

Ref: CC File No. 171739  
SF 18025

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

DATE: March 21, 2018

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: March 21, 2018  
CCFN 171739

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-OFFICE OF THE DIRECTOR</u>			
6217	Program Assistant III	5IN	2/14/18	
	<u>CITY ATTORNEY</u>			
6247	Assistant City Attorney V	2QX	3/25/18	
6252	Special Asst. to the City Attorney	1FX	3/25/18	
	<u>CITY TREASURER</u>			
6258	Accounting Assistant I	6GN	2/1/18	
	<u>COMPTROLLER</u>			
6241	Accounting Specialist	2GX	3/10/18	
6267	Auditor Lead	2HX	7/15/17	
	<u>FIRE DEPARTMENT</u>			
6257	Fire Health & Safety Manager	2IX	2/6/18	
	<u>HEALTH DEPARTMENT</u>			
6266	Custodial Worker II-City Laborer	8DN	3/13/18	
6263	Public Health Aide-Tuberculosis Cntrl.	5AN	3/10/18	
6261	Health Project Assistant	5FN	2/11/18	
	<u>LIBRARY</u>			
6254	Administrative Assistant IV	5IN	5/7/18	
6255	IT Support Specialist	2EN	NA	
	<u>MUNICIPAL COURT</u>			
6213	Court Services Assistant III	6FN	1/14/18	
6235	Accounting Assistant II	6HN	3/11/18	
	<u>POLICE DEPARTMENT</u>			
6221	Asst. Chief of Police (3 positions)	4RX	8/1/17 12/30/17 2/17/18	
6222	Chief of Staff-Police	1JX	5/14/16	
6227	Police Officer (65 positions)	4B-801	NA	
6228	Police District Office Asst. (27 pos.)	6EN	Various	Amended to 27 positions
6229	Crime and Intelligence Mgr.	1FX	3/17/18	
6236	Captain of Police (4 positions)	4N-839	7/1/17 7/30/17 2/16/18	
6237	Inspector of Police	4QX	NA	
6238	Police Lieutenant (5 positions)	4L-836	NA	
6239	Custodial Worker II-City Laborer	8DN	2/11/17	
6249	Building Maint. Supervisor II	1BX	4/1/18	
6250	Garage Attendant	8DN	2/12/17	
6251	IT Support Specialist-Sr. (2 pos.)	2GN	7/8/11 NA	

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<u>DPW-INFRASTRUCTURE SERVICES</u>				
6210	Engineering Drafting Tech. II	3FN	2/10/18	
6226	Office Assistant III	6FN	3/10/18	
6225	Office Assistant II	6EN	3/24/18	
6243	Engineering Tech. VI	2IN	3/1/18	
6253	Painter	7IN	3/3/18	
6248	Engineering Tech. IV	3NN	12/19/13	
6246	Engineering Tech. V	3RN	3/26/17	
6212	Civil Engineer III	2IN	2/25/18	
6273	Associate Transportation Planner	2EX	NA	
<u>DPW-OPERATIONS DIVISION</u>				
6256	Urban Forestry Manager	1DX	6/30/18	
6234	Vehicle Services Technician II	7HN	3/11/18	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
6271	Accounting Assistant II	6HN	3/24/18	
6224	Program Assistant II	5FN	2/24/18	
6272	Administrative Assistant II	6HN	2/10/18	
<u>HEALTH DEPARTMENT</u>				
6265	Emergency Preparedness Coord.	2FX	3/11/18	
6264	Health Project Coordinator	1AX	2/11/18	
6262	Lead Risk Assessor II	2DN	2/13/18	
6260	Disease Intervention Spec. (2 pos.)	2AN	3/11/18 2/25/18	
<u>LIBRARY</u>				
6259	Library Reference Assistant	2BN	2/24/18	
<u>DPW-WATER WORKS</u>				
6215	Office Assistant IV	6HN	3/10/18	
6216	Water Repair Worker (5 positions)	8LN	2/10/18 7/17/17 10/9/17 10/3/17 12/18/17	
6242	Civil Engineer II	2GN	2/13/18	
6240	Sr. Water Treatment Plant Operator	3PN	2/29/18	

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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

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Department Account Name	Amount of Transfer		Reason
	From	To	
<u>FIRE AND POLICE COMMISSION</u> Operating Expenditures Salaries	37,432.77	37,432.77	Grant funding received did not meet the level assumed in the 2017 budget. Funds are available due to lower than anticipated testing costs.
<u>LIBRARY</u> 2017 Salaries & Wages 2017 Equipment 2017 Operating Expenditures	167,512.53 62,451.21	229,963.74	A higher than anticipated vacancy rate resulted in hiring contract employees, auxiliary resource staff, and outside services to maintain operations; a maintenance contract for Automated Materials Handling was required but was not budgeted in 2017. Higher than anticipated vacancies and reduced replacement equipment purchases led to budget savings.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous