

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE
2017 SEP -7 A 10:48
RECORDED

September 7, 2017

TO: The City Council
RE: Transfer Request – Human Resources

Dear Councillors:

I respectfully request a transfer of \$5,000.00 to fund the civil service exams for the E911 Dispatcher exam and the Clerical exam. This funding request will be offset by the application fee for the exam paid by each applicant.

FROM:

Stabilization Fund-General #250-135-7405-5205 \$5,000.00

TO:

HR-Civil Service Exams #001-152-5400-5311 \$5,000.00

Attached is a copy of a letter dated September 5, 2017 that was received from the HR Director, Kristen Murphy. Ms. Murphy will be available to answer questions concerning this request.

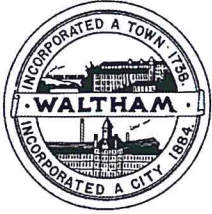
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Kristin Murphy



**CITY OF WALTHAM
MASSACHUSETTS**

119 SCHOOL ST., WALTHAM, MASSACHUSETTS 02451
781-314-3355 FAX 781-314-3358
E-MAIL - KMURPHY@CITY.WALTHAM.MA.US

KRISTIN MURPHY
HUMAN RESOURCES DIRECTOR
WORKERS' COMPENSATION AGENT

September 5, 2017

Mayor Jeannette McCarthy
City of Waltham
610 Main Street
Waltham, MA 02451

Dear Mayor,

I respectfully request an additional appropriation in the amount of \$5,000.00 from Unreserved Fund Balance to Account 001-152-5400-5311 Civil Service Exams.

The funding is to hold Emergency Telecommunications Dispatcher and Clerical Civil Service Exams to establish new hiring lists. The funding will be offset by the application fee, paid by the applicant to take the exams.

I will be available to answer any questions you may have regarding this request.

Very truly yours,

Kristin Murphy
Human Resources Director
Workers' Compensation Agent
City of Waltham

cc: P. Centofanti

RECEIVED
SEP 06 2017
MAYOR'S OFFICE