

**Attachment 3**  
**Department-Wide Summary Information**  
**Fiscal Year 09 Proposed Budget Adjustments**

<u>Program ID</u>	<u>MOF</u>	<u>Program ID Title</u>	<u>FTE</u>	<u>\$ Amount</u>
TAX 105	A	Tax Services and Processing	-	(535,000)
TAX 107	A	Supporting Services Revenue Collections	1.00	1,125,000
Dept. Totals by MOF			1.00	590,000

**Attachment 4**  
**Fiscal Year 09 Proposed Budget Adjustments**

<u>Program I.D.</u>	<u>Description of Adjustment</u>	<u>FTE</u>	<u>\$ Amount</u>	<u>MOF</u>
TAX 105	Transfer of Postage Budget between Program IDs	-	(535,000)	A
TAX 107	Critical IT hardware and software	-	90,000	A
TAX 107	County Surcharge Tax Administration		233,000	A
TAX 107	Convert Temporary Clerk-Typist III to Permanent	1.00	-	A
TAX 107	Transfer of Postage Budget between Program IDs		535,000	A
TAX 107	Gov's initiative to go paperless by 2010		267,000	A

**Attachment 6  
FY09 Request Decisions**

Department Priority	Program ID	Description	MOF	Department			Budget and Finance			Governor's Final Decision		
				Perm. FTE	Temp. FTE	\$ Amount	Perm. FTE	Temp. FTE	\$ Amount	Perm. FTE	Temp. FTE	\$ Amount
1	TAX 107	Critical IT Hardware and Software	A			223,167			90,000			90,000
2	TAX 107	County Surcharge Tax Administration	A			500,000			233,000			233,000
3	TAX 107	Convert Temp Clerk Typist III to Perm	A	1.00	(1.00)	-	1.00	(1.00)	-	1.00	(1.00)	-
4*	TAX 100	Trnsf out 3 Mgmt Analysts	A		(3.00)	-			-			-
4*	TAX 105	Trnsf out 3 Mgmt Analysts	A		(3.00)	-			-			-
4*	TAX 107	Trns in 6 temp Mgmt Analyst, Convert to perm, fund positions	A	6.00		268,248			-			-
5	TAX 105	Transfer Postage Budget btwn Prog ID	A			(535,000)			(535,000)			(535,000)
5	TAX 107	Transfer Postage Budget btwn Prog ID	A			535,000			535,000			535,000
6	TAX 107	Gov's initiative to go paperless by 2010	A			267,000			267,000			267,000
7	TAX 107	Continuity of Operations (COOP)	A			400,000			-			-

\* Request withdrawn

**Attachment 8  
All Positions Vacant As of 12/1/07**

Date of Vacancy	Program I.D.	Position Title	Position Number	Exempt (Y/N)	Budgeted Amount	Actual Salary Last Employee Paid	MOF	Program ID	Authority to Hire (Y/N)	Notes:
05/16/07	TAX100	Auditor IV	7051	N	\$ 36,048	\$ 43,836	A	TAX100	Y	pending interview
07/07/07	TAX100	Auditor IV	16049	N	\$ 43,836	\$ 45,588	A	TAX100	Y	Filled w/ 89-day hire
07/07/07	TAX100	Auditor IV	1606	N	\$ 42,144	\$ 37,488	A	TAX100	Y	recruitment in progress
07/16/07	TAX100	Auditor VI	11461	N	\$ 73,032	\$ 75,948	A	TAX100	Y	Filled w/ TA
08/06/07	TAX100	Clerk III	47158	N	\$ 25,656	\$ 26,688	A	TAX100	Y	Filled w/ 89-day hire
09/01/07	TAX100	Clerk III	11517	N	\$ 23,736	\$ 22,776	A	TAX100	Y	Filled w/ 89-day hire
06/29/07	TAX100	Clerk Typist II	16056	N	\$ 25,656	\$ 24,684	A	TAX100	Y	Filled w/ 89-day hire, interview scheduled
12/16/2005 (NOTE 1)	TAX100	Delinquent Tax Coll Asst I	47879	N	\$ 31,212	\$ 38,124	A	TAX100	Y	transfer to Office Audit, pending interview
3/1/2006 (NOTE 1)	TAX100	Delinquent Tax Coll Asst I	47878	N	\$ 31,212	\$ 42,924	A	TAX100	Y	transfer to Office Audit, pending interview
07/01/07	TAX100	Delinquent Tax Coll Asst I	118610	N	\$ 31,212	NA	A	TAX100	Y	pending interview
07/01/07	TAX100	Delinquent Tax Coll Asst I	118611	N	\$ 31,212	NA	A	TAX100	Y	pending interview
07/01/07	TAX100	Delinquent Tax Coll Asst I	118612	N	\$ 31,212	NA	A	TAX100	Y	pending interview
07/01/07	TAX100	Delinquent Tax Coll Asst I	118613	N	\$ 31,212	NA	A	TAX100	Y	pending interview
09/26/07	TAX100	Delinquent Tax Coll Asst I	11565	N	\$ 27,768	\$ 28,884	A	TAX100	Y	pending interview
12/22/2006 (NOTE 1)	TAX100	Delinquent Tax Coll Asst II	117472	N	\$ 42,696	\$ 42,696	A	TAX100	Y	transfer to Office Audit, pending interview
01/01/07	TAX100	Delinquent Tax Coll Asst II	1450	N	\$ 51,936	\$ 51,936	A	TAX100	Y	pending interview
07/01/07	TAX100	Delinquent Tax Coll Asst II	118608	N	\$ 31,212	NA	A	TAX100	Y	pending interview
07/01/07	TAX100	Delinquent Tax Coll Asst II	118609	N	\$ 31,212	NA	A	TAX100	Y	pending interview
08/01/07	TAX100	Delinquent Tax Coll Asst II	47884	N	\$ 49,994	\$ 51,936	A	TAX100	Y	pending interview
09/01/07	TAX100	Management Analyst III	118676	N	\$ 31,608	NA	A	TAX100	Y	pending interview
10/20/2006 (NOTE 1)	TAX100	Tax Clerk	117465	N	\$ 28,860	\$ 27,768	A	TAX100	Y	transfer to Office Audit, pending interview
05/16/07	TAX100	Tax Clerk	117466	N	\$ 28,860	\$ 36,048	A	TAX100	Y	pending interview
08/01/07	TAX100	Tax Clerk	117464	N	\$ 28,860	\$ 33,720	A	TAX100	Y	pending interview
08/02/07	TAX100	Tax Clerk	40661	N	\$ 29,976	\$ 31,176	A	TAX100	Y	Filled w/ TAOL
11/01/07	TAX100	Tax Clerk	117463	N	\$ 28,860	\$ 33,720	A	TAX100	Y	pending interview
04/02/07	TAX100	Tax Information Tech II	1610	N	\$ 37,944	\$ 37,944	A	TAX100	Y	Filled w/ 89-day hire

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05/01/07	TAX100	Tax Information Technician I	11512	N	\$ 28,860	\$ 28,860	A	TAX100	Y	Filled w/ 89-day hire
09/24/07	TAX100	Tax Returns Examiner III	1501	N	\$ 41,064	\$ 42,708	A	TAX100	Y	Filled w/ TA
01/01/07	TAX100	Taxation Compliance Coord	1543	N	\$ 82,345	\$ 96,300	A	TAX100	Y	pending interview
07/01/07	TAX105	Account Clerk III	118500	N	\$ 26,664	NA	A	TAX105	Y	recruitment in progress
11/3/2006 (NOTE 2)	TAX105	Clerk III	30157	N	\$ 24,684	\$ 23,736	A	TAX105	Y	recruitment in progress
05/21/07	TAX105	Clerk III	28816	N	\$ 21,900	\$ 24,684	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118439	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118440	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118441	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118442	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118443	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118444	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118445	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118446	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118447	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
07/01/07	TAX105	Clerk III	118448	N	\$ 17,802	NA	A	TAX105	Y	recruitment in progress
09/14/07	TAX105	Clerk III	38687	N	\$ 31,212	\$ 24,684	A	TAX105	Y	recruitment in progress
09/24/07	TAX105	Clerk III	38688	N	\$ 23,736	\$ 24,684	A	TAX105	Y	recruitment in progress
07/16/07	TAX105	Clerk IV	15273	N	\$ 23,736	\$ 26,688	A	TAX105	Y	interviews scheduled
10/01/07	TAX105	Clerk IV	26278	N	\$ 27,768	\$ 28,884	A	TAX105	Y	interviews scheduled
07/02/07	TAX105	Clerk Typist II	1514	N	\$ 27,768	\$ 28,884	A	TAX105	Y	Filled w/ TAOL
09/01/07	TAX105	Management Analyst III	118675	N	\$ 31,608	NA	A	TAX105	Y	pending interview
07/01/07	TAX105	Tax Clerk	118450	N	\$ 28,860	NA	A	TAX105	Y	recruitment in progress
07/02/07	TAX105	Tax Clerk	40969	N	\$ 28,860	\$ 30,012	A	TAX105	Y	recruitment in progress
07/02/07	TAX105	Tax Clerk	47870	N	\$ 32,424	\$ 33,720	A	TAX105	Y	recruitment in progress
08/30/07	TAX105	Tax Clerk	118024	N	\$ 32,424	\$ 28,884	B	TAX105	Y	recruitment in progress
11/16/07	TAX105	Tax Clerk	1624	N	\$ 37,944	\$ 39,456	A	TAX105	Y	recruitment in progress
11/16/07	TAX105	Tax Clerk	5774	N	\$ 28,860	\$ 31,176	A	TAX105	Y	recruitment in progress
03/01/07	TAX105	Tax Information Tech II	33460	N	\$ 33,756	\$ 33,756	A	TAX105	Y	pending reallocation
09/13/07	TAX105	Tax Information Tech II	118450	N	\$ 32,424	\$ 28,884	A	TAX105	Y	recruitment in progress
09/24/07	TAX105	Tax Returns Examiner I	39132	N	\$ 29,976	\$ 32,460	A	TAX105	Y	employee has return rights
09/25/07	TAX107	Clerk IV	1597	N	\$ 25,656	\$ 26,688	A	TAX107	Y	Filled w/ 89-day hire
09/07/07	TAX107	Information Tech Specialist IV	1605	N	\$ 45,612	\$ 47,436	A	TAX107	Y	recruitment in progress
11/01/07	TAX107	Information Tech Specialist V	16052	N	\$ 51,312	\$ 53,880	A	TAX107	Y	pending interview

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08/07/07	TAX107	Information Technol Spclt IV	1493	N	\$ 45,612	\$ 47,832	A	TAX107	Y	recruitment in progress
8/7/2006 (NOTE 3)	TAX107	Information Technol Spclt V	1576	N	\$ 47,448	\$ 50,748	A	TAX107	Y	pending interview
09/18/07	TAX107	Purchasing Tech II	11590	N	\$ 32,424	\$ 33,720	A	TAX107	Y	Filled w/ 89-day hire
03/13/07	TAX107	Research Statistician IV	22673	N	\$ 55,500	\$ 55,500	A	TAX107	Y	pending reallocation
12/01/07	TAX107	Research Statistician IV	11472	N	\$ 36,048	\$ 40,512	A	TAX107	Y	pending interview
11/1/2005 (NOTE 4)	TAX107	Tax Specialist	1549	N	\$ 42,144	\$ 37,594	A	TAX107	Y	pending interview
05/16/07	TAX107	Tax Specialist	1537	N	\$ 60,024	\$ 60,024	A	TAX107	Y	Filled w/ 89-day hire

NOTES:

Due to the economy we have not been able to find applicants. We have lowered the Class to Tax Clerk and lowered the job specifications and requirements for qualification. The Department has done job fairs, posted on the internet, Oceanic TV job advertising and advertised in the local as well as state papers.

- 1 **Because of other initiatives within Compliance this position has been transferred to Office Audit and being recruited at Tax Clerk level – with interviews being scheduled for January 2008.**

In late 2006, the DHRD certified Clerk III list was completing exhausted, so on 1/24/07 a joint memo request to fill at the Clerk II level was made but no suitable applicants were identified. On 5/22/07 an updated request for an IVA and DHRD certified list was made, but again the Clerk III listing yielded not enough applicants to fill all vacancies. We are currently awaiting another certified Clerk III listing for this and other Clerk III vacancies.

- 3 Specialized IT position requires Oracle Certification. List received in December. Interviews are scheduled in January.

- 4 Position formerly filled by 89-day hire. Conducted several internal and external recruitment efforts but unable to find qualified applicant. Because of the difficulty in filling, we are considering downgrading this position to fill at a lower level and train.