

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

DATE: December 15, 2014

TIME: 9:00 A.M.

PLACE: Committee Room 301-B  
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: December 15, 2014

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. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
114	<u>DOA-BUSINESS OPERATIONS DIV.</u> Program Assistant II	5FN	11/30/14	1	0	1	0	0	Exempt	Int/Ext	x-2b
86	<u>ASSESSOR</u> Senior Property Appraiser	2DN	12/7/14	29	27	1	0	0		Int/Ext	x-2a
98	<u>DEPT. OF CITY DEVELOPMENT</u> Long Range Planning Mgr.	2KX	11/22/14	1	0	1	0	0		Int/Ext	x-3
108	<u>COMPROLLER</u> Accounting Specialist	2GX	11/9/14	12	11	1	0	0		Int/Ext	x-3
126	Accounting Program Assistant III	5GN	12/14/14	7	6	1	0	0		Int	x-3
105	<u>FIRE DEPARTMENT</u> Vehicle Operations Instructor	4E	12/6/14	1	0	1	0	0		Int	x-1
107	Heavy Equipment Operator	4D	12/21/14	162	160	1	0	1		Int	x-1
97	<u>HEALTH DEPARTMENT</u> Virologist II	2DN	6/5/14	1	0	1	0	0		Ext	x-2b
121	Virologist III	2FN	1/4/14	1	0	1	0	0		Int/Ext	x-2b
123	Public Health Nurse	2DN	12/26/14	55	45	1	0	0		Ext	x-2b
94	<u>LIBRARY</u> Library Branch Manager	1DX	1/4/15	8	6	1	0	1	Int/Ext	x-2a	
93	Librarian V	1FX	1/4/15	4	2	1	1	0	Int/Ext	x-2b	
71	Librarian II	2CN	11/30/14	12	11	1	1	0	Int/Ext	x-2b	
99	Library Reference Assistant	5DN	2/1/15	18	16	1	0	1	Int	x-2b	
87	Custodial Worker III	8EN	12/8/14	1	0	1	0	0	Int/Ext	x-2b	
109	<u>DEPT. OF NEIGHBORHOOD SERVICES</u> Commercial Code Enf. Inspector	3LN	9/13/14	16	15	1	0	0	Ext	x-2a	
110	Plan Examiner Specialist	2EN	11/23/14	2	1	1	0	0	Int	x-2a	
106	<u>POLICE DEPARTMENT</u> Court Liaison Officer	4C	5/23/12	2	1	1	0	0	Int	x-1	
100	Custodial Worker II-City Laborer	8DN	6/12/14	39	35	1	0	3	Int/Ext	x-2b	
96	<u>DPW-ADMINISTRATIVE SERVICES</u> Accounting Assistant II	6HN	12/20/14	4	3	1	0	0	Int	x-2b	
122	<u>DPW-INFRASTRUCTURE SERVICES</u> Bridge Operator Supervisor	1BX	6/19/09	1	0	1	0	0	Int	x-2b	
88	<u>DPW-OPERATIONS DIVISION</u> Equipment Mechanic III	7CN	11/8/14	3	2	1	0	0	Int/Ext	x-2b	
89	Nursery Specialist	7BN	12/20/14	4	3	1	0	0	Int	x-2b	
91	Urban Forestry Technician	3NN	12/20/14	8	6	1	1	0	Int/Ext	x-2b	

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<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>DOA-OFFICE OF SUSTAINABILITY</u>											
92	Environ. Sustainability Program Coord.	2IX	12/7/14	1	0	1	0	0	CDBG/Sewer 25% O&M, 75% Grant	Int	x-6
118	Grant Monitor	2GX	NA	1	0	1	0	0		Int/Ext	x-6
<u>DEPT. OF CITY DEVELOPMENT</u>											
117	Rent Assistance Specialist III	2DN	9/28/14	4	3	1	0	0	Federal Grant	Int	x-6
<u>HEALTH DEPARTMENT</u>											
124	Public Health Nurse	2DN	12/6/14	55	45	1	0	9	Home Visiting Grant	Ext	x-6
125	Health Access Assistant II	6FN	NA	9	8	1	0	0	MA Outreach Forward	Ext	x-6
<u>DPW-WATER WORKS</u>											
101	Customer Service Rep. III	6HN	1/4/15	13	8	1	0	4	Water Works	Int/Ext	x-6
102	Water Plant Instrumentation Spec.	3KN	12/2/14	5	3	1	0	1	Water Works	Int/Ext	x-6
111	Accounting Assistant III	5EN	12/20/14	4	3	1	0	0	Water Works	Int/Ext	x-6
112	Business Services Specialist	2DN	12/6/14	1	0	1	0	0	Water Works	Int/Ext	x-6
115	Office Assistant IV	6HN	3/20/11	1	0	1	0	0	Water Works	Int	x-6

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: December 15, 2014

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>FIRE DEPARTMENT</u>			
Operating Expenditures Computer Replace Prog. - Fire	\$36,853.39	\$36,853.39	Transfer is for the purchase of new computer servers. The funds were budgeted in the operating account but will be expensed in the Computer Replacement Program - Fire special fund.
Operating C&M Genesis-Fire C&M Vehicle-Fire Peripheral Equipment	\$26,000.00 \$2,400.80 \$4,500	\$32,900.80	Transfer is for the purchase of computer equipment and cell boosters. The funds were budgeted in the operating account but will be expensed in the Peripheral Equipment - Fire special fund.
<u>DPW-OPERATIONS DIVISION</u>			
In-House Demolition Program Other Operating Services	\$450,000.00	\$450,000.00	As a result of a mid year 14% increase in tipping fees, the Other Operating Services account will be approximately \$500,000 under funded. The Demolition account is overfunded as a result of DPW being able to find a continuous supply of free clean fill.

SCHEDULE C - GENERAL MATTERS

- Miscellaneous