

**AGENDA OF ITEMS TO BE CONSIDERED
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: September 19, 2018
TIME: 9:00 A.M.
PLACE: Committee Room 301-B
City Hall
SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

Finance & Personnel Committee Meeting: September 19, 2018
CCFN 180643

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/Ext Fill	Code
				Auth.	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
6567	<u>DOA-PURCHASING DIVISION</u> Procurement Administrator	1CX	8/11/18	1	0	1	0	0		Int	x-2b
<u>DOA-INFORMATION & TECHNOLOGY MGMT. DIVISION</u>											
6625	UCC Customer Service Rep. III	6HN	9/7/18	2	1	1	0	0		Int/Ext	x-2b
<u>ASSESSOR</u>											
6573	Senior Property Appraiser (2 pos.)	2HN	5/19/18 8/1/16	28	26	1	0	1		Int/Ext	x-2b
<u>CITY ATTORNEY</u>											
6609	Assistant City Attorney V	2QX	9/22/18	34	31	1	0	2		Int/Ext	x-2b
<u>DEPT. OF CITY DEVELOPMENT</u>											
6611	Senior Planner (2 positions)	2HX	7/4/18 8/11/18	3	1	2	0	0		Int/Ext	x-2b
6612	Associate Planner	2EX	12/16/18	1	0	1	0	0		Int	x-2b
<u>FIRE & POLICE COMMISSION</u>											
6660	Fire & Police Comm. Staffing Services Manager	1IX	8/12/18	1	0	1	0	0		Int/Ext	x-3
<u>FIRE DEPARTMENT</u>											
6632	Fire Dispatcher - Senior (4 pos.)	2FN	5/6/18 5/20/18 NA NA	6	2	4	0	0		Int	x-1
<u>HEALTH DEPARTMENT</u>											
6580	Management Accountant-Sr.	2EX	9/30/18	1	0	1	0	0		Int	x2-b
6594	Environmental Health Spec. (2 pos.)	3LN	8/12/18 8/12/18	17	15	2	0	0		Int/Ext	x2-b
6581	Public Health Nurse 1	2DN	8/11/18	33	27	1	0	5		Int/Ext	x2-b
6640	Program Assistant I	2EX	NA	1	0	1	0	0		Int	x2-b
6641	Office Assistant III	6FN	NA	1	0	1	0	0		Int	x2-b
6642	Public Health Nurse 1	2DN	9/20/18	33	26	1	0	6		Int/Ext	x2-b
<u>LIBRARY</u>											
6618	Custodial Worker II/City Laborer	8DN	8/12/18	27	24	1	0	2		Int/Ext	x2-b
6619	Custodial Worker III	8EN	9/22/18	1	0	1	0	0		Int/Ext	x2-b
6620	Accounting Assistant III	5EN	9/23/18	1	0	1	0	0		Int/Ext	x2-b
6621	Office Assistant III	6FN	9/22/18	2	1	1	0	0		Int/Ext	x2-b
6622	Library Branch Manager	1EX	9/23/18	12	9	1	0	2		Int/Ext	x2-b
6623	Librarian III	2FN	9/29/18	49	35	1	0	13		Int/Ext	x2-b
6626	Library Technology Specialist	2BN	7/28/18	6	4	1	0	1		Int/Ext	x2-b
<u>MUNICIPAL COURT</u>											
6638	Municipal Court Clerk I	6NN	9/22/18	6	5	1	0	0		Int	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
6599	Plan Examiner III	2JN	5/6/18	7	1	1	0	4		Int/Ext	x-2a
6624	Comm. Code Enforcement Insp.	3LN	7/29/18	15	12	1	2	0		Int	x-2a
6627	Special Enforcement Inspector	2GN	7/25/18	21	17	1	3	0		Int	x-2a
<u>POLICE DEPARTMENT</u>											
6586	Staff Assistant-Senior	2IX	8/25/18	1	0	1	0	0		Int	x-2b
6587	Helpdesk Specialist II	3IN	7/30/18	9	8	1	0	0		Ext	x-2b
6588	Accounting Assistant II	6HN	8/12/18	2	1	1	0	0		Ext	x-2b
6590	Personnel Payroll Asst. II	6HN	9/23/18	2	1	1	0	0		Int	x-2b
6596	Maintenance Technician II	3GN	7/24/18	6	4	1	0	1		Ext	x-2b
6600	Emergency Comm. Oper. II (18 pos.)	5IN	NA	136	122	18	0	0		Ext	x-1

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<u>DPW-ADMINISTRATIVE SERVICES</u>											
6605	Personnel Payroll Assistant III	5EN	10/7/18	11	10	1	0	0	55% Reimb.	Int	x-2b
6616	Safety Supervisor	1DX	1/1/18	1	0	1	0	0		Int	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
6555	Electrical Worker	7FN	7/29/18	31	27	1	4	0	60% Capital	Int/Ext	x-2b
6559	Electrical Worker	7FN	8/12/18	31	26	1	1	3	60% Capital	Int/Ext	x-2b
6560	Municipal Services Electrician	7QN	1/1/18	79	75	1	2	1	60% Capital	Int/Ext	x-2b
6566	Inventory Assistant II	6HN	8/11/18	6	4	1	0	1		Int/Ext	x-2b
6569	Municipal Services Electrician	7QN	8/14/18	79	74	1	2	2	60% Capital	Int/Ext	x-2b
6578	Municipal Services Electrician	7QN	8/25/18	79	74	1	2	2	50% Capital	Int	x-2b
6602	Accountant III	2GX	9/8/18	5	4	1	1	0	50% Capital	Int/Ext	x-2b
6607	Engineering Draft. Technician II	3FN	6/19/18	17	15	1	1	0	100% Capital	Int/Ext	x-2b
6608	Engineering Draft. Tech. IV (5 pos.)	3NN	7/22/17	15	9	5	1	0	100% Capital	Int	x-2b
			9/30/17								
			11/1/17								
			8/11/18								
			8/25/18								
6617	Street & Bridges Services Manager	1JX	6/16/17	1	0	1	0	0		Int/Ext	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
6576	Vehicle Services Technician II	7HN	8/26/18	57	56	1	0	0		Int/Ext	x-2b
6592	Heavy Equipment Lubricator	8FN	7/29/18	5	4	4	0	0		Int/Ext	x-2b
6615	Vehicle Services Technician II	7HN	8/26/18	57	55	1	0	1		Int/Ext	x-2b
6634	Sanitation District Manager	1DX	9/9/18	6	5	1	0	0	3% recycling grant	Int/Ext	x-2b
6631	Equipment Mechanic III	7CN	TBD	2	1	1	0	0		Int/Ext	x-2b
6457	Nursery Crew Leader	7IN	7/1/18	1	0	1	0	0	50% Capital	Int	x-2b
6469	Urban Forestry Technician	7LN	6/18/18	10	9	1	0	0		Int	x-2b
6474	Sanitation Supervisor	1AX	6/14/18	22	21	1	0	0		Int/Ext	x-2b
6525	Lead Equipment Mechanic	7FN	7/15/18	1	0	1	0	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
6591	Healthcare Access Program Mgr.	1DX	8/11/18	1	0	1	0	0	MA Outreach-Forward	Int/Ext	x-6
6593	Public Health Nurse I (2 positions)	2DN	1/1/17	33	27	2	0	4	Family Foundations	Int/Ext	x-6
			7/31/18								
6595	Home Environmental Health Mgr.	1FX	7/28/18	1	0	1	0	0	HUD Lead reduction	Int/Ext	x-6
6643	Public Health Nurse 1	2DN	9/1/18	33	26	1	0	6	Home Visiting grant	Int/Ext	x-6
6644	Public Health Nurse Supv.	1DX	9/8/18	2	0	1	0	1	Maternal & Child Hlth	Int/Ext	x-6
6645	Public Health Social Worker	2DN	3/23/18	10	7	1	0	2	Home Visiting grant	Int/Ext	x-6
6646	Public Health Nurse 1	2DN	8/11/18	33	26	1	0	6	Home Visiting grant	Int/Ext	x-6
6648	Public Health Educator II	2CN	9/15/18	2	1	1	0	0	Maternal & Child Hlth	Int/Ext	x-6
<u>DPW-WATER WORKS</u>											
6636	Water Meter Technician (3 positions)	7DN	8/28/18	22	18	3	1	1	Water Works		x-6
			8/28/18								
			8/4/18								
6637	Water Distr. Utility Investigator	8IN	8/1/18	11	6	1	0	0	Water Works	Int/Ext	x-6
6635	Water Plant Automation Manager	1FX	8/25/18	1	0	1	0	0	Water Works	Int	x-6
6639	Office Assistant IV	6HN	9/30/18	4	3	1	0	0	Water Works	Int/Ext	x-6
6650	Network Coordinator Associate	2EX	9/23/18	2	1	1	0	0	Water Works	Int/Ext	x-6
6649	Sr. Water Treatment Plant Operator	3PN	9/8/18	24	23	1	0	0	Water Works	Int/Ext	x-6
6653	Machine Repairperson	7JN	6/17/18	10	8	1	0	1	Water Works	Int/Ext	x-6