

**ACTION TAKEN ON VACANCY REQUESTS  
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: December 7, 2022

TIME: 9:00 A.M.

PLACE: Committee Room 301-B  
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

Vacancies listed were approved by Finance & Personnel unless otherwise indicated.

Finance & Personnel Committee Meeting: December 7, 2022  
CCFN 221148

| Req. I.D. No. | Department and Position                                  | Pay Range | Date Vacant          | Committee Action |
|---------------|--|-----------|----------------------|------------------|
|               | <u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>             |           |                      |                  |
|               | <u>DOA- INFORMATION &amp; TECHNOLOGY MANAGEMENT DIV.</u> |           |                      |                  |
| 9992          | IT Support Specialist-Lead                               | 2HN       | 11/26/22             |                  |
|               | <u>ASSESSOR</u>  |           |                      |                  |
| 10000         | Senior Property Appraiser 4 (2 positions)                | 2HN       | 11/26/22<br>12/10/22 |                  |
|               | <u>BOARD OF ZONING APPEALS</u>                           |           |                      |                  |
| 10011         | Program Assistant I                                      | 5EN       | 11/13/22             |                  |
|               | <u>CITY ATTORNEY</u>                                     |           |                      |                  |
| 9972          | Legal Office Assistant                                   | 6JN       | 12/8/22              |                  |
|               | <u>CITY TREASURER</u>                                    |           |                      |                  |
| 9946          | Customer Service Rep. III                                | 6HN       | 11/12/22             |                  |
|               | <u>COMMON COUNCIL-CITY CLERK</u>                         |           |                      |                  |
| 10007         | Senior Planner   | 2IX       | 1/1/23               |                  |
|               | <u>ELECTION COMMISSION</u>                               |           |                      |                  |
| 10006         | Election Admin. Services Coordinator                     | 2EN       | 12/1/22              |                  |
|               | <u>FIRE AND POLICE COMMISSION</u>                        |           |                      |                  |
| 10003         | Program Assistant I                                      | 5EN       | 12/11/22             |                  |
|               | <u>HEALTH DEPARTMENT</u>                                 |           |                      |                  |
| 9943          | Chemist -Senior  | 2HN       | 1/16/23              |                  |
| 9973          | Environmental & Disease Control Spec.                    | 2DN       | 11/27/22             |                  |
|               | <u>LIBRARY</u>   |           |                      |                  |
| 9982          | Library Technical Services Spec.-Lead                    | 5IN       | 12/11/22             |                  |
| 9983          | Custodial Worker II-City Laborer                         | 8DN       | 1/5/23               |                  |
|               | <u>MUNICIPAL COURT</u>                                   |           |                      |                  |
| 9974          | Court Services Assistant III (2 positions)               | 6FN       | 10/15/22<br>11/12/22 |                  |
|               | <u>DEPT. OF NEIGHBORHOOD SERVICES</u>                    |           |                      |                  |
| 9968          | Certification and Communications Coord.                  | 2JX       | 10/29/22             |                  |
| 9969          | District Code Enforcement Supervisor                     | 1EX       | 10/16/22             |                  |
| 9970          | Building Construction Inspector                          | 2HN       | 10/4/22              |                  |
| 9971          | Office Assistant II                                      | 6EN       | 11/5/22              |                  |
|               | <u>DPW-ADMINISTRATIVE SERVICES</u>                       |           |                      |                  |
| 9919          | Accounting Assistant II                                  | 6HN       | 10/18/22             |                  |
| 9967          | Administrative Assistant II                              | 6HN       | 11/13/22             |                  |
|               | <u>DPW-INFRASTRUCTURE SERVICES</u>                       |           |                      |                  |
| 9978          | Engineering Drafting Technician II                       | 3FN       | 10/21/22             |                  |
|               | <u>DPW-OPERATIONS DIVISION</u>                           |           |                      |                  |
| 9988          | Self-Help Yard Attendant                                 | 8FN       | 11/14/22             |                  |
| 9989          | Sanitation Supervisor                                    | 1AX       | 11/27/22             |                  |
| 9990          | Environmental Policy Analyst                             | 2GX       | 11/27/22             |                  |
| 10005         | Sanitation Yard Attendant                                | 8DN       | 11/24/22             |                  |

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|---|---------------------------------------|-----------|-------------|------------------|
| <u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u> |                                       |           |             |                  |
| <u>DEPT. OF CITY DEVELOPMENT</u>  |                                       |           |             |                  |
| 10002   | Real Estate Coordinator II            | 2DN       | 12/10/22    |                  |
| <u>HEALTH DEPARTMENT</u>  |                                       |           |             |                  |
| 9975  | Home Environmental Health Inspector 4 | 3RN       | 11/12/22    |                  |
| 10004   | Well Women's Program Manager          | 1EX       | 1/8/22      |                  |
| <u>PORT MILWAUKEE</u>   |                                       |           |             |                  |
| 9980  | Trade Development Rep.                | 2IX       | 12/11/22    |                  |
| <u>DPW - WATER WORKS</u>  |                                       |           |             |                  |
| 9993  | Inventory Assistant III               | 6IN       | 11/13/22    |                  |
| 9994  | Water Meter Technician (2 positions)  | 7DN       | 11/26/22    |                  |
| 9995  | Water Repair Worker (5 positions)     | 8LN       | 12/11/22    |                  |
|   |                                       |           | 11/9/22     |                  |
|   |                                       |           | 12/23/21    |                  |
|   |                                       |           | 6/8/22      |                  |
|   |                                       |           | 11/15/22    |                  |
|   |                                       |           | 11/15/22    |                  |

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: December 7, 2022  
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Funds transfers listed were approved by  
Finance & Personnel

| Department<br>Account Name         | Amount of Transfer |           | Reason for Transfer   |
|------------------------------------|--------------------|-----------|---|
|                                    | From               | To        |   |
| <u>DEPT. OF EMPLOYEE RELATIONS</u> |                    |           |   |
| Salaries & Wages                   | \$15,000           |           | Departments have utilized auxiliary staffing for more upper level management than anticipated, contributing to greater than expected expenses in this program. DER would like to transfer an additional \$15,000 from the salary line to fill this gap. |
| Operating Expenditures             |                    | \$15,000  |   |
| <u>DPW-TRANSPORTATION FUND</u>     |                    |           |   |
| Equipment                          | \$300,000          |           | Greater than expected expenditures in 2022. Funds are available because the department could not secure purchasing agreements for major equipment that was expected to be procured in 2022 resulting in a balance.                                      |
| Operating Expenditures             |                    | \$300,000 |   |
| Salaries & Wages                   | \$450,000          |           | Greater than expected expenditures in 2022. Funds are available due to higher than expected vacancy rate in several position titles.  |
| Operating Expenditures             |                    | \$450,000 |   |

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous