

Ref: CC File No. 200466  
SF 20025

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

DATE: September 16, 2020  
TIME: 9:00 A.M.  
PLACE: Committee Room 301-B  
City Hall  
SCHEDULE A: Vacancy Requests  
SCHEDULE B: Fund Transfer

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: September 16, 2020  
CCFN 200466

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>ASSESSOR</u>			
8076	Senior Property Appraiser 4	2HN	3/5/19	
8077	Office Assistant III	6FN	8/23/19	
	<u>CITY ATTORNEY</u>			
8065	Deputy City Attorney	1OX	8/13/20	
	<u>DEPT. OF CITY DEVELOPMENT</u>			
8094	Accountant II	2DN	8/22/20	
	<u>CITY TREASURER</u>			
8049	Revenue Collection Manager	1DX	9/19/20	
8051	Revenue Collection Specialist	5IN	9/19/20	
8052	Teller	6HN	9/19/20	
	<u>COMMON COUNCIL-CITY CLERK</u>			
8063	Document Technician	3CN	9/10/20	
	<u>COMPTROLLER</u>			
8066	Accountant Lead	2HX	9/1/20	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
8080	Human Resources Assistant	5IN	7/26/20	
	<u>FIRE DEPARTMENT</u>			
7967	Fire Captain	4J	6/15/20	
7968	Fire Lieutenant (2 positions)	4E	7/12/20	
			7/12/20	
8121 & 8122	Fire Captain (2 positions)	4J	4/18/20	
8123	Fire Lieutenant (3 positions)	4J	7/31/20	
		4E	10/4/20	
			7/10/20	
			10/4/20	
8124	Heavy Equip. Operator (2 positions)	4D	11/17/19	
			12/1/19	
	<u>HEALTH DEPARTMENT</u>			
8062	Public Health Deputy Lab Director	1JX	8/8/20	
	<u>LIBRARY</u>			
7734	Librarian III	2FN	11/16/19	
8103	Deputy Library Director-Public Serv.	1LX	10/4/20	
8104	Library Volunteer Coordinator	2DN	10/6/19	
8107	Library Reference Assistant	2BN	9/20/20	
8108	Office Assistant II	6EN	9/6/20	
8109	Library Technician II	6EN	9/9/20	
8111	Custodial Wrkr. II-City Laborer (3 pos.)	8DN	11/3/19	
			9/5/20	
			9/14/20	
8112	Management Librarian	1EX	8/22/20	
	<u>MUNICIPAL COURT</u>			
8047 & 8070	Court Services Asst. III (2 positions)	6FN	5/9/20	
			1/12/20	

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<u>DEPT. OF NEIGHBORHOOD SERVICES</u>					
8096	Mechanical Plan Examiner III	2JN	9/7/20	HELD	
8100	Plan Examiner III	2JN	9/21/20		
8114	Administrative Specialist Sr.	2EX	8/9/20		
7717	Office Assistant III	6FN	NA		
<u>POLICE DEPARTMENT</u>					
8071	Captain of Police (2 positions)	4N-839	8/23/20 8/30/20		
8069	Inspector of Police (2 positions)	4QX	8/23/20 8/24/20		
8072 & 8073	Asst. Chief of Police (3 positions)	4RX	1/25/20 8/8/20 8/30/20		
8091	Marketing & Communications Officer	2JX	9/12/20		
8105	Forensic Video Examiner	4F 808	11/16/19		
<u>DPW-ADMINISTRATIVE SERVICES</u>					
8067	Program Assistant I	5EN	6/28/20		
<u>DPW-INFRASTRUCTURE SERVICES</u>					
8058	Program Assistant II	5FN	8/9/20		
8059	Engineering Drafting Tech. II	3FN	8/23/20		
8064	Inventory Assistant IV	6JN	8/13/20		
8110	Administrative Assistant II	6HN	10/4/20		
8113	Equipment Mechanic I	7BN	9/19/20		
8115	Civil Engineer II	2GN	8/9/20		
8118	Street Operations Supervisor	1BX	10/31/20		
8119	Street Repair Supervisor	1AX	10/4/20		
8120	Facilities Maintenance Coordinator	2HN	7/12/20		
<u>DPW-OPERATIONS DIVISION</u>					
8092	Equipment Mechanic III	7CN	10/27/19		
8093	Fleet Repair Supervisor	1BX	8/23/20		
8117	Vehicle Services Technician	7ON	11/18/19		
7985	Self-Help Yard Supervisor	1AX	7/12/20		
7986	Sanitation Supervisor (2 positions)	1AX	2/10/20 2/24/20		
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>					
<u>HEALTH DEPARTMENT</u>					
8048	Lead Project Assistant	5FN	8/8/20		
<u>DPW-SEWER MAINTENANCE FUND</u>					
8057	Engineering Technician IV	3NN	8/8/20		
8125	Civil Engineer III	2IN	9/20/20		
<u>DPW-WATER WORKS</u>					
8095	Customer Service Rep. III (2 pos.)	6HN	7/16/20 9/4/20		
8097	Accounting Assistant III	5EN	10/2/20		
8098	Water Billing Specialist	5HN	7/29/20		
8099	Water Chemist	2EN	7/28/20		
8101	Customer Service Rep. III	6HN	10/2/20		

SCHEDULE B - FUND TRANSFERS

Fund transfer listed was approved by the Finance & Personnel Committee.

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>CITY ATTORNEY</u> Damages and Claims Outside Counsel Expert witness	\$140,000	\$140,000	Additional need for outside counsel.

SCHEDULE C - GENERAL MATTERS

- Miscellaneous