2-07/090.40 - Item Control

The Item Control Section monitors and tracks employee positions Department-wide, providing executives and requesting units with reports on the status of staffing and vacancies for sworn and professional staff. The Section's primary functions include the following:

- tracking all Department positions by ordinance and funding source, and working collectively with the Budget Services Section to ensure there is sufficient ordinance and budget to hire and promote personnel;
- liaison with Personnel Administration Bureau to expedite requested position transactions; and
- processing Item Control and Alpha Processing Request Forms, also known as "Blues," for promotions, new hires, demotions, status changes, and reclassifications.