

Ref: CC File No. 101108
11025

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

DATE: January 13, 2011
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: January 13, 2011

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

I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DOA-BUDGET & MANAGEMENT DIV.</u>				
110000	Fiscal Planning Specialist-Sr.	10	12/26/10	
<u>DOA-BUSINESS OPERATIONS DIVISION</u>				
110030	Administrative Specialist Sr.* *This position will be underfilled at PG 2.	4	1/23/11	
<u>COMMON COUNCIL-CITY CLERK</u>				
11436	License Specialist	455	9/25/10	
110001	License Division Assistant Manager	9	12/26/10	
110010	Staff Assistant	6	1/24/11	
<u>DEPT. OF CITY DEVELOPMENT</u>				
110002	Office Assistant IV	445	1/1/11	
<u>CITY TREASURER</u>				
110053	Business Systems Coordinator	8	2/12/11	
110054	Network Coordinator - Associate	4	2/12/11	
110055	Accounting Assistant I	435	12/30/10	
<u>FIRE DEPARTMENT</u>				
11437	Heavy Equipment Operator	853	12/1/10	
110006	Heavy Equipment Operator	853	12/19/10	
110004-05	Fire Equipment Dispatcher (2 positions)	858	9/24/10 10/31/10	
<u>HEALTH DEPARTMENT</u>				
11439	Custodial Worker II/City Laborer	215	10/30/10	
11469	Public Health Social Worker	594	1/14/10	
110008	Program Assistant II	530	12/24/10	
<u>LIBRARY</u>				
11441	Office Assistant II	410	11/28/10	
11470	Librarian II	545	12/26/10	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
110011-12	Special Enforcement Inspector (2 pos.)	572	11/14/10 11/15/09	
<u>POLICE DEPARTMENT</u>				
11443	Deputy Inspector of Police	842	3/2/10	
11444-46	Police Sergeant (3 positions)	831	11/19/10	
11473	Office Assistant II	410	NA	
110056-57	Captain of Police (2 positions)	839	NA	
110058-59	Police Lieutenant (2 positions)	836	NA	

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I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>DPW-INFRASTRUCTURE SERVICES</u>				
11453	Business Operations Manager	8	12/2/10	
11454	Traffic Control Engineer III	628	8/28/10	
11455	Custodial Worker III	230	7/24/10	
<u>DPW-OPERATIONS DIVISION</u>				
11458	Operations & Dispatch Manager	9	11/30/10	
11461	Nursery Specialist	238	7/31/10	
110021	Equipment Operation Supervisor	4	1/8/11	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>DEPT. OF CITY DEVELOPMENT</u>				
110022	Housing Rehabilitation Specialist (NSP)	548	NA	
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
110023	Pension Specialist Sr.	3	11/27/10	
110024	Program Assistant II	530	12/1/10	
<u>HEALTH DEPARTMENT</u>				
110009	Health Care Access Asst. II/Bilingual	425	12/26/10	
110025	Public Health Nurse - EFM	666	12/29/10	
110026	Office Assistant III	425	12/31/10	
<u>DPW- SEWER MAINTENANCE FUND</u>				
110027	Sewer District Manager	9	9/1/10	
110014-15	Engineering Drafting Tech. IV (2 pos.)	604	11/25/10	
<u>DPW-WATER WORKS</u>				
11467	Accounting Assistant III	460	1/29/11	
110028	Water Laboratory Technician	504	1/23/11	
110029	Water Meter Investigator	360	1/4/11	
110049-50	Water Distr. Repair Wrkr. II (2 positions)	252	1/23/11	
110031-32	Water Meter Technician (2 positions)	251	12/16/10	
110051-52	Water Distr. Repair Wrkr. I (2 positions)	235	12/30/10	

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Department Account Name	Amount of Transfer		Reason
	From	To	
DEPT. OF EMPLOYEE RELATIONS Health Maintenance Org. Health Care Claims	\$115,014.32	\$115,014.32	In late 2010, a transfer from the Claims account to the HMO along with contingent funds were utilized to help cover December payments in the HMO. After year end payments and adjustments were finalized, a small balance remained in the HMO. This amount is being transferred to the Claims account for payment on the final 2010 invoice from Anthem. Remaining obligations for the Claims include final accrual amounts which are realized in March.
DEPT. OF EMPLOYEE RELATIONS Tuition Reimbursement Unemployment Compensation	\$53,979.58	\$53,979.58	This transfer is necessary to make the 2010 Unemployment Compensation December payment. Expenditures for the Unemployment Compensation account totaled \$1,067,980 and were greater than anticipated (5.2%) largely because recipients have been staying unemployed for longer periods of time. Experience in this account mirrors national trends. Surplus funds are available from the Tuition Reimbursement SPA to offset the transfer amount.
EMPLOYEES' RETIREMENT SYSTEM Operating Expenditures Employee Fringe Benefits	\$39,515.23	\$39,515.23	The estimated gross fringe benefit rate used to prepare the 2010 budget was 41%. The actual fringe benefit rate for 2010 was 57.91%.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters