

FTE Template – Staffing Report

List each position in Column A and enter the budgeted FTEs for the start of the year in Column B. Then, for each month, record the number of FTEs employed for that month in Columns D through O. Leave any future months blank.

As you update the FTEs each month, Column C will automatically calculate the current number of vacancies. An example entry is provided for reference.

Agencies that use the City's payroll system can contact Brandye DeLarge at badelarge@nola.gov for assistance with accessing personnel reports.

Position Title	Budgeted FTE	Vacancies	January
C0061 - Office Assistant III	3		3
C0132 - Office Assistant IV	4	2	2
C0246 - Admin Support Supervisor II	1		1
C0253 - Finance Operations Manager	1		1
C0295 - Social Worker II	1		1
C0361 - Management Dev Analyst I	1		1
C0420 - Junior Accountant	1		1
C6076 - Senior Court Probation Officer	5	3	2
C6078 - Court Probation Coordinator	1		1
C7518 - Clerk of Court Assistant	1		1
U0942 - Judicial Administrator	1		1
U0948 - Asst Judicial Administrator	1		1
U0953 - Management Services Supervisor	3		3
U0963 - Administrative Support Specialist	2		2
U0967 - Court Clerk I	16	5	11
U0968 - Court Clerk II	9	1	8
U0969 - Court Clerk Supervisor	7		7
U0971 - Court Reporter	5		5
U0977 - Senior Office Assistant	6	1	5
U0979 - Clerk I	1		1
U0981 - Office Assistant	10.5	8	2.5
U0983 - Attorney I	0.5		0.5
U0988 - Accountant	1		1
U0995 - Clerk of Court	1		1
Z0020 - Judge	7		7
Z0021 - Judge Ad Hoc	25	1	24
Total	115	21	94

February

March

April

May

June

July

August

September **October** **November** **December**