

DOR W&M Vacancy Table as of 4/30/17

| | LAB Authorized Positions | Vacancies | TWA | WOC | Double Fill | Leadworker | Season Eligibility Diff | Diff Bi -Lingual | Team Lead Diff | Lateral Diff Allowance | Vacancy Percentage |
|------------------------------------|--------------------------|------------|----------|-----------|-------------|------------|-------------------------|------------------|----------------|------------------------|--------------------|
| Executive Division | 39 | 4 | 0 | 9 | 3 | 1 | 0 | 0 | 0 | 0 | 10% |
| Project Management Office | 14 | 5 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 36% |
| Core System Replacement | 34 | 29 | 0 | 19 | 2 | 1 | 0 | 0 | 3 | 1 | 85% |
| Administrative Services Division | 251 | 40 | 2 | 20 | 8 | 20 | 13 | 0 | 3 | 0 | 16% |
| Property Tax Division | 87 | 12 | 3 | 3 | 4 | 3 | 0 | 0 | 0 | 1 | 14% |
| Personal Income Tax and Compliance | 430 | 54 | 3 | 26 | 12 | 44 | 0 | 22 | 0 | 1 | 13% |
| Business Division | 217 | 25 | 1 | 13 | 13 | 20 | 0 | 6 | 0 | 0 | 12% |
| Senior Citizens Defferral | 15 | 6 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 40% |
| Totals | 1087 | 175 | 9 | 91 | 43 | 91 | 13 | 28 | 6 | 3 | 16% |

Definitions:

Work-out-of-class (WOC) (A) A WOC assignment is generally for a period of 10 consecutive calendar days or more. Payment for WOC is a dollar amount paid in addition to an employee's base rate of pay. (i) The WOC rate of pay for temporary duties at a higher classification is either: (1) Five percent of the employee's base rate of pay; or (2) The difference between the employee's base rate of pay and the first step of the higher (WOC) classification's salary range, whichever is greater.

Doublefill: Policy: 40-010-02 7 of 7 Effective: 7/1/2016 State HR Policy (i) A double fill may occur for any of the following situations: (a) To cover an employee on leave for any reason when a temporary appointment is not appropriate and a vacant position does not exist to address the workload need; (b) Short-term transition of employees into impending vacant positions for purposes of training; (c) Establishing position pending the PICS update; (d) When approved or directed by the Budget and Management Section to address budget issues; (e) Job share

Leadwork Differential/Team Lead Differential (A) This differential applies to all employees assigned to perform "leadwork" duties for 10 or more consecutive calendar days if: a) the class specifications for the employee's position do not include leadwork duties and b) the employee's position is not management service-supervisory. Management assigns leadwork duties in Policy: 20.005.10 9 of 11 Effective: 3/30/09 Statewide Policy Pay Practices 20.005.10 writing. Leadwork occurs when management assigns an employee all of the following duties: (1) Prioritize and assign tasks to efficiently complete work; (2) give direction to workers concerning work procedures and performance standards; (3) review the completeness, accuracy, quality and quantity of work; and (4) provide informal feedback of employee performance to the supervisor.

Season Eligibility Differential: PERS pick up for Seasonal Employees

Bilingual Skills Differential This differential applies to employees who must use bilingual skills to perform assigned duties. "Bilingual skills" means translation to and from English, interpretation of another language or the use of sign language. The employee's supervisor must assign the interpretation and translation duties. The supervisor documents the assignment in the employee's position description. The differential is 5 percent of base pay

Lateral Classification Assignment Differential: When an employee is temporarily assigned for a period of ten (10) or more consecutive calendar days to a lateral classification within the same salary range base number and the salary is a higher salary schedule, the employee shall be paid at the lowest step in the new schedule that provides the employee an increase in his/her base rate of pay.