

RENT BOARD POSITION DETAIL

Sorted by Unit, Classification and Job Assignment
Budget Code 11-01 (Monthly Employees) + 11-03 (Hourly Employees)

FY 2017 Adopted		FY 2018 Proposed	
Administration / Policy Unit		Administration / Policy Unit	
Executive Director	1.00	Executive Director	1.00
Administrative Staff Assistant	1.00	Administrative Staff Assistant	0.00
Deputy Director	1.00	Deputy Director	1.00
Community Services Specialist I	1.00	Community Services Specialist I	1.00
Assistant Management Analyst	1.00	Assistant Management Analyst	0.00
Associate Management Analyst	0.70	Associate Management Analyst	1.70
Senior Legal Secretary	0.25	Senior Legal Secretary	0.25
		Office Specialist II	1.00
Subtotal for FTE	5.95	Subtotal for FTE	5.95
Salary/Benefit Total = \$1,055,000		Salary/Benefit Total = \$1,100,00	
Legal Unit		Legal Unit	
Staff Attorney III	1.00	Staff Attorney III	1.00
Staff Attorney I	1.00	Staff Attorney I	0.00
		Staff Attorney II	1.80
Community Services Specialist II	0.20	Community Services Specialist II	0.00
Senior Legal Secretary	0.75	Senior Legal Secretary	0.75
Subtotal for FTE	2.95	Subtotal for FTE	3.55
Salary/Benefit Total = \$595,000		Salary/Benefit Total = \$735,000	
Hearings Unit		Hearings Unit	
Hearing Examiner	1.00	Hearing Examiner	1.00
Hearing Examiner	1.00	Hearing Examiner	0.40
Legal Secretary	0.50	Legal Secretary	0.50
Subtotal for FTE	2.50	Subtotal for FTE	1.90
Salary/Benefit Total = \$435,000		Salary/Benefit Total = \$350,000	
Registration & Public Information Units		Registration & Public Information Units	
Community Services Specialist III	1.00	Community Services Specialist III	1.00
		Hearing Examiner	0.60
Staff Attorney I	1.00	Staff Attorney I	0.20
Associate Management Analyst	0.30	Associate Management Analyst	0.30
Associate Management Analyst	0.75	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	0.80	Community Services Specialist II	1.00
Community Services Specialist II	0.80	Community Services Specialist II	0.80
Office Specialist III	2.00	Office Specialist III	1.00
		Accounting Office Specialist III	1.00
Office Specialist II	1.00	Office Specialist II	1.00
Office Specialist II	0.80	Office Specialist II	0.80
Legal Secretary	0.50	Legal Secretary	0.50
Subtotal for FTE	10.95	Subtotal for FTE	10.95
Salary/Benefit Total = \$1,540,000		Salary/Benefit Total = \$1,705,000	
Total RSB Staff	22.35	Total RSB Staff	22.35
Employees in Other Departments		Employees in Other Departments	
Information Systems Specialist	1.00	Information Systems Specialist	0.00
Salary/Benefit Total = \$160,000		Salary/Benefit Total = 0	
Grand Total (City)	23.35	Grand Total (City)	22.35
Temporary Office Specialist II	0.35	Temporary Office Specialist II	0.00
Housing Intern	0.15	Housing Intern	0.00
Salary/Benefit Total = \$60,000		Salary/Benefit Total = 0	
GRAND TOTAL (All Sources)	23.85	GRAND TOTAL (All Sources)	22.35

**** Proposed Changes from FY 2017 to FY 2018 include the following:**

- ** Convert the Administrative Staff Assistant to Associate Management Analyst
- ** Replace the vacant Assistant Management Analyst with a 1.0 FTE Office Specialist II
- ** Move .20 FTE Community Service Specialist from Legal to PIU/Registration
 - ** Move .80 FTE (of 1.0) Staff Attorney from PIU/Registration to Legal
 - ** Convert 2.0 FTE Staff Attorney I positions to 2.0 FTE Staff Attorney II
 - ** Move .60 FTE of a Hearing Examiner from Hearing to PIU/Registration
- ** Change 1.0 FTE Office Specialist III to 1.0 FTE Accounting Office Specialist III
 - ** Eliminate 1.0 FTE Information System Specialist in IT Dept
 - ** Eliminate .35 FTE Temporary Office Specialist II