

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

DATE: September 17, 2025

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: September 17, 2025
CCFN 250643

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

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>ASSESSOR'S OFFICE</u>			
11926	Assessment Appeals Director	1KX	7/20/25	
	<u>COMMON COUNCIL-CITY CLERK</u>			
11939	Staff Assistant	2KX	1/3/26	
	<u>CITY TREASURER</u>			
11933	Tax Billing and Collection Manager	1IX	10/21/25	
11935	Tax Collection & Enforcement Coord.	1FX	10/25/25	
11936	Tax Enforcement Specialist	5JN	10/25/25	
	<u>COMPTROLLER</u>			
11930	Accounting Program Assistant III	5GN	7/6/25	
11955	Accounting Manager	1JX	9/13/25	
11961	Accounting Supervisor	2KX	12/20/25	
	<u>HEALTH DEPARTMENT</u>			
11889	Consumer Env. Hlth. Insp. 4 (2 Pos.)	2SN	7/30/25 8/2/25	
11915	Public Health Nurse Supervisor	1GX	9/5/25	
11916	Disease Intervention Spec. Supervisor	1GX	8/3/25	
11918	Disease Intervention Spec. 3 (2 Pos.)	2FN	8/3/25 8/24/25	
11958	Chemist	2FN	9/26/25	
11964	Customer Service Rep. III (2 Pos.)	6KN	NA	
11919	Public Health Nurse - Leader	2KN	4/1/25	
	<u>LIBRARY</u>			
11929	Library Security Guard (3 Positions)	8AN	7/30/25 8/28/25 9/3/25	
11946	Program Assistant II	5IN	2/28/25	
	<u>DEPT. NEIGHBORHOOD SERVICES</u>			
11931	Building Construction Inspector 6	7MN	8/30/25	
11932	Special Enforcement Inspector 4	7KN	8/30/25	
11934	Office Assistant II	6GN	5/31/25	
11938	Program Assistant II	5IN	9/2/25	
	<u>POLICE DEPARTMENT</u>			
11837	Office Assistant III-PD	6GN	7/6/25	
11844	Custodial Worker 1	8AN	TBD	
11943	Office Assistant II-PD	6DN	4/19/20	

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11927	<u>DPW-ADMINISTRATION DIVISION</u> Engineering Technician V	3UN	TBD	
	<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>			
11897	Equipment & Tool Mechanic 2	7CN	7/17/25	
11898	Equipment & Tool Mechanic 1	7BN	9/26/25	
11906	Equipment & Tool Mechanic 1 (2 Pos.)	7BN	10/30/20	
			7/20/24	
11922	MKE Parks Program Coordinator	2HX	NA	
11941	Engineering Technician VI	2KN	6/22/25	
11947	Management Civil Engineer - Senior	1KX	7/19/25	
11948	Engineering Technician V	3UN	5/25/25	
	<u>DPW-OPERATIONS DIVISION</u>			
11901	Communications Assistant IV	6LN	5/26/25	
11910	Communications Assistant IV	6LN	8/17/25	
11913	Fleet Operations Supervisor	1EX	NA	
11951	Fleet Operations Supervisor	1EX	9/14/25	
11963	Vehicle Services Technician 4	7HN	10/3/25	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>HEALTH DEPARTMENT</u>			
11914	Community Health Nutritionist 2 (3 Pos.)	3QN	6/28/25	
			8/22/25	
			8/30/25	
11917	Disease Intervention Spec. Coordinator	2GN	9/19/25	
11950	Medical Assistant	5CN	8/29/25	
	<u>DPW-SEWER MAINTENANCE FUND</u>			
11940	Engineering Technician II	3QN	NA	
	<u>DPW-TRANSPORTATION</u>			
11903	Communications Assistant Senior	5EN	8/16/25	
11925	Tow Lot Manager	1IX	8/17/25	
	<u>DPW-WATER WORKS</u>			
11912	Water Distribution Construction Manager	1GX	8/6/25	

SCHEDULE B - FUND TRANSFERS

Fund Transfers listed were approved by the
Finance and Personnel Committee

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>LIBRARY</u> 2025 Salaries and Wages 2025 Operating Account	\$690,000	\$690,000	Contracted services for security and building maintenance are being used to maintain operations due to vacant Library Security Guard and Custodial Worker positions. Funds are available from vacancies to cover costs.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous