

**ACTION TAKEN ON VACANCY REQUESTS
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

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

Finance & Personnel Committee Meeting: September 13, 2023
CCFN 230516

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DOA-OFFICE OF EQUITY AND INCLUSION</u>				
10654	Administrative Specialist	2CN	5/26/23	
<u>DOA - INFORMATION & TECHNOLOGY MANAGEMENT DIVISION</u>				
10575	ITMD Policy and Administration Mgr.	1IX	8/19/23	
<u>CITY TREASURER</u>				
10612	Customer Service Rep. III	6HN	8/19/23	
<u>COMMON COUNCIL - CITY CLERK</u>				
10576	Document Technician III	3EN	7/29/23	
10664	Legislative Fiscal Analyst-Lead	2KX	10/3/23	
<u>FIRE AND POLICE COMMISSION</u>				
10586	Community Outreach Coordinator	2HX	8/19/23	
10587	Fire and Police Commission Auditor	2JX	8/19/23	
<u>FIRE DEPARTMENT</u>				
10655	Deputy Chief, Fire	4OX	8/23/23	
10656	Battalion Chief, Fire (2 positions)	4MX	9/1/23 10/1/23	
10657	Fire Captain (3 positions)	4JN	7/21/23 10/1/23 10/1/23	
10658	Fire Lieutenant (20 positions)	4EN	Various	
10659	Heavy Equipment Operator (2 pos.)	4DN	4/28/23 10/1/23	
10660	Vehicle Operations Instructor	4EN	8/19/23	
10661	Office Assistant IV	6HN	8/26/23	
<u>HEALTH DEPARTMENT</u>				
10531	Grant Budget Specialist	2KX	1/29/22	
10488	Public Health Assist. Lab. Director	1JX	4/2/22	
10624	Marketing & Communications Officer	2JX	9/14/23	
10626	Public Health Nurse 3	2IN	8/26/23	
10628	Consumer Environ.Health Inspector 4	3SN	7/9/23	
10643	Family Violence Prevention Mgr.	1GX	10/20/22	
10645	Program Assistant I	5EN	12/29/19	
10532	Health Access Assistant	5FN	10/1/23	
10614	Microbiologist - Lead	2JN	6/28/23	
<u>LIBRARY</u>				
10618	Librarian III	2GN	8/24/23	
10619	Custodial Wkr. II/City Laborer	8DN	7/19/23	

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10592	<u>MUNICIPAL COURT</u> Accounting Assistant II	6HN	8/24/23	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
10603	Permit & Development Center Mgr.	1IX	8/5/23	
10604	Plan Examiner III	2JN	8/20/23	
10605	Plan Examiner Specialist	2EN	9/4/23	
10606	Electrical Inspector	2HN	8/5/23	
10607	Plumbing Inspector	2HN	8/6/23	
10617	Neigh. Services Operations Director	1LX	8/20/23	
10616	Program Assistant II	5FN	9/17/23	
	<u>POLICE DEPARTMENT</u>			
10528	Office Assistant II (2 positions)	6EN	4/4/21 11/6/17	
10530	Crime Analyst I (3 positions)	2HN	9/10/22 10/1/22 7/10/22	
10533	Building Maintenance Supervisor II	1BX	6/1/22	
10534	Custodial Wkr. II/City Laborer (11 pos.)	8DN	2020-23	
10535	Emergency Vehicle Equip. Installer (2 positions)	7EN	9/5/21 1/5/22	
10536	Facilities Maint. Mechanic (2 positions)	7HN	12/28/19 1/26/18	
10537	Garage Attendant (3 positions)	8DN	2/12/17 4/1/22 4/1/22	
10539	Helpdesk Specialist II	3IN	6/24/22	
10541	Inventory Control Assistant II	6HN	6/12/22	
10542	Office Assistant IV-PD	6HN	10/1/21	
10543	HVAC Maintenance Tech. (3 positions)	7NN	9/6/20 7/24/18 NA	
10544	Office Assistant III (4 positions)	6FN	9/5/21 10/16/21 9/19/21 9/4/22	
10545	Office Assistant II (7 positions)	6EN	2017-20	
10546	Police District Admin. Asst. (15 pos.)	6HN	NA	
10547	Programmer Analyst	2GN	7/7/22	
10548	Police Services Spec.-Investigator (17 positions)	5EN	NA	
10549	Police Records Specialist I (7 pos.)	6FN	2022	
10551	Video Electronic Technician	3MN	7/2/22	
10572	Police Fleet Manager	1DX	8/5/23	
10573	Mail Processor-PD	6FN	8/19/23	
10574	Crime Scene Supervisor (6 positions)	1HX	NA	
10615	Police Services Specialist (4 pos.)	6AN	5/28/23 NA	

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	<u>DPW - ADMINISTRATIVE SERVICES</u>			
10585	Personnel Payroll Assistant III	5EN	7/29/23	
10620	Safety Specialist-Senior	2JX	8/19/23	
	<u>DPW - INFRASTRUCTURE SERVICES</u>			
10581	Electrical Services Welder	7HN	7/1/23	
10582	Office Assistant II	6EN	8/12/23	
10601	Painter (2 positions)	7IN	8/15/23 8/21/23	
10602	Senior Transportation Planner	2IN	11/1/23	
10609	Equipment Mechanic I	7BN	11/1/20	
10596	Electrical Worker (8 positions)	7GN	Various	
10595	Machinist I (2 positions)	7IN	5/1/23	
	<u>DPW-OPERATIONS DIVISION</u>			
10597	Program Assistant II	5FN	8/6/23	
10632	DPW Operations Business Analyst	2JX	TBD	
10634	Vehicle Services Technician 4	7HN	8/1/23	
10636	Inventory Control Assistant 2	8DN	2/2/23	
10648	Program Assistant I	5EN	8/12/23	
	<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	
	<u>DEPT. OF CITY DEVELOPMENT</u>			
10646	Marketing and Comm. Officer	2JX	9/9/23	
	<u>COMPTROLLER</u>			
10567	Accounting Program Assistant III	5GN	7/22/23	
	<u>EMPLOYES' RETIREMENT SYSTEM</u>			
10666	Benefit Services Coordinator	2GN	8/21/23	
	<u>HEALTH DEPARTMENT</u>			
10623	Program Assistant I (2 positions)	5EN	8/25/23 9/2/23	
10621	Dietetic Technician (2 positions)	5CN	2/9/21 2/24/21	
10622	Nutritionist	2DN	8/25/23	
10625	Bioinformatician	2JN	9/9/23	
10627	Disease Intervention Specialist 3	2FN	1/16/22	
10630	Microbiologist	2FN	TBD	

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	<u>HEALTH DEPARTMENT</u> (continued)			
10635	Data & Evaluation Coordinator	2HX	10/20/19	
10641	Public Health Educator II	2CN	8/3/22	
10642	Community Outreach Specialist	2EN	1/21/23	
10644	Dietetic Technician	5CN	11/3/22	
	<u>TRANSPORTATION FUND</u>			
10554	Parking Enforcement Supervisor	1CX	7/7/23	
10653	Communications Assistant Lead	5IN	5/6/23	
	<u>WATER WORKS</u>			
10588	Program Assistant I	5EN	7/21/23	
10589	Customer Service Representative III	6HN	8/5/23	
10590	Engineering Drafting Technician IV	3NN	8/19/23	
10591	Water Field Supervisor	1FX	8/21/23	
10629	Water Accounting Manager	1IX	8/25/23	
10631	Customer Service Representative III	6HN	8/12/23	
10633	Water Plant Machine Repair Person (2 positions)	7QN	8/1/20 8/29/23	
10637	Water Plant Machine Repair Person	7QN	6/17/18	
10638	Water Meter Technician	8EN	8/21/23	
10639	Water Chemist - Senior	2HN	8/26/23	
10647	Water Security Manager	2HX	10/2/23	