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**OFFICE OF THE
BOARD OF PUBLIC WORKS**

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March 28, 2024

Council File No.: 23-1429

Honorable Tim McOsker, Chair
Personnel, Audits and Hiring Committee
c/o Office of the City Clerk, City Hall, Room 395

BOARD OF PUBLIC WORKS VACANCY INFORMATION

Dear Councilmember McOsker:

Pursuant to the Council motion (C.F. 23-1429), the Office of the Board of Public Works (BPW) is submitting for your information a detailed listing of its vacancies as of March 22, 2024. The BPW has 127 position authorities. Currently, the BPW has 21 vacancies for a vacancy rate of approximately 20%.

The attached listing is broken down into three categories: 1) Fully Special Fund or non-reliant on the General Fund; 2) Partial General Fund and Special Fund; and 3) 100% General Fund.

Fully Special Fund or Non-Reliant on the General Fund

There are 7 positions that are 100% funded by (healthy) Special Funds and have zero impact on the General Fund if they are continued.

Partial General Fund and Special Fund

In this category is the BPW's Executive Officer which serves as head of the Board Offices and is critical to providing support for the Board and providing the day to day oversight of the 127 staff in the Board Offices. It also includes a Senior Management Analyst II which is the sole analyst position that constitutes the "Administrative Services" section of the BPW and is the only position dedicated to budget activities.

100% General Fund

While the remaining 10 positions are 100% General Fund, they perform work that generate revenue, support critical policy priorities, and help with the viability of City contractors by ensuring payments are made timely. These include the following:



- Four positions that support invoice payments for City contractors, including many community based organizations
- Two positions assigned to the Public Works Trust Fund and are responsible for performing reconciliation work that results in the transfer of more than \$10M in General Fund permit revenue every year
- One position serves as Deputy Petroleum Administrator
- One position is a Targeted Local Hire position
- One position is the research lead for the Office of Forest Management

Thank you for your time and attention to this letter. For questions, please contact me at (213) 978-0251 or Tj Knight, Acting Executive Officer, at (213) 978-0256.

Sincerely yours,



AURA GARCIA
President, Board of Public Works

Attachment
AG/TJ: tj/ndv

CC: Honorable Personnel, Audits and Hiring Committee Members
Randall Winston, Deputy Mayor
Matthew W. Szabo, City Administrative Officer
Sharon Tso, Chief Legislative Analyst

Workday Position #	Classification	Description	Full Cost of Position	General Fund portion	Funding Source	Position Authority	Date Vacated
Special Funded Positions with no subsidy from General Fund							
P034184	Accountant	SC&M Financial Reporting & Investments	\$ 79,068	\$ -	100% Sewer Construction &	Regular	8/14/22
P034219	Accountant	SC&M Related Costs Reconciliation	\$ 79,068	\$ -	100% SCM	Resolution	10/9/22
P034149	Accountant	SC&M Accounts Receivable, Contractual Agency	\$ 79,068	\$ -	100% SCM	Regular	8/28/22
P141505	Accountant	SC&M Accounts Payable	\$ 79,068	\$ -	100% SCM	Resolution	9/8/22
P034158	Accountant	SC&M Accounts Payable	\$ 79,068	\$ -	100% SCM	Regular	9/25/22
P074539	Accountant	Measure W	\$ 79,068	\$ -	100% Measure W Fund	Resolution	1/14/24
P034206	Fiscal System Specialist I	Public Works Financial Systems	\$ 147,872	\$ -	100% SCM	Regular	12/19/21
Partially Special Funded and Partially General Fund/Subsidized by the General Fund							
P034229	Chief Management Analyst	Executive Officer	\$ 237,608	\$ 146,842	61.80% General Fund	Regular	1/28/24
P034213	Executive Administrative Assistant	Commissioner Support	\$ 106,822	\$ 60,675	56.80% General Fund	Regular	2/11/24
P034256	Senior Management Analyst II	Budget, Procurement, Fin Mgmt & Systems	\$ 173,492	\$ 107,218	61.80% General Fund	Regular	2/11/24
P034189	Accountant	Stormwater Pollution Abatement Accounts	\$ 79,068	\$ -	100% Stormwater Pollution	Regular	3/12/23
Fully General Funded Positions							
P145197	Administrative Clerk	Administrative Support (TLH)	\$ 48,607	\$ 48,607	100% General Fund	Resolution	3/11/24
P141512	Environmental Specialist II	Office of Forest Management Research Lead	\$ 98,846	\$ 98,846	100% General Fund	Resolution	7/1/22
P034197	Utility Rates & Policy Specialist II	Deputy Petroleum Administrator	\$ 173,742	\$ 173,742	100% General Fund	Regular	8/27/23
P077931	Management Analyst	Amortization	\$ 100,424	\$ 100,424	100% General Fund	Resolution	9/10/23
P147229	Sr. Accountant I	Accounts Payable - Community Based Non-	\$ 81,707	\$ 81,707	100% General Fund	Resolution	7/1/23
P147230	Accountant	Accounts Payable - Community Based Non-	\$ 79,068	\$ 79,068	100% General Fund	Resolution	7/1/23
P034163	Accountant	Public Works Trust Fund	\$ 79,068	\$ 79,068	100% General Fund	Regular	12/3/23
P071811	Accountant	Public Works Trust Fund	\$ 79,068	\$ 79,068	100% General Fund	Resolution	2/12/23
P034176	Accountant	Capital and Technology Improvement	\$ 79,068	\$ 79,068	100% General Fund	Regular	2/11/24
P034178	Accountant	Sidewalk Repair Program	\$ 79,068	\$ 79,068	100% Sidewalk Repair Fund	Resolution	4/9/23