


Bernard F. Lynch  
City Manager

MEMORANDUM

**TO:** Mayor Edward "Bud" Caulfield  
And  
Members of the Lowell City Council

**FROM:** Bernard F. Lynch, City Manager 

**DATE:** June 5, 2009

**SUBJECT:** Verbal Motion by Councilor Kazanjian at May 26, 2009 CC Meeting  
**"REQUEST THAT THE CITY MANAGER REPORT ON THE NUMBER OF  
CITY EMPLOYEES HIRED IN THE LAST SIX MONTHS"**

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In regards to the above mentioned verbal motion the attached report details not only the number of employees hired in the last six months but also those positions left unfilled through attrition as well as those lost through the voluntary incentive separation, voluntary separation and the layoffs which were incurred on June 5, 2009.

Since July of 2008 six positions have been refilled out of a total of 51 lost through attrition. As stated in a memo to the Department Heads dated October 29, 2008, the approach taken by the administration with regards to hiring was one of strict control. Positions would be left vacant through attrition where possible. Each hiring request was evaluated on a case by case basis with the Department Heads charged with demonstrating why the position should be filled. To that end, out of those 51 positions, six were determined to meet this stringent evaluation including a water inspector, dispatcher and environmental officer. The position of the Senior Center Director is not included on this list as it was filled through a promotion from within, leaving the position of administrative bookkeeper vacant. In the case of the Career Center, the positions have been funded through Federal Stimulus grant money to meet the tremendous demand created by the downturn in the economy.

In total, there has been a net reduction to the city's workforce of 118 positions. Please contact me with any questions in this regard.

# Positions Lost Since 2009 Budget

## POSITIONS NOT REFILLED

		Rehire				
1 Assistant AP Supervisor	Auditing	No	Attrition	1705	n/a	
2 Head Clerk	Auditing	No	Attrition	1705		
3 Senior Clerk/Typist	City Manager	No	Attrition	1705	n/a	
4 Head Clerk	DPW F& A	No	Attrition	1705	n/a	
5 Stockroom Clerk 3/Laborer	DPW L & B	No	Attrition	1705	n/a	
6 Library Assistant	Library	No	Attrition	1705	n/a	
7 Building Custodian	Library	No	Attrition	1705	n/a	
8 Working Foreman Grounds/Clocks	Messenger	No	Attrition	1705	n/a	
9 Junior Clerk	Parks	No	Attrition	1705	n/a	
10 Working Foreman Mechanic	Police	No	Attrition	1705	C. Boutselis	
11 Building Custodian	Police	No	Attrition	1705	E. Callery	
12 Principal Clerk	Police	No	Attrition	1705	D. Carville	
13 Head Clerk	Treasurer	No	Attrition	1705	n/a	
14 MEO 3	DPW	No	Attrition	1705	n/a	
15 MEO 3	DPW	No	Attrition	1705	n/a	
16 Special Events Coordinator	City Manager	No	Attrition	2532	n/a	
17 Neighborhood Planner	DPD	No	Attrition	2532	n/a	
18 Housing Rehab Technician	DPD	No	Attrition	2532	n/a	
19 Lead Paint Technician	DPD	No	Attrition	2532	n/a	
20 Technical Administrative Assistant	MIS	No	Attrition	2532	n/a	
21 Administrative Bookkeeper	Senior Center	No	Attrition	2532	n/a	
22 PH Nurse/Schools	Health	No	Attrition	1705A	n/a	
23 PH Nurse/Schools	Health	No	Attrition	1705A	n/a	
24 PH Nurse/Schools	Health	No	Attrition	1705A	n/a	
25 PH Nurse/Schools	Health	No	Attrition	1705A	n/a	
26 Firefighter	Fire	No	Attrition	Firefighters	n/a	
27 Firefighter	Fire	No	Attrition	Firefighters	n/a	
28 Firefighter	Fire	No	Attrition	Firefighters	n/a	
29 Librarian 1	Library	No	Attrition	MVEA C	n/a	
30 Assistant Director	Library	No	Attrition	MVEA D	n/a	
31 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
32 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
33 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
34 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
35 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
36 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
37 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
38 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
39 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
40 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
41 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
42 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
43 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
44 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
45 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
46 Police Patrolman	Police	No	Attrition	Patrolmen	n/a	
47 MEO Grade 3/Laborer	DPW Streets	No	Retire	1705	P. Lavigne	
48 MEO Grade 3/Laborer	DPW Streets	No	Retire	1705	V. Dery	
49 MEO Grade 3/Laborer	DPW Streets	No	Retire	1705	J. Mahado	
50 MEO Grade 3/Laborer/Watchman	DPW Streets	No	Retire	1705	W. Hoey	
51 Head Administrative Clerk	Cemetery	No	Retire	MVEA C	A. Schaffer	

# Positions Lost Since 2009 Budget

## POSITIONS LOST DUE TO VOL. LAYOFFS & VOL. SEPARATION

### VOLUNTARY LAYOFF

1	Roofer/Craftsman	DPW L & B	No	Vol layoff	1705	G. Mercier
2	MEO Grade 1/Laborer/Watchman	DPW Streets	No	Vol layoff	1705	J. Wilson
3	Water Service Inspector	Water	Yes	Vol layoff	1705	B. Chaput
4	Lead Dispatcher	Police	Yes	Vol layoff	1705	Hebert
5	Enviornmental Officer	DPD	Yes	Vol layoff	2532	C.Thomas
6	Assistant Traffic Planner	DPD	No	Vol layoff	2532	M.Roux
7	Program Assistant	DPD	No	Vol layoff	2532	J. Caron
8	Design Planner	DPD	Yes	Vol layoff	2532	S. Callaghan

### VOLUNTARY SEPARATION (\$5k INCENTIVE)

1	Maintenance Man	DPW Streets	No	Vol Sep	1705	R. Shay
2	Custodian	Senior Center	No	Vol Sep	1705	D. Reis
3	Working Foreman/ME Repairman	DPW Streets	No	Vol Sep	1705	C. Guziejka
4	Sr. Build. Custodian	Police	No	Vol Sep	1705	D.Sanborn
5	Princ Clerk	Police	No	Vol Sep	1705	C. Ouellette
6	Finance Officer	DPD	No	Vol Sep	2532	S. Masson
7	Lieutenant	Fire	No	Vol Sep	Firefighters	P. Gauvreau
8	Lieutenant	Fire	No	Vol Sep	Firefighters	G. Rose
9	Lieutenant	Fire	No	Vol Sep	Firefighters	W. Watson
10	Firefighter	Fire	No	Vol Sep	Firefighters	R. Demers
11	Firefighter	Fire	No	Vol Sep	Firefighters	L. Peaslee
12	Firefighter	Fire	No	Vol Sep	Firefighters	G. Ralls
13	Gen Foreman/Tree Climber	DPW Streets	No	Vol Sep	MVEA C	D.Carroll
14	Asst Superintendent of Parks	Parks	No	Vol Sep	MVEA C	E. Gauthier
15	Park Foreman	Parks	No	Vol Sep	MVEA C	R. Swiderski
16	Outreach Worker	Career Ctr	Yes	Vol Sep	non-union	N. Petterson
17	Case Mgr	Career Ctr	Yes	Vol Sep	non-union	G.Robillard

**25 PLUS 6 REHIRS = 19**

# Positions Lost Since 2009 Budget

## POSITIONS LOST DUE TO LAYOFFS

1 Head Clerk	Assessors	No	Layoff	1705	A. Boucher
2 Head Clerk	Auditing	No	Layoff	1705	D Leblanc
3 Laborer	Cemetery	No	Layoff	1705	J. Meehan
4 Laborer	Cemetery	No	Layoff	1705	G. Duarte
5 Laborer	Cemetery	No	Layoff	1705	R. Christakos
6 Principal Clerk	DPW F & A	No	Layoff	1705	D.Luis
7 Carpenter/Craftsman	DPW L & B	No	Layoff	1705	K. Fleming
8 HVAC Technician/Craftsman	DPW L & B	No	Layoff	1705	B. Murphy
9 Painter/Craftsman	DPW L & B	No	Layoff	1705	W. Lamphier
10 Painter/Craftsman	DPW L & B	No	Layoff	1705	D. Degan
11 Maintenance Man	DPW Streets	No	Layoff	1705	B. Flynn
12 Head Clerk	Fire	No	Layoff	1705	P. Archambault
13 Head Clerk	Health	No	Layoff	1705	K. Conole
14 Laborer	Parks	No	Layoff	1705	D. Bastien
15 Laborer	Parks	No	Layoff	1705	J. Wojcik
16 Laborer	Parks	No	Layoff	1705	J. Bastien
17 Downtown Maintenance/Laborer	Parks	No	Layoff	1705	R. Hightower
18 Downtown Maintenance/Laborer	Parks	No	Layoff	1705	D. St.Marie
19 Laborer	Parks	No	Layoff	1705	J.Avilla
20 Laborer	Parks	No	Layoff	1705	L.Santiago
21 Downtown Maintenance/Laborer	Parks	No	Layoff	1705	R. Wasik
22 Laborer	Parks	No	Layoff	1705	D. Brodeur
23 Laborer	Parks	No	Layoff	1705	M. Hamilton
24 Laborer	Parks	No	Layoff	1705	K. Rudy
25 Principal Clerk	Police	No	Layoff	1705	G. Martel-Terrielli
26 Principal Clerk	Police	No	Layoff	1705	M. Bond
27 Sign Painter	Police	No	Layoff	1705	R. Day
28 Parking Meter Repairman	Police	No	Layoff	1705	M. Servin
29 Principal Clerk	Purchasing	No	Layoff	1705	P. Foote
30 Riverfront Coordinator	Recreation	No	Layoff	1705	R. Racicot
31 Head Clerk	Veterans	No	Layoff	1705	N. McGuire
32 Elections Clerk	Elections	No	Layoff	1705	M. Ouellette
1 Office Manager	City Clerk	No	Layoff	2532	M.Christian
2 Records Management Officer	Inspectional	No	Layoff	2532	J. Menyongai
3 Systems Administrator	MIS	No	Layoff	2532	D. Welch
4 Community Police Liason	Police	No	Layoff	2532	R. Theum
5 Computer Tech	Police	No	Layoff	2532	T. Coomas
1 Provisional Highway Foreman	DPW Streets	No	Layoff	MVEA C	K. Tsouprakos
2 Head Administrative Clerk	Electrical	No	Layoff	MVEA C	D. Daigle
3 Head Administrative Clerk	Inspectional	No	Layoff	MVEA C	K. Hayes-Hackett
4 Princ Property Lister	Assessors	No	Layoff	MVEA C	L. Hubert
5 Head Administrative Clerk	Fire	No	Layoff	MVEA C	B. Lemaitre
1 Building Mgr.	Messenger	No	Layoff	MVEA D	J. Moran
1 Assistant City Solicitor	DPD	No	Layoff	Non-Union	P. Talty
2 Assistant City Solicitor	Law	No	Layoff	Non-Union	J. McKenna
3 Aide	Mayor	No	Layoff	Non-Union	M. Paglia
4 Admin Asst. to Mgr.	Mgr Admin	No	Layoff	Non-Union	B. Teles
5 Building Custodian PT	Police	No	Layoff	Non-Union	G. Leclair

# Positions Lost Since 2009 Budget

## SUMMARY

### Attrition- positions not filled

Non-union	0
2532	6
1705	19
1705A	4
MVEA D	1
MVEA C	2
Inspectors	0
Patrolmen	16
Firefighters	3

<b>Total</b>	<b>51</b>
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### Layoffs

Non-union	5
2532	5
1705	32
MVEA D	1
MVEA C	5
Inspectors	0
Patrolmen	0
Firefighters	0

<b>Total</b>	<b>48</b>
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### Attrition -Voluntary Separation or Voluntary Layoffs

Non-union	2	2 Rehires
2532	5	2 Rehires
1705	9	2 Rehires
1705A	0	
MVEA D	0	
MVEA C	3	
Inspectors	0	
Patrolmen	0	
Firefighters	6	

<b>Total</b>	<b>25</b>	<b>6 Rehires</b>
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		<b>NET LOSS</b>	
<b>GRAND TOTAL</b>	<b>124</b>	<b>6 Rehires</b>	<b>118</b>