

Ref: CC File No. 211622
SF 22025

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

DATE: February 23, 2022

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: February 23, 2022
CCFN 211622

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION</u> <u>INFORMATION & TECHNOLOGY MANAGEMENT DIV.</u>			
9257	UCC Customer Service Rep. III	6HN	2/20/22	
	<u>ASSESSOR</u>			
9289	Senior Property Appraiser 4	2HN	2/8/22	
	<u>COMPTROLLER</u>			
9251	Accounting Program Assistant II	5GN	2/6/22	
	<u>FIRE DEPARTMENT</u>			
9268	Fire Captain	4J	2/5/22	
9270	Fire Lieutenant	4E	2/3/22	
9271	Heavy Equipment Operator	4D	2/6/22	
	<u>HEALTH DEPARTMENT</u>			
9264	Public Health Nurse 3	2DN	12/22/21	
9265	Doula	2EN	2/22/22	
	<u>LIBRARY</u>			
9256	Library Facilities Manager	1HX	2/24/22	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
9249	Plan Examiner III	2JN	1/22/22	
9252	Neighborhood Services Oper. Director	1LX	3/12/22	
9269	District Code Enforcement Supervisor	1EX	3/6/22	
9272	Plumbing Inspector	2HN	4/2/22	
9273	Special Enforcement Inspector	2GN	4/1/22	
	<u>POLICE DEPARTMENT</u>			
9253	Emergency Vehicle Equip. Installer	7EN	1/5/22	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
9284	Special Laborer (ES) (6 positions)	8GN	NA	
9281	Engineering Drafting Tech. II (5 pos.)	3FN	Various	
	<u>DPW-OPERATIONS DIVISION</u>			
9276	Fleet Maintenance Technician	7HN	1/10/22	
9277	Vehicle Services Tech. (2 positions)	7ON	1/20/22 2/3/22	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>EMPLOYEES' RETIREMENT SYSTEM</u>			
9263	Records Technician II	6EN	1/22/22	
	<u>HEALTH DEPARTMENT</u>			
9266	Lead Risk Assessor II	3GN	2/12/22	

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<u>DPW-SEWER MAINTENANCE FUND</u>				
9278	Engineer In Charge	1KX	3/1/22	
9279	Engineering Drafting Tech. V	3RN	NA	
9280	Engineering Drafting Tech. IV	3NN	TBD	
<u>DPW-TRANSPORTATION FUND</u>				
9275	Communications Asst. III	5CN	2/6/22	
9288	Parking Citation Review Manager	2GX	3/28/22	
<u>DPW-WATER WORKS</u>				
9258	Water Meter Specialist	7EN	2/2/22	
9259	Water Plant Machine Repair Person	7QN	2/11/22	
9260	Water Claims Specialist	2FX	2/19/22	
9261	Lead Water Chemist	2GN	2/26/22	
9262	Water Field Supervisor	1BX	2/12/22	

SCHEDULE B - FUND TRANSFERS

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

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>COMMON COUNCIL-CITY CLERK</u> 2021 Salaries & Wages 2021 Operating Expenditures	\$145,450.26	\$145,450.26	Transferring salaries to operating to prepare for carryover to 2022. Transfer is required to allow operating carryover into 2022.
<u>DEPARTMENT OF PUBLIC WORKS</u> <u>Infrastructure Services Division</u> 2021 Salaries & Wages <u>Operations Division</u> 2021 Operating Expenditures	\$300,000.00	\$300,000.00	DPW-Infrastructure experienced higher than normal vacancies in 2021 and as a result, salary funds are available for transfer. Greater than expected expenditures for ManPower Professional Services contracting.
<u>DPW-OPERATIONS DIVISION</u> 2021 Salaries & Wages 2021 Operating Expenditures	\$2,360,072.84	\$2,360,072.84	DPW-Operations has seen higher than normal vacancies in 2021 and as a result, salary funds are available for transfer. Funds are needed to cover operations overages due to greater than expected expenditures for ManPower Professional Services contracting.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous