

RENT BOARD POSITION DETAIL

(Sorted by Unit, Classification and Job Assignment)

Budget Code 11-01 Monthly Employees + 11-03 Hourly Employees

FY 2016 Adopted		FY 2017 (Adopted June 20, 2016)	
Administration / Policy Unit		Administration / Policy Unit	
Executive Director	1.00	Executive Director	1.00
Administrative Staff Assistant	1.00	Administrative Staff Assistant	1.00
Deputy Director	1.00	Deputy Director	1.00
Community Services Specialist I	0.00	Community Services Specialist I	1.00
Assistant Management Analyst	0.70	Assistant Management Analyst	1.00
Associate Management Analyst	0.70	Associate Management Analyst	0.70
Senior Legal Secretary	0.25	Senior Legal Secretary	0.25
Subtotal for FTE	4.65	Subtotal for FTE	5.95
		Salary/Benefit Total = \$1055000	
Legal Unit		Legal Unit	
Staff Attorney III	1.00	Staff Attorney III	1.00
Staff Attorney I	1.00	Staff Attorney I	1.00
Community Services Specialist II	0.25	Community Services Specialist II	0.20
Senior Legal Secretary	0.50	Senior Legal Secretary	0.75
Subtotal for FTE	2.75	Subtotal for FTE	2.95
		Salary/Benefit Total = \$595000	
Hearings Unit		Hearings Unit	
Senior Hearing Examiner	1.00	Hearing Examiner	1.00
Hearing Examiner	1.00	Hearing Examiner	1.00
Assistant Management Analyst	0.30	Assistant Management Analyst	0.00
Senior Legal Secretary	0.25	Senior Legal Secretary	0.00
Legal Secretary	0.00	Legal Secretary	0.50
Subtotal for FTE	2.55	Subtotal for FTE	2.50
		Salary/Benefit Total = \$435000	
Registration & PIU Unit		Registration & PIU Unit	
Community Services Specialist III	1.00	Community Services Specialist III	1.00
Staff Attorney I	1.00	Staff Attorney I	1.00
Associate Management Analyst	0.30	Associate Management Analyst	0.30
Associate Management Analyst	0.60	Associate Management Analyst	0.75
Community Services Specialist II	1.00	Community Services Specialist II	1.00
Community Services Specialist II	1.00	Community Services Specialist II	1.00
Community Services Specialist II	1.00	Community Services Specialist II	0.80
Community Services Specialist II	0.75	Community Services Specialist II	0.80
Office Specialist III	1.00	Office Specialist III	1.00
Office Specialist II	1.00	Office Specialist III	1.00
Office Specialist II	1.00	Office Specialist II	1.00
Office Specialist II	1.00	Office Specialist II	0.80
Legal Secretary	0.00	Legal Secretary	0.50
Subtotal for FTE	10.65	Subtotal for FTE	10.95
		Salary/Benefit Total = \$1540000	
Total RSB Staff	20.60	Total RSB Staff	22.35
Employees in Other Departments			
Information Systems Specialist	1.00	Information Systems Specialist	1.00
Located in the IT Dept		Salary/Benefit Total = \$160,000	
Grand Total (City)	21.60	Grand Total (City)	23.35
Temporary Office Specialist II	0.25	Temporary Office Specialist II	0.35
Housing Intern	0.25	Housing Intern	0.15
		Salary/Benefit Total = \$60000	
GRAND TOTAL (All Sources)	22.10	GRAND TOTAL (All Sources)	23.85

- Proposed Changes from FY 2016 to FY 2017 include the following
- ** Make the 6-month temporary Legal Secretary position permanent
 - ** Reduce an Office Specialist II position to .80FTE
 - ** Convert an Office Specialist II position to Office Specialist III
 - ** Convert Senior Hearing Examiner position to Hearing Examiner
 - ** Reduce a Community Services Specialist II from 1.0 FTE to .80FTE
 - ** Increase Associate Management Analyst from .60FTE to .75FTE
 - ** Add 1.0 FTE Community Services Specialist
 - ** Offset reduction of Housing Intern with Temporary Office Specialist II
 - ** Minor reallocation of staff duties with no change in classification