treasury Collections Supv	032	1.0	(1.0)	-	-	-
Customer Service Clerk*Lead-U7	022	1.0	-	1.0	-	1.0
Total Full Time		7.0	(1.0)	6.0	-	6.0
<u>Part Time</u>						
Customer Service Clerk	320	0.6	-	0.6	-	0.6
Total Part Time		0.6	-	0.6	-	0.6
Total PLT Licensing		7.6	(1.0)	6.6	-	6.6
Tax Accounting						
<u>Full Time</u>						
Account Clerk III	325	2.0	-	2.0	-	2.0
Accountant III	035	1.0	-	1.0	-	1.0
Tax Auditor	030	1.0	-	1.0	-	1.0
Accountant I	029	3.0	(1.0)	2.0	-	2.0
Total Full Time		7.0	(1.0)	6.0	-	6.0
Total Tax Accounting		7.0	(1.0)	6.0	-	6.0
Tax Audit						
<u>Full Time</u>						
Account Clerk III	325	2.0	(1.0)	1.0	-	1.0
Secretary II	321	1.0	-	1.0	-	1.0
Tax Audit Supervisor	037	5.0	-	5.0	-	5.0
Accountant III	035	1.0	-	1.0	-	1.0
Info Tech Analyst/Prg I	035	1.0	(1.0)	-	-	-
Senior Tax Auditor	033	9.0	(1.0)	8.0	-	8.0
Admin Asst I	030	1.0	-	1.0	-	1.0
Tax Auditor	030	9.0	-	9.0	-	9.0
Total Full Time		29.0	(3.0)	26.0	-	26.0
Total Tax Audit		29.0	(3.0)	26.0	-	26.0
Tax Enforcement						
<u>Full Time</u>						
License Inspector	327	7.0	-	7.0	-	7.0
Total Full Time		7.0	-	7.0	-	7.0
<u>Temporary</u>						
Tax Enforcement Supervisor	031	1.0	-	1.0	-	1.0
Total Temporary		1.0	-	1.0	-	1.0
Total Tax Enforcement		8.0	-	8.0	-	8.0
Total Tax		58.6	(5.0)	53.6	-	53.6
Total Finance		325.5	(22.0)	303.5	-	303.5