

Ref: CC File No. 151870
16025

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

DATE: May 18, 2016
TIME: 9:30 A.M.
PLACE: Committee Room 301-B
City Hall
SCHEDULE A: Vacancy Requests
SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: May 18, 2016

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

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>CITY ATTORNEY</u>				
949	Special Asst. to the City Attorney	1FX	5/21/16	
2011	Asst. City Attorney V	2QX	4/12/16	
<u>COMMON COUNCIL-CITY CLERK</u>				
423	Legislative Fiscal Analyst-Lead	2HX	4/28/16	
1972	Senior Planner	2FN	4/8/16	
<u>COMPTROLLER</u>				
955	Accounting Program Asst. II	6KN	1/17/16	
1996	Auditor	2GX	4/30/15	
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
1994	Human Resources Rep.	2HX	5/8/16	
<u>HEALTH DEPT.</u>				
1971	Microbiologist II	2DN	4/9/16	
1986	Consumer Env. Health Supv.	1DX	4/24/16	
1991	Office Assistant II	6EN	5/7/16	
1999	Environ. Health Spec. (2 pos.)	3LN	5/22/16	
1964	Office Assistant II	6EN	6/5/16 4/23/16	
<u>FIRE DEPT.</u>				
2006	Fire Lieutenant (2 positions)	4E	7/17/15 2/11/16	
2007	Office Coordinator II	5EN	4/30/16	
<u>LIBRARY</u>				
964	Library Technology Specialist	5DN	5/1/16	
1974	Librarian II (3 positions)	2CN	4/10/16 4/10/16 4/10/16	
1976	Librarian III (2 positions) (1 FT, 1 PT)	2DN	5/8/16 2/14/16	
<u>MUNICIPAL COURT</u>				
1979	Accounting Assistant II	6HN	5/7/16	
2010	Court Services Asst. III	6FN	5/21/16	
<u>POLICE DEPARTMENT</u>				
957	Administrative Asst. I	6GN	5/7/16	
958	Emergency Vehicle Equip. Installer	7EN	2/17/16	
1966	Custodial Worker II/City Laborer	8DN	4/16	

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<u>DPW-ADMINISTRATIVE SERVICES</u>				
1985	Business Operations Mgr.	1EX	4/23/16	
1987	Management Accountant Sr.	2EX	5/24/16	
1988	Human Resources Asst.	5IN	5/24/16	
1989	Personnel Payroll Asst. III	5EN	5/24/16	
<u>DPW-INFRASTRUCTURE SERVICES</u>				
944	Electrical Mechanic (2 positions)	7MN	3/13/16 3/27/16	
1978	Management Civil Engineer Sr.	1IX	4/23/16	
1995	Bridge Operator	8GN	5/1/16	
1997	Engineer Technician II (3 pos.)	3FN	4/24/16 4/24/16 4/24/16	
1998	Engineering Technician IV (2 pos.)	3NN	12/19/13 2/3/14	
<u>DPW-OPERATIONS DIVISION</u>				
952	Self-Help Yard Attendant	8FN	5/11/15	
954	Urban Forestry Manager	1DX	4/8/16	
962	Tire Repair Worker I	8FN	4/1/16	
963	Vehicle Services Technician I	7FN	4/8/16	
2003	Communications Asst. III	6HN	4/15/16	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>COMPTROLLER</u>				
936	Accountant II	2DN	5/4/16	
<u>HEALTH DEPT.</u>				
2005	Public Health Nurse Supv.	1DX	4/30/16	
<u>DPW-PARKING</u>				
1967	Parking Enforcement Mgr.	1GX	7/19/16	
1970	Parking Meter Technician-Lead	3GN	5/24/16	
<u>DPW-WATER WORKS</u>				
1965	Water Distribution Repair Worker	8FN	10/20/14	
1975	Water Meter Specialist	7EN	11/26/15	
1977	Water Treatment Plant Operator	3GN	10/13/14	
1984	Water Chemist II	2CN	4/24/16	

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: May 18, 2016

Fund transfers listed were approved by the Finance & Personnel Committee.

Department Account Name	Amount of Transfer		Reason
	From	To	
FIRE & POLICE COMMISSION Pre-Employment Screening Salaries Operating Expenditures	\$53,000 \$35,000	\$88,000	Funds were carried over from 2015 to cover hearing examiners and outside raters for testing completed in 2016.
CITY ATTORNEY Outside Counsel/Expert Witness Insurance Fund SPA Account	\$55,000	\$55,000	Transfer is needed due to the increase in Crime Insurance Premium policies. These policies cover losses due to criminal acts that occur within city departments, for example the City Treasurer and MPD.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous