

**AGENDA OF ITEMS TO BE CONSIDERED
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: October 27, 2021

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

Finance & Personnel Committee Meeting: October 27, 2021
CCFN 210972

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Number of Positions With Same Title					CSC Status and/or Funding Source	Int/Ext Fill	Code
				Auth.	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>DEPT. OF ADMINISTRATION-PURCHASING DIVISION</u>											
8988	Procurement Specialist	2GX	10/14/21	5	4	1	0	0		Int	x-2b
<u>ASSESSOR</u>											
8947	Office Assistant IV	6HN	10/16/21	1	0	1	0	0		Int/Ext	x-2b
<u>CITY ATTORNEY</u>											
8951	Legal Office Assistant	6JN	10/4/20	4	3	1	0	0		Int/Ext	x-2b
8952	Assistant City Attorney V (3 positions)	2QX	9/8/21 9/14/21 9/10/21	35	27	3	0	5		Int/Ext	x-2b
8957	IT Support Specialist-Senior	2GN	9/4/21	1	0	1	0	0		Int/Ext	x-2b
8986	Investigator Adjuster (2 positions)	2EN	10/23/21 10/23/21	2	0	2	0	0		Int/Ext	x-2b
8987	Administrative Specialist-Sr.	2EX	10/30/21	2	1	1	0	0		Int/Ext	x-2b
<u>COMMON COUNCIL-CITY CLERK</u>											
8970	Program Assistant I	5EN	10/30/21	1	0	1	0	0		Int/Ext	x-2b
8971	Administrative Assistant II	6HN	10/26/21	2	1	1	0	0		Ext	x-2b
8972	Police Liaison Officer	4F-808	9/1/21	3	2	1	0	0		Int/Ext	x-2b
8990	Document Technician	3CN	10/30/21	5	4	1	0	0		Int/Ext	x-2b
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
8973	Benefits Systems Analyst	2GX	1/1/22	1	0	1	0	0		Int	x-2b
8993	Paralegal	5JN	10/23/21	1	0	1	0	0		Int/Ext	x-2b
<u>FIRE AND POLICE COMMISSION</u>											
8946	Human Resources Rep.	2HX	10/10/21	2	1	1	0	0		Int/Ext	x-2b
8989	Fire and Police Commission Compliance Auditor	2HX	10/17/21	1	0	1	0	0		Int/Ext	x-2b
<u>FIRE DEPARTMENT</u>											
8958	Fire Lieutenant	4E	9/30/21	137	136	1	0	0		Int	x-1
8959	Fire HVAC Maintenance Technician	7NN	10/29/20	2	1	1	0	0		Int/Ext	x-b
<u>HEALTH DEPARTMENT</u>											
8974	Clinic Office Coordinator	5FN	10/1/21	3	2	1	0	0		Int	x-2b
8975	Environmental Health Specialist	3LN	11/27/21	17	13	1	0	3		Ext	x-2b
8977	Home Environmental Health Dir.	1IX	10/12/21	1	0	1	0	0		Ext	x-2b
8983	Home Environmental Health Mgr.	1FX	10/14/21	1	0	1	0	0	25% Lead Hazard Grnt.	Int/Ext	x-2b
<u>LIBRARY</u>											
8965	Librarian III (2 positions)	2GN	10/9/21 10/29/21	65	54	2	0	9		Int/Ext	x-2b
8967	Custodial Worker II-City Laborer	8DN	10/17/21	28	22	1	0	5		Int/Ext	x-2b
8979	Accounting Assistant II	6HN	10/30/21	1	0	1	0	0		Int/Ext	x-2b
<u>MUNICIPAL COURT</u>											
8964	Court Services Assistant III	6FN	7/12/20	6	4	1	0	1		Ext	x-2b
8994	Court Services Assistant III	6FN	10/21/21	6	4	1	0	1		Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
8982	Office Assistant III	6FN	10/17/21	18	11	1	0	6		Int/Ext	x-2b

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<u>POLICE DEPARTMENT</u>											
8949	Accounting Assistant I	6GN	7/29/21	1	0	1	0	0		Int/Ext	x-2b
8948	Human Resources Analyst-Sr.	2FX	11/1/21	3	1	1	0	1		Int/Ext	x-2b
8950	Community Service Officer (5 pos.)	5EN	8/9/21 8/22/21	25	16	5	0	4		Ext	x-1
8953	Emergency Vehicle Equip. Installer	7EN	9/5/21	5	4	1	0	0		Ext	x-2b
8956	Police Facilities Assistant Manager	1EX	11/1/21	1	0	1	0	0		Int/Ext	x-2b
8995	911 Dispatcher (30 positions)	5IN	NA	124	109	30	0	0		Int/Ext	x-1
<u>DPW-ADMINISTRATIVE SERVICES</u>											
8891	Personnel Payroll Asst. III	5EN	9/18/21	9	8	1	0	0		Int/Ext	X-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
8985	Inventory Assistant II	6HN	11/1/21	6	5	1	0	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>COMPTROLLER</u>											
8954	Public Debt Specialist	2MX	11/4/21	1	0	1	0	0	Debt Service Fund	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
8913	Nurse Practitioner	2MX	NA	3	1	1	0	1	Fam. Planning/Well Woman	Ext	x-6
8976	Public Health Nurse 3	2DN	11/4/21	7	4	1	0	2	70% Fam. Foundations	Ext	x-6
8984	Public Health Emergency Response Planning Coordinator	2HX	3/23/20	2	1	1	0	0	TPP Grant	Int/Ext	x-6
8991	Office Assistant II	6EN	10/19/21	1	0	1	0	0	75% FFHV Grant	Ext	x-6
<u>DPW-WATER WORKS</u>											
8960	Communications Assistant V	6KN	10/16/21	6	5	1	0	0	Water Works	Int/Ext	x-6
8961	Water Distr. Utility Investigator	8IN	10/9/21	11	7	1	3	0	Water Works	Int/Ext	x-6
8962	Water Distr. Repair Worker I (2 pos.)	8FN	10/2/21 10/2/21	19	13	2	4	0	Water Works	Int/Ext	x-6
8963	Water Repair Worker	8LN	10/1/21	48	42	1	5	0	Water Works	Int/Ext	x-6
8966	Engineering Drafting Tech. IV	3NN	10/16/21	8	6	1	1	0	Water Works	Int/Ext	x-6
8969	Electrical Services Manager	1GX	10/16/21	1	0	1	0	0	Water Works	Int/Ext	x-6
8996	Customer Service Rep. III (3 pos.)	6HN	10/15/21 10/21/21	16	8	3	5	0	Water Works	Int/Ext	x-6
8998	Water Chemist Project Leader	2HN	11/1/21 11/2/21	1	0	1	0	0	Water Works	Int/Ext	x-6