

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

DATE: October 5, 2022

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: October 5, 2022
CCFN 220779

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-INTERGOVERNMENTAL RELATIONS</u>			
9836	Legislative Fiscal Manager	2LX	10/2/22	
	<u>DOA-PURCHASING DIVISION</u>			
9874	Administrative Specialist-Senior	2EX	10/1/22	
	<u>ASSESSOR</u>			
9878	Assessment Division Manager	1GX	10/22/22	
	<u>CITY ATTORNEY</u>			
9881	Legal Office Assistant	6JN	9/17/22	
	<u>BOARD OF ZONING APPEALS</u>			
9826	Office Assistant IV	6HN	8/20/22	
	<u>DEPT. OF CITY DEVELOPMENT</u>			
9876	Purchasing Agent-Senior	2FX	12/4/22	
	<u>COMPTROLLER</u>			
9882	Accounting Program Assistant II	6KN	8/13/22	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
9858	Human Resources Assistant	5IN	9/18/22	
9859	Administrative Assistant II	6HN	9/18/22	
	<u>FIRE AND POLICE COMMISSION</u>			
9880	Human Resources Rep.	1EX	10/2/22	
	<u>FIRE DEPARTMENT</u>			
9851	911 Telecommunicator (3 positions)	5IN	8/7/22 9/7/22 10/16/22	
9855	Fire HVAC Maintenance Tech.	7NN	10/29/20	
9883	Personnel Payroll Assistant III	5EN	10/1/22	
	<u>HEALTH DEPARTMENT</u>			
9879	Public Health Lab Director	1LX	9/28/22	
	<u>LIBRARY</u>			
9838	Librarian III	2GN	10/2/22	
9839	Custodial Worker II-City Laborer (2 pos.)	8DN	10/1/22 8/25/22	
9840	Library Services Manager	1GX	9/23/22	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
9867	Customer Service Rep. II	6GN	10/2/22	
9868	Plan Examiner III	2JN	6/26/21	
9869	Special Enforcement Inspector (2 pos.)	2GN	10/18/22 9/3/22	
9870	Office Assistant III (2 positions)	6FN	9/17/22 9/17/22	
9872	District Code Enforcement Supervisor	1EX	10/16/22	
9877	Program Assistant II	5FN	10/2/22	

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: October 5, 2022
CCFN 220779

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>POLICE DEPARTMENT</u>				
9847	Detective (9 positions)	4F-808	Various	
9845	Police Sergeant (21 positions)	4GN-831	Various	
9844	Police Lieutenant (6 positions)	4LN-836	Various	
9843	Captain of Police	4NX-839	9/1/21	
9842	Crime Analyst (2 positions)	2GN	9/10/22 9/30/22	
<u>DPW-INFRASTRUCTURE SERVICES</u>				
9825	Custodial Worker II-City Laborer	8DN	9/24/22	
9875	Street Repair Supervisor	1AX	9/30/22	
<u>DPW-OPERATIONS DIVISION</u>				
9865	Urban Forestry Crew Leader	7ON	8/20/22	
9863	Fleet Maintenance Technician	7HN	8/21/22	
9862	Fleet Maintenance Technician	7HN	8/10/22	
9860	Fleet Repair Supervisor	1DX	10/1/22	
9861	Equipment Parts Assistant	6IN	10/1/22	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
9857	Program Assistant II	5FN	9/18/22	
<u>LIBRARY</u>				
9856	Library Now Program Specialist	2CN	10/7/22	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
9871	Residential Code Enforcement Inspector	3LN	9/3/22	
<u>DPW-WATER WORKS</u>				
9846	Water Customer Service Supervisor	1CX	10/2/22	
9848	Water Field Supervisor	1BX	10/2/22	
9849	Water Field Supervisor	1BX	9/18/22	
9850	Engineering Drafting Tech. IV	3NN	9/4/22	
9852	Program Assistant II	5FN	10/2/22	
9853	Customer Service Rep. III	6HN	9/3/22	
9854	Water Chief Repair Worker	8PN	9/10/22	

SCHEDULE B - FUND TRANSFERS

Transfers listed were approved by the Finance & Personnel Committee.

Finance and Personnel Committee Meeting: October 5, 2022
CCFN 220779

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>LIBRARY</u> Salaries & Wages Operating Expenditures	\$174,240	\$174,240	Vacancies in the facilities and accounting departments necessitate the use of contracted staff in order to maintain operations.
<u>MUNICIPAL COURT</u> Salaries & Wages Operating Expenditures	\$175,000	\$175,000	Increased expenses for private vendors for print, mail and postage services and custodial services. Funded from vacancy savings.
<u>NEIGHBORHOOD SERVICES</u> Salaries & Wages Operating Expenditures Special Fund	\$168,443	\$100,000 \$68,443	The required animal control payment to MADACC is higher than budgeted, and anticipated costs for temporary employees and other items are higher than budgeted. Vacancy savings provide funding for these purposes.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous