

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

DATE: January 11, 2023  
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: January 11, 2023  
CCFN 221328

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>ASSESSOR</u>			
10013	Senior Property Appraiser 4 (2 positions)	2HN	12/2/22 12/30/22	
10014	Office Assistant IV	6HN	12/25/22	
10023	Office Assistant III	6FN	12/25/22	
	<u>CITY ATTORNEY</u>			
10057	Asst. City Attorney V	2QX	12/28/22	
	<u>COMMON COUNCIL-CITY CLERK</u>			
10075	Intergovernmental Policy Mgr. - Sr.	2MX	1/21/23	
	<u>COMPTROLLER</u>			
10032	City Payroll Specialist	2DN	12/26/22	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
10052	Workforce Planning & Certification Supv.	1HX	1/22/23	
	<u>FIRE AND POLICE COMMISSION</u>			
10078	Fire and Police Comm. Investigator	2HX	1/21/23	
	<u>FIRE DEPARTMENT</u>			
10050	Fire Captain	4JN	12/22/22	
10051	IT Support Specialist-Senior	2GN	3/3/22	
10053	IT Support Specialist-Senior	2GN	11/26/22	
10054	Fire Health and Safety Manager	2IX	5/22/22	
10055	Fire Maintenance Technician	7HN	10/22/22	
10056	Fire Maintenance Technician	7HN	4/9/22	
	<u>HEALTH DEPARTMENT</u>			
10024	Office Assistant II	6EN	12/11/22	
10036	Environmental Health Specialist	3LN	12/26/22	
	<u>LIBRARY</u>			
10017	Library Facilities Maintenance Supv.	1GX	12/7/22	
10018	Custodial Wkr. II-City Laborer (3 pos.)	8DN	1/7/23 12/17/22 12/12/21	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
10028	Environmental Risk Officer	2FN	12/12/22	
10029	Electrical Inspector	2HN	1/7/23	
	<u>POLICE DEPARTMENT</u>			
10033	Office Assistant IV - PD	6HN	1/22/23	
10034	Crime & Intelligence Manager	1FX	12/25/22	
10035	Helpdesk Specialist II	3IN	7/10/22	

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10030	<u>DPW-ADMINISTRATIVE SERVICES</u> Contract Compliance Officer	2JX	1/22/23	
10015	<u>DPW-INFRASTRUCTURE SERVICES</u> Electrical Services Welder	7HN	10/6/22	
10016	Accounting Assistant II	6HN	12/29/21	
10009	Custodial Worker II-C L	8DN	11/15/22	
10042	<u>DPW-OPERATIONS DIVISION</u> Program Assistant II	5FN	12/17/22	
10043	Fleet Repair Supervisor	1DX	12/15/22	
10044	Vehicle Services Technician	7HN	12/25/22	
10045	Communications Assistant IV	6JN	12/20/22	
10046	Communications Assistant III	6HN	12/24/22	
10048	Urban Forestry Manager	IFX	3/1/23	
10058	Office Assistant IV	6HN	1/7/23	
10059	Self-Help Yard Attendant	8FN	12/23/22	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
10026	<u>DOA-OFFICE OF EQUITY AND INCLUSION</u> Contract Compliance Officer	2JX	12/2/22	
9979	<u>COMPTROLLER</u> Accounting Specialist	2JX	12/3/22	
10025	<u>HEALTH DEPARTMENT</u> Office Assistant III	6FN	12/17/22	
10031	Public Health Nurse 3	2FN	11/12/21	
10038	ReCast Program Coordinator	2GX	12/1/21	
10039	Healthcare Access Program Manager	1DX	1/15/21	
10040	Health Project Supervisor-WIC	1CX	1/5/23	
10049	Public Health Social Worker 3	2FN	7/24/21	
10019	<u>LIBRARY</u> Library Now Program Specialist	2CN	1/5/23	
10041	<u>SEWER MAINTENANCE FUND</u> Sewer Services Manager	1IX	12/26/22	
10060	<u>TRANSPORTATION FUND</u> Parking Enforcement Manager	1GX	1/7/23	
10061	Parking Enf. Asst. Mgr. (2 positions)	1CX	12/24/22 2/2/2015	
10062	<u>WATER WORKS</u> Water Plant Maintenance Supv.	1FX	11/25/22	
10063	Water Plant Operation Supv.	1FX	N/A	
10064	Snr. Water Treatment Plant Opr.	2GN	12/11/22	
10065	Network Coordinator Associate	2EX	1/14/23	

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10066	Engineering Technician IV	3NN	10/15/22	
10067	Accounting Assistant III	5EN	10/21/22	
10068	Customer Service Rep. III	6HN	12/31/22	
10069	Water Meter Specialist	7EN	1/7/23	
10070	Water Repair Worker (4 positions)	8LN	12/3/22	
			12/16/22	
			12/20/22	
			12/20/22	
			1/7/23	
10071	Water Meter Technician	7DN		

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: January 11, 2023  
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Funds transfers listed were approved by  
Finance & Personnel

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. OF ADMINISTRATION</u> 2023 DOA-Salaries & Wages 2023 DOA-Environmental Collaboration Office Climate Action Planning and Program Fund	\$200,000	\$200,000	Additional funds needed to secure professional services for grant writing to pursue funding from Infrastructure Investment and Jobs Act and Inflation Reduction Act in support of the Climate and Equity Plan. Funds to be transferred from salaries. Partial funding will be achieved by holding a vacant position in the Community Development Block Grants Division. Additional funding sources to be determined. Options include using CDBG Reprogramming Funds or potential carryover from 2022 if available.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous