



CITY OF HOUSTON

Human Resources
Department

Interoffice

Correspondence

A handwritten signature in black ink that reads "Omar C. Reid".

To: Council Member Anne Clutterbuck
Fiscal Affairs Committee Chair

From: Omar C. Reid
Human Resources Director

Date: November 9, 2010

Subject: **BUDGET & FISCAL AFFAIRS (BFA)
PRESENTATION; TEMPORARY
EMPLOYEE SERVICES**

The purpose of this memorandum is to transmit the temporary employees count by department.

Background: At the BFA meeting of November 8, 2010, a request was made to obtain the number of temporaries by department.

Summary: As of September 30, 2010 the City had 307 temporary employees. Please note:

- Health Department – 151
Most of these temporary assignments are grant funded and require specialized skills. Included positions are Counselors, LVN's, Chief Nurse, Epidemiologists, Microbiologists, Public Health Nurses and Site Surveillance Investigators. It should be noted that the H1N1 Preparedness Health Emergency Response project continues to be supported by temporary employees before, during and after the 2009 pandemic event.
- Houston Emergency Center – 18
Most of these temporary assignments are the CO-OP Program students working as Police Telecommunicators answering non-emergency calls in the call center.
- Information Technology – 16
Highly specialized temporary employees are assigned to technical projects such as Radio Communications Project and CSMART – Municipal Courts Project.
- Administration and Regulatory Affairs – 14
These positions are assigned to BARC and are considered difficult to fill. Included positions are Kennel Attendants, Animal Care Technicians and a Staff Veterinarian position which allows the facility to remain open to citizens 7 days a week.
- Solid Waste Department – 11
These positions are difficult to fill as they are specialized mechanics, refuse truck drivers, and other semi-skilled workers.

Conclusion: Temporary employees augment city personnel and provide services allowing city departments to meet peak load demands, utilize special skills for short term duration situations, and respond to urgent and catastrophic events.

We ask for your favorable consideration.

Questions concerning this memorandum may be referred to Omar C. Reid at 713-837-9330

City of Houston
 Temporary Employee Services Analysis for FY2011
 for the Period Ended September 30, 2010 (Departments)

| Fund | FundName | BusArea | Business Name | Total |
|---------------------------|--------------|---------|-------------------------------------|-----------|
| General Fund | | | | |
| 1000 | General Fund | 1000 | Police Department | 0 |
| 1000 | General Fund | 1200 | Fire Department | 0 |
| 1000 | General Fund | 1600 | Municipal Court Administration | 18 |
| 1000 | General Fund | 1700 | Municipal Court - Justice | 0 |
| 1000 | General Fund | 2000 | Public Works & Engineering | 1 |
| 1000 | General Fund | 2100 | Solid Waste Management | 11 |
| 1000 | General Fund | 2500 | General Services | 1 |
| 1000 | General Fund | 3400 | Library | 0 |
| 1000 | General Fund | 3600 | Parks and Recreation | 16 |
| 1000 | General Fund | 3800 | Health and Human Services | 11 |
| 1000 | General Fund | 5000 | Mayor's Office | 0 |
| 1000 | General Fund | 5100 | Affirmative Action | 1 |
| 1000 | General Fund | 5500 | City Council | 0 |
| 1000 | General Fund | 6000 | Controller's Office | 0 |
| 1000 | General Fund | 6400 | Finance | 1 |
| 1000 | General Fund | 6500 | Administration & Regulatory Affairs | 14 |
| 1000 | General Fund | 6800 | Information Technology | 7 |
| 1000 | General Fund | 7000 | Planning | 0 |
| 1000 | General Fund | 8000 | Human Resources | 0 |
| Total General Fund | | | | 81 |

| Enterprise, Grants, and Other Special Funds | | | | |
|--|--|------|-------------------------------------|------------|
| | | 1000 | Police Department | 15 |
| | | 1500 | Houston Emergency Center | 18 |
| | | 1600 | Municipal Court Administration | 0 |
| | | 2000 | Public Works & Engineering | 9 |
| | | 2500 | General Services | 0 |
| | | 2800 | Houston Airport System | 11 |
| | | 3200 | Housing & Community Development | 0 |
| | | 3400 | Library | 2 |
| | | 3600 | Parks and Recreation | 0 |
| | | 3800 | Health and Human Services | 140 |
| | | 4200 | Convention & Entertainment | 5 |
| | | 5000 | Mayor's Office | 8 |
| | | 6500 | Administration & Regulatory Affairs | 1 |
| | | 6800 | Information Technology | 16 |
| | | 7000 | Planning | 0 |
| | | 8000 | Human Resources | 1 |
| Total Enterprise/Grants/Other Special Funds | | | | 226 |

| | | | | |
|------------------------------|--|--|--|------------|
| Total All Departments | | | | 307 |
|------------------------------|--|--|--|------------|