

Ref: CC File No. 161572  
SF 17025

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

DATE: March 22, 2017

TIME: 9:30 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: March 22, 2017  
CCFN 161572

| Req. I.D. No. | Department and Position                      | Pay Range | Date Vacant                                     | Committee Action |
|---------------|--|-----------|---|------------------|
|               | <u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u> |           |   |                  |
|               | <u>CITY ATTORNEY</u>                         |           |   |                  |
| 3565          | Legal Office Assistant-Lead                  | 6NN       | 3/5/17  |                  |
| 3567          | Asst. City Attorney V (2 positions)          | 2QX       | 3/19/17<br>3/19/17                              |                  |
|               | <u>DEPT. OF CITY DEVELOPMENT</u>             |           |   |                  |
| 3568          | Purchasing Agent-Senior                      | 2EX       | 5/7/17  |                  |
| 3574          | Office Assistant III                         | 6FN       | 6/4/16  |                  |
|               | <u>COMMON COUNCIL-CITY CLERK</u>             |           |   |                  |
| 2530          | License Division Asst. Manager               | 1FX       | 2/27/17   |                  |
| 2531          | Staff Assistant                              | 2GX       | 3/27/17   |                  |
| 2532          | License Specialist I                         | 5DN       | 4/10/17   |                  |
| 2533          | Customer Service Rep. II                     | 6GN       | 2/19/17   |                  |
|               | <u>DEPT. OF EMPLOYEE RELATIONS</u>           |           |   |                  |
| 2486          | Business Operations Analyst                  | 2FX       | 6/17/17   |                  |
|               | <u>FIRE DEPARTMENT</u>                       |           |   |                  |
| 3572          | Fire Equipment Repairer II                   | 7GN       | 10/1/16   |                  |
| 3571          | Fire Equipment Dispatcher                    | 5IN       | 3/6/17  |                  |
|               | <u>HEALTH DEPARTMENT</u>                     |           |   |                  |
| 3541          | Public Health Nurse 1 (2 positions)          | 2GN       | 2/25/17<br>2/25/17                              |                  |
|               | <u>LIBRARY</u>                               |           |   |                  |
| 3563          | Human Resources Officer                      | 1FX       | 3/4/17  |                  |
| 3564          | Accounting Assistant III                     | 5EN       | TBD   |                  |
| 3566          | Heating & Ventilating Mech. II               | 7DN       | 3/27/16   |                  |
|               | <u>DEPT. OF NEIGHBORHOOD SERVICES</u>        |           |   |                  |
| 3547          | Housing Policy & Compliance Mgr.             | 1DX       | 1/29/17   |                  |
|               | <u>POLICE DEPARTMENT</u>                     |           |   |                  |
| 3549          | Inspector of Police                          | 4QX       | 3/26/17   |                  |
| 3550          | Human Resources Administrator                | 1HX       | 12/20/15  |                  |
| 3553          | Police Sergeant (5 positions)                | 4G-831    | 2/26/17<br>2/20/17<br>2/26/17<br>3/18/17<br>TBD |                  |
| 3554          | Detective (5 positions)                      | 4F-808    | 2/26/17<br>3/27/17<br>3/27/17                   |                  |
| 3556          | Garage Attendant                             | 8DN       | 2/12/17   |                  |
| 3557          | Custodial Wkr. II-City Laborer               | 8DN       | 2/11/17   |                  |
| 3559          | Office Assistant II-PD (3 pos.)              | 6EN       | 7/16/16<br>7/19/16<br>8/13/16                   |                  |

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|---------------|---|-----------|--------------------|------------------|
|               | <u>DPW-INFRASTRUCTURE SERVICES</u>  |           |                    |                  |
| 2527          | Municipal Services Electrician  | 7QN       | TBD                |                  |
| 2529          | Ironworker  | 7MN       | 4/16/17            |                  |
| 3538          | Engineering Drafting Tech. II (2 pos.)                                      | 3FN       | 2/2/17<br>9/29/14  |                  |
| 3539          | Traffic Control Eng. II   | 2GN       | 2/2/17             |                  |
| 3540          | Engineering Tech. IV  | 3NN       | 3/1/17             |                  |
| 3569          | Carpenter   | 7KN       | 1/4/17             |                  |
| 3573          | Bridge Operator Lead Worker   | 8IN       | 2/16/17            |                  |
|               | <u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u> |           |                    |                  |
|               | <u>COMPTROLLER</u>  |           |                    |                  |
| 3561          | Accounting Program Asst. III  | 5GN       | 7/28/17            |                  |
|               | <u>HEALTH DEPARTMENT</u>  |           |                    |                  |
| 2534          | Clinic Assistant  | 5BN       | 2/11/17            |                  |
| 3542          | Office Assistant II   | 6EN       | 1/4/17             |                  |
|               | <u>DPW-PARKING FUND</u>   |           |                    |                  |
| 2535          | Parking Operations Coordinator  | 2FN       | 2/23/17            |                  |
| 3545          | Parking Enforcement Supv. (2 pos.)  | 1AX       | 12/4/16<br>10/5/16 |                  |
|               | <u>DPW-SEWER MAINT. FUND</u>  |           |                    |                  |
| 3552          | Civil Engineer III  | 2IN       | 2/12/17            |                  |
|               | <u>DPW-WATER WORKS</u>  |           |                    |                  |
| 2519          | Civil Engineer III (underfill CE II)  | 2IN       | 2/14/17            |                  |

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Fund transfers listed were approved by Finance & Personnel

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| Department<br>Account Name   | Amount of Transfer |           | Reason   |
|--|--------------------|-----------|--|
|  | From               | To        |  |
| <u>HEALTH DEPARTMENT</u><br>2016 Salaries<br>2016 Operating Expenditures | \$163,184          | \$163,184 | <p>1) Contracts with the University of Wisconsin for two medical doctors are budgeted in the Professional Services Account. The 2015 4th quarter bill for the doctors' services was not received until June of 2016 in the amount of \$110,000. Therefore, it was not possible to use 2015 funds for this purpose.</p> <p>2) An approved 2015 carryover in the amount of \$40,000 for the Diverse and Resilient contract was inadvertently transferred into the Salaries account instead of the Operating account.</p> <p>3) Additional Public outreach contract with Kimberly Kane Communication for the CHIP in the accreditation process that occurred in 2016; made up the balance of the overage.</p> |
| <u>LIBRARY</u><br>2016 Salaries<br>2016 Operating Expenditures           | \$77,644           | \$77,644  | <p>Extended medical leave among staff required unanticipated use of the Auxiliary Resource Program to provide staffing, increasing Operating Expenditures. A higher than anticipated level of vacancies resulted in savings in the Salary account.</p>   |

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous