

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

DATE: September 13, 2023

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 13, 2023
CCFN 230516

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
				Auth.	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.		
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
<u>DOA-OFFICE OF EQUITY AND INCLUSION</u>										
10654	Administrative Specialist	2CN	5/26/23	1	0	1	0	0		Int/Ext
<u>DOA - INFORMATION & TECHNOLOGY MANAGEMENT DIVISION</u>										
10575	ITMD Policy and Administration Mgr.	1IX	8/19/23	1	0	1	0	0		Int/Ext
<u>CITY TREASURER</u>										
10612	Customer Service Rep. III	6HN	8/19/23	5	4	1	0	0		Int/Ext
<u>COMMON COUNCIL - CITY CLERK</u>										
10576	Document Technician III	3EN	7/29/23	5	4	1	0	0		Int/Ext
10664	Legislative Fiscal Analyst-Lead	2KX	10/3/23	1	3	1	0	0		Int/Ext
<u>FIRE AND POLICE COMMISSION</u>										
10586	Community Outreach Coordinator	2HX	8/19/23	1	0	1	0	0		Int/Ext
10587	Fire and Police Commission Auditor	2JX	8/19/23	2	1	1	0	0		Int/Ext
<u>FIRE DEPARTMENT</u>										
10655	Deputy Chief, Fire	4OX	8/23/23	7	6	1	0	0		Int
10656	Battalion Chief, Fire (2 positions)	4MX	9/1/23	20	18	2	0	0		Int
10657	Fire Captain (3 positions)	4JN	7/21/23	43	40	3	0	0		Int
10658	Fire Lieutenant (20 positions)	4EN	Various	135	115	20	0	0		Int
10659	Heavy Equipment Operator (2 pos.)	4DN	4/28/23	133	131	2	0	0		Int
10660	Vehicle Operations Instructor	4EN	8/19/23	1	0	1	0	0		Int/Ext
10661	Office Assistant IV	6HN	8/26/23	3	2	1	0	0		Int/Ext
<u>HEALTH DEPARTMENT</u>										
10531	Grant Budget Specialist	2KX	1/29/22	2	0	1	0	1		Int/Ext
10488	Public Health Assist. Lab. Director	1JX	4/2/22	2	1	1	0	0		Ext
10624	Marketing & Communications Officer	2JX	9/14/23	1	0	1	0	0	15% Public Hlth. Disparities	Int/Ext
10626	Public Health Nurse 3	2IN	8/26/23	5	1	1	1	2		Int/Ext
10628	Consumer Environ.Health Inspector 4	3SN	7/9/23	17	13	1	3	0		Int/Ext
10643	Family Violence Prevention Mgr.	1GX	10/20/22	1	0	1	0	0	12% Safer Communities	Int/Ext
10645	Program Assistant I	5EN	12/29/19	2	1	1	0	0		Int/Ext
10532	Health Access Assistant	5FN	10/1/23	4	2	1	0	0		Int/Ext
10614	Microbiologist - Lead	2JN	6/28/23	1	0	1	0	0		Int
<u>LIBRARY</u>										
10618	Librarian III	2GN	8/24/23	64	62	1	0	1		Int/Ext
10619	Custodial Wkr. II/City Laborer	8DN	7/19/23	27	14	1	0	12		Ext
<u>MUNICIPAL COURT</u>										
10592	Accounting Assistant II	6HN	8/24/23	4	3	1	0	0		Int/Ext

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<u>DEPT. OF NEIGHBORHOOD SERVICES</u>										
10603	Permit & Development Center Mgr.	1IX	8/5/23	1	0	1	0	0		Int/Ext
10604	Plan Examiner III	2JN	8/20/23	12	4	1	0	7		Int/Ext
10605	Plan Examiner Specialist	2EN	9/4/23	4	2	1	0	1		Int/Ext
10606	Electrical Inspector	2HN	8/5/23	9	5	1	0	3		Int/Ext
10607	Plumbing Inspector	2HN	8/6/23	20	17	1	0	2		Int/Ext
10617	Neigh. Services Operations Director	1LX	8/20/23	2	1	1	0	0		Int/Ext
10616	Program Assistant II	5FN	9/17/23	10	9	1	0	0		Int/Ext
<u>POLICE DEPARTMENT</u>										
10528	Office Assistant II (2 positions)	6EN	4/4/21 11/6/17	43	13	2	0	28		Int/Ext
10530	Crime Analyst I (3 positions)	2HN	9/10/22 10/1/22 7/10/22	29	16	3	3	7		Int/Ext
10533	Building Maintenance Supervisor II	1BX	6/1/22	4	3	1	0	0		Int/Ext
10534	Custodial Wkr. II/City Laborer (11 pos.)	8DN	2020-23	39	22	11	0	6		Int/Ext
10535	Emergency Vehicle Equip. Installer (2 positions)	7EN	9/5/21 1/5/22	5	3	2	2	0		Int/Ext
10536	Facilities Maint. Mechanic (2 positions)	7HN	12/28/19 1/26/18	6	4	2	2	0		Int/Ext
10537	Garage Attendant (3 positions)	8DN	2/12/17 4/1/22 4/1/22	7	3	3	0	0		Int/Ext
10539	Helpdesk Specialist II	3IN	6/24/22	10	8	1	0	0		Int/Ext
10541	Inventory Control Assistant II	6HN	6/12/22	1	0	1	0	0		Int/Ext
10542	Office Assistant IV-PD	6HN	10/1/21	8	7	1	0	0		Int/Ext
10543	HVAC Maintenance Tech. (3 positions)	7NN	9/6/20 7/24/18 NA	5	4	3	3	0		Int/Ext
10544	Office Assistant III (4 positions)	6FN	9/5/21 10/16/21 9/19/21 9/4/22	21	10	4	4	3		Int/Ext
10545	Office Assistant II (7 positions)	6EN	2017-20	43	13	7	7	16		Int/Ext
10546	Police District Admin. Asst. (15 pos.)	6HN	NA	54	25	15	15	0		Int/Ext
10547	Programmer Analyst	2GN	7/7/22	1	0	1	0	0		Int/Ext
10548	Police Services Spec.-Investigator (17 positions)	5EN	NA	41	16	17	17	0		Ext
10549	Police Records Specialist I (7 pos.)	6FN	2022	18	10	7	7	0		Int/Ext
10551	Video Electronic Technician	3MN	7/2/22	1	0	1	0	0		Int/Ext
10572	Police Fleet Manager	1DX	8/5/23	1	0	1	0	0		Int/Ext
10573	Mail Processor-PD	6FN	8/19/23	2	1	1	0	0		Int/Ext
10574	Crime Scene Supervisor (6 positions)	1HX	NA	6	0	6	0	0		Int/Ext
10615	Police Services Specialist (4 pos.)	6AN	5/28/23 NA	20	4	4	0	12		Ext
<u>DPW - ADMINISTRATIVE SERVICES</u>										
10585	Personnel Payroll Assistant III	5EN	7/29/23	9	6	1	2	0		Ext
10620	Safety Specialist-Senior	2JX	8/19/23	3	2	1	0	0		Ext

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<u>DPW - INFRASTRUCTURE SERVICES</u>											
10581	Electrical Services Welder	7HN	7/1/23	1	0	1	0	0	50% Capital; 20% Grant 50% Capital	Int/Ext	
10582	Office Assistant II	6EN	8/12/23	1	0	1	0	0		Int/Ext	
10601	Painter (2 positions)	7IN	8/15/23 8/21/23	10	7	2	0	1		Int/Ext	
10602	Senior Transportation Planner	2IN	11/1/23	3	2	1	0	0	100% Capital 25% Reimbursable 35% Capital, 35% Reimb. 25% Capital, 25% Reimb.	Int/Ext	
10609	Equipment Mechanic I	7BN	11/1/20	2	1	1	1	0		Int/Ext	
10596	Electrical Worker (8 positions)	7GN	Various	31	17	8	5	1		Int/Ext	
10595	Machinist I (2 positions)	7IN	5/1/23	4	2	2	0	0		Int/Ext	
<u>DPW-OPERATIONS DIVISION</u>											
10597	Program Assistant II	5FN	8/6/23	3	2	1	0	0	CDBG/HOME	Int/Ext	
10632	DPW Operations Business Analyst	2JX	TBD	1	0	1	0	0		Int/Ext	
10634	Vehicle Services Technician 4	7HN	8/1/23	52	44	1	1	6		Int/Ext	
10636	Inventory Control Assistant 2	8DN	2/2/23	7	5	1	1	0		Int/Ext	
10648	Program Assistant I	5EN	8/12/23	3	2	1	0	0		Int/Ext	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>DOA-COMMUNITY BLOCK GRANT ADMINISTRATION</u>											
10681	Grant Monitor (2 positions)	2JX	6/24/23 7/28/23	10	7	2	0	1	100% Reimbursable	Int/Ext	
<u>DEPT. OF CITY DEVELOPMENT</u>											
10646	Marketing and Comm. Officer	2JX	9/9/23	1	0	1	0	0	CDBG	Int/Ext	
<u>COMPROLLER</u>											
10567	Accounting Program Assistant III	5GN	7/22/23	8	6	1	1	0		Pension Trust	Int/Ext
<u>EMPLOYEES' RETIREMENT SYSTEM</u>											
10666	Benefit Services Coordinator	2GN	8/21/23	1	0	1	0	0	WIC Various grants 100% HIV Partner Services Various grants PH Infrastructure, Hlth Disp Population at high risk W1 Well Woman Program 50% Strong Baby WIC	Int	
<u>HEALTH DEPARTMENT</u>											
10623	Program Assistant I (2 positions)	5EN	8/25/23 9/2/23	3	0	2	0	1		Int/Ext	
10621	Dietetic Technician (2 positions)	5CN	2/9/21 2/24/21	5	2	2	1	0		Ext	
10622	Nutritionist	2DN	8/25/23	5	2	1	1	0		Int/Ext	
10625	Bioinformatician	2JN	9/9/23	1	0	1	0	0		Int/Ext	
10627	Disease Intervention Specialist 3	2FN	1/16/22	8	7	1	0	0		Int/Ext	
10630	Microbiologist	2FN	TBD	7	7	1	1	0		Int/Ext	
10635	Data & Evaluation Coordinator	2HX	10/20/19	6	5	1	0	0		Int/Ext	
10641	Public Health Educator II	2CN	8/3/22	1	0	1	0	0		Int/Ext	
10642	Community Outreach Specialist	2EN	1/21/23	5	2	1	0	2	Int/Ext		
10644	Dietetic Technician	5CN	11/3/22	5	2	1	0	2	Int/Ext		
<u>TRANSPORTATION FUND</u>											
10554	Parking Enforcement Supervisor	1CX	7/7/23	4	3	1	0	0	Transportation Fund	Int/Ext	
10653	Communications Assistant Lead	5IN	5/6/23	5	4	1	0	0	Transportation Fund	Int/Ext	

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	<u>WATER WORKS</u>									
10588	Program Assistant I	5EN	7/21/23	1	0	1	0	0	Water Works	Ext
10589	Customer Service Representative III	6HN	8/5/23	12	11	1	0	0	Water Works	Int/Ext
10590	Engineering Drafting Technician IV	3NN	8/19/23	8	5	1	2	0	Water Works	Int/Ext
10591	Water Field Supervisor	1FX	8/21/23	12	10	1	1	0	Water Works	Int/Ext
10629	Water Accounting Manager	1IX	8/25/23	1	0	1	0	0	Water Works	Int/Ext
10631	Customer Service Representative III	6HN	8/12/23	16	10	1	4	1	Water Works	Int/Ext
10633	Water Plant Machine Repair Person (2 positions)	7QN	8/1/20 8/29/23	9	4	2	3	0	Water Works	
10637	Water Plant Machine Repair Person	7QN	6/17/18	9	3	1	5	0	Water Works	Int/Ext
10638	Water Meter Technician	8EN	8/21/23	22	17	1	4	0	Water Works	Int/Ext
10639	Water Chemist - Senior	2HN	8/26/23	4	3	1	0	0	Water Works	Int/Ext
10647	Water Security Manager	2HX	10/2/23	1	0	1	0	0	Water Works	Int/Ext