

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

February 7, 1991

**HUMAN RESOURCES MEMORANDUM 5-91**

**TO:** Commissioners/Department Heads

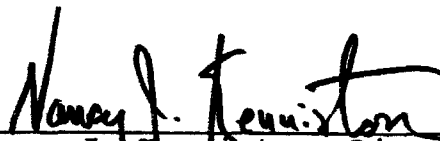
**SUBJECT:** Staffing Summary

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Attached is a staffing summary of active employees for your organization for the dates listed. Employees are categorized as follows:

1. General Fund Permanent Employees
2. General Fund Temporary Employees
3. Other Funds Permanent Employees
4. Other Funds Temporary Employees

For each reporting date we have summarized the four categories listed above. We plan to print and distribute this report to you on a regular basis (monthly).

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachment