

Ref: CC File No. 141734
15025

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

DATE: March 25, 2015
TIME: 9:00 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: March 25, 2015

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>ASSESSOR</u>				
272	Property Appraiser (2 positions)	2DN	2/28/15 2/28/15	
<u>CITY ATTORNEY</u>				
299	Assistant City Attorney V	2QX	3/26/15	
<u>CITY TREASURER</u>				
198	Tax Enforcement Specialist	6NN	3/29/15	
199	Program Assistant II (2 positions)	5FN	4/12/15 3/29/15	
200	Customer Service Rep. II (3 pos.) (2 full-time; 1 part-time)	6GN	3/29/15 4/10/15 3/29/15	
202	Accounting Asst. I	6GN	4/12/15	
280	Revenue Collection Mgr.	1DX	3/29/15	
<u>COMPTROLLER</u>				
311	Auditor - Lead	2HX	3/13/15	
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
301	Claims Adjuster-Sr.	2EX	2/29/15	
302	Claims Representative	5FN	3/16/15	
<u>FIRE DEPARTMENT</u>				
293	Fire Equipment Dispatcher (3 pos.)	6NN	8/2/14 8/11/14 12/10/14	
<u>HEALTH DEPARTMENT</u>				
274	Personnel Payroll Asst. II	6HN	3/15/15	
<u>NEIGHBORHOOD SERVICES</u>				
287	Commercial Code Enf. Inspector	3LN	3/1/15	
288	Building Constr. Inspector II	3QN	3/14/15	
289	Residential Code Enf. Inspector	3LN	3/29/15	
292	Program Assistant II	5FN	1/5/14	
300	Office Assistant III	6FN	3/29/15	
310	Building Constr. Inspector II (Aux.)	3QN	NA	
312	Environmental Risk Officer	2EN	3/14/15	

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: March 25, 2015

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

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
282	<u>POLICE DEPARTMENT</u> Police Telecommunicator (5 pos.)	6FN	7/6/14 7/22/14 9/5/14 9/14/14 10/1/14	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
266	Administrative Asst. II	6EN	1/31/15	
267	Civil Engineer III	2IN	TBD	
283	Bridge Operator (2 positions)	8GN	12/27/14 1/4/15	
291	Inventory Assistant II	6HN	2/22/14	
294	Engineering Tech. II (2 pos.)	3FN	7/6/14 7/6/14	
295	Bridge Operator Leadworker	8IN	2/1/15	
296	Inventory Assistant IV	6JN	12/2/11	
	<u>DPW-OPERATIONS DIVISION</u>			
268	Vehicle Services Tech. I	7FN	12/19/14	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>DEPT. OF CITY DEVELOPMENT</u>			
279	Grant Budget Specialist	2IX	3/29/15	
297	Accountant I	2CN	3/29/15	
	<u>EMPLOYEES RETIREMENT SYSTEM</u>			
303	Retirement Plan Manager	1GX	5/1/15	
	<u>HEALTH DEPARTMENT</u>			
237	Public Health Nurse	2DN	3/17/15	
277	Office Assistant III	6FN	3/31/15	
278	Office Assistant III	6FN	1/4/15	
	<u>DPW-WATER WORKS</u>			
286	Customer Service Rep. III (2 pos.)	6HN	3/14/15 3/14/15	

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: March 25, 2015

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

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>CITY TREASURER</u> Operating Expenditures Salaries & Wages	\$49,176	\$49,176	This transfer will balance the City Treasurers 2014 Salary Account.

SCHEDULE C - GENERAL MATTERS

- Miscellaneous