

Ref: CC File No. 211098  
SF 21025

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

DATE: November 16, 2021  
TIME: 1:30 P.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: November 16, 2021  
CCFN 211098

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>COMMON COUNCIL-CITY CLERK</u>				
9006	License Specialist II	5EN	3/20/21	
9036	Senior Planner	2HX	12/5/21	
<u>FIRE DEPARTMENT</u>				
9009	Systems Analyst-Senior	2IX	7/10/21	
<u>HEALTH DEPARTMENT</u>				
9024	Health Accounting Assistant	5GN	11/13/21	
9025	Public Health Strategist	2IX	11/28/21	
9032	Environmental Health Coordinator	2FN	11/4/21	
<u>LIBRARY</u>				
9014	Custodial Worker II/City Laborer	8DN	11/28/21	
9016	Library Technical Services Specialist	5DN	6/19/21	
9017	Library Technical Services Coord.	2EN	12/1/21	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
9035	Residential Code Enf. Insp. (3 pos.)	3LN	10/20/21 10/30/21 11/13/21	
<u>POLICE DEPARTMENT</u>				
9008	Human Resources Analyst-Sr.	2FX	11/3/19	
9028	Assistant Chief of Police (3 pos.)	4RX	11/1/21 4/12/21	
9029	Inspector of Police (5 positions)	4QX	8/22/20 9/26/21 Various	
9030	Captain of Police (9 positions)	4N-839	Various	
9043	Telecommunications Supervisor	1EX	12/3/21	
<u>DPW-INFRASTRUCTURE SERVICES</u>				
9039	Traffic Sign Worker II	8GN	9/5/21	
9040	HVAC Maintenance Technician	7NN	10/17/21	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>HEALTH DEPARTMENT</u>				
9031	Medical Assistant	5BN	11/1/21	
9034	Lead Risk Assessor II	3GN	11/15/21	
<u>DPW-WATER WORKS</u>				
8997	Water Distribution Utility Invest.	8IN	4/1/21	
8999	Equipment Mechanic IV	7EN	1/18/20	
9000	Engineering Tech. IV (3 positions)	3NN	NA	
9001	Engineering Tech. IV	3NN	3/28/20	
9002	Sr. Wtr. Treatment Plant Oper. (2 pos.)	2GN	12/18/20 1/18/20	
9003	Water Meter Technician (2 positions)	7DN	12/12/19 12/14/19	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
9004	<u>DPW-WATER WORKS (Continued)</u> Wtr. Plant Mach. Repair Person (2 pos.)	7DN	12/20/19 3/21/20	
9005	Accountant III	2GX	7/27/19	
9010	Water Plant Mach. Repair Person	7QN	10/30/21	
9011	Water Repair Worker	8LN	10/30/21	
9012	Water Distribution Utility Invest.	8IN	10/16/21	
9013	Water Meter Technician (2 positions)	7DN	10/30/21 10/30/21	
9015	Network Coordinator Associate	2EX	10/30/21	

SCHEDULE B - FUND TRANSFERS

Fund transfers listed were approved by  
Finance & Personnel.

Finance and Personnel Committee Meeting: November 16, 2021  
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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DPW-ADMINISTRATIVE SERVICES</u> Salaries & Wages Operating Expenditures	\$50,000	\$50,000	Due to vacancies, DPW Administrative Services needed to use temporary employment services to ensure that ongoing assignments and special projects were completed. These costs were not budgeted.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous