

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

DATE: December 6, 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: December 6, 2023
CCFN 231153

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DOA-BUDGET & MANAGEMENT DIVISION</u>				
10813	Budget & Fiscal Policy Analyst IV	2LX	12/21/23	
10824	Administrative Specialist-Senior	2EX	12/28/23	
<u>COMMON COUNCIL-CITY CLERK</u>				
10808	Legislative Fiscal Analyst-Lead	2KX	5/16/22	
<u>COMPTRROLLER</u>				
10803	Accounting Coordinator II	2DN	1/1/24	
<u>DEPT. OF EMERGENCY COMMUNICATIONS</u>				
10825	Emer. Comm. Financial Services Asst.	5IN	12/10/23	
<u>LIBRARY</u>				
10820	Library Education Outreach Coord.	2FN	1/6/24	
<u>POLICE DEPARTMENT</u>				
10800	Office Assistant IV - PD	6HN	10/29/23	
10801	Office Assistant II (2 positions)	6EN	TBD 2/5/23	
<u>DPW-ADMINISTRATIVE SERVICES</u>				
10822	Human Resources Representative	2KX	12/9/23	
10823	Business Services Specialist	5ON	12/9/23	
<u>DPW-OPERATIONS DIVISION</u>				
10799	Office Assistant IV	6HN	11/27/23	
10817	Office Assistant IV	6HN	11/23/23	
10809	Communications Assistant IV	6JN	11/27/23	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>EMPLOYES' RETIREMENT SYSTEM</u>				
10807	ERS Fiscal Services Assistant	5JN	11/12/23	
<u>HEALTH DEPARTMENT</u>				
10798	Healthcare Access Program Coord.	2FN	11/12/23	
10805	Emergency Response Planning Dir.	1IX	11/18/23	
10812	Nutritionist	2JN	3/2/22	
10818	Microbiologist	2FN	11/18/23	
10819	Medical Assistant	5NN	10/14/23	
10821	Medical Assistant	5NN	9/3/22	
<u>DPW-WATER WORKS</u>				
10815	Water Repair Worker 3 (2 positions)	8FN	11/8/23 10/28/23	
10816	Water Distribution Operations Mgr.	1JX	11/15/23	

SCHEDULE B - FUND TRANSFERS

Fund transfer listed was approved by the Finance and Personnel Committee.

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>HEALTH DEPARTMENT</u> Health Lab Equipment Health Facilities & Office	\$300,000	\$300,000	Some of 2019-2021 capital funding allocations for lab equipment no longer needed. The Health Department does not have sufficient capital funds for facilities expenses to address emergency needs at the clinics without this transfer.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous