




**MEMORANDUM**  
**DHR No. 11-2005**

**DATE:** June 16, 2005

**TO:** Department Heads  
Personnel Officers

**FROM:** Philip A. Ginsburg  
Human Resources Director 

**SUBJECT: Fiscal Year 2005-06 City Wide Layoff Update**  
**Classes Affected by Layoff**

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Attached is a list of all classes affected by layoff for which the Department of Human Resources has received layoff documents. We have consulted with the Mayor's Budget Office and believe that this list accurately represents all layoffs with effective dates from July 1, 2005 through September 1, 2005.

After reviewing the list of affected classes and the number of layoffs noticed, I am immediately lifting the "freeze" on all personnel requisitions for those classes not included on the list of affected classes. Referrals, oral authorizations, requests to cancel requisitions, and requisition modifications will be processed for classes not affected by layoff.

There may be instances, however, when a requisition in a class not affected by layoff is needed for reinstatement or the near-list placement of a holdover. Should this occur, the requisition will be placed on hold and the departmental layoff coordinator will immediately be contacted by a member of the Layoff Processing Team.

For information or assistance regarding the "freeze" status of particular requisitions, please contact your department's client services representative.

Attachment

## *Classes Affected by Layoff with Count*

*(Separations Effective On or After July 1, 2005)*

<i>Class</i>	<i>Title</i>	<i>Count</i>
1002	IS Operator-Journey	2
1022	IS Administrator II	1
1023	IS Administrator III	3
1044	IS Engineer Principal	1
1053	IS Business Analyst-Senior	1
1062	IS Programmer Analyst	1
1070	IS Project Director	1
1071	IS Manager	1
1204	Senior Personnel Clerk	1
1209	Benefits Technician	4
1218	Payroll Supervisor	2
1231	Asst Manager, EEO	2
1241	Personnel Analyst	3
1244	Senior Personnel Analyst	2
1424	Clerk Typist	1
1426	Senior Clerk Typist	1
1446	Secretary II	10
1632	Senior Account Clerk	2
1634	Principal Account Clerk	1
1650	Accountant	2
1652	Senior Accountant	1
1664	Patient Accounts Manager	1
1706	Telephone Operator	1
1824	Principal Admin Analyst	1
1824	Principal Administrative Analyst	1
1827	Admin Services Manager	1
1842	Management Assistant	1
2105	Patient Services Finance Tech.	1

<i>Class</i>	<i>Title</i>	<i>Count</i>
2143	Hospital Associate Administrator	1
2145	Hospital Associate Administrator	1
2402	Laboratory Helper	3
2444	Clinical Laboratory Tech	1
2585	Health Worker I	3
2586	Health Worker II	1
2593	Health Program Coord III	1
2672	Child Center Asst. Houseparent	1
2708	Custodian	6
2992	Contract Compliance Offr I	1
3284	Recreation Director	5
3466	Asst Supt, Parks, Squares & Facilities	2
3616	Library Technical Asst I	3
4320	Cashier I	1
4349	Director of Real Estate, TTX	1
4366	Collection Supervisor	1
5274	Landscape Architect	1
5291	Planner III	1
5344	Mech Engr Asst. II	1
5346	Mechanical Engineering Associate I	3
7262	Maintenance Planner	2
7303	Barber	1
7384	Typewriter Repairer	1
9163	Transit Operator	151
9354	Elevator & Crane Technician	2
<b><i>Grand Total</i></b>		<b>245</b>