

Ref: CC File No. 161054  
SF 16025

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

DATE: December 7, 2016

TIME: 9:30 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: December 7, 2016

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>CITY ATTORNEY</u>				
2372	IT Support Specialist-Senior	2GN	2/11/17	
2373	Assistant City Attorney V	2QX	12/3/16	
<u>DEPT. OF CITY DEVELOPMENT</u>				
2375	Administrative Assistant II	6HN	12/31/16	
<u>COMPTROLLER</u>				
2297	Auditor - Lead	2HX	10/22/16	
2299	Auditor (Auxiliary)	2GX	NA	
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
2369	Human Resources Rep.	2HX	12/3/16	
2379	Certification & Salary Sys. Admin.	1EX	12/31/16	
<u>FIRE DEPARTMENT</u>				
2350	Fire Lieutenant	4E	11/15/16	
2351	Heavy Equipment Operator	4D	12/18/16	
2352	IT Support Specialist-Senior	2GN	11/8/16	
<u>HEALTH DEPARTMENT</u>				
2358	Public Health Nurse Coordinator	2GN	12/1/16	
2359	Public Health Nurse 1	2DN	11/4/16	
2360	Public Health Nurse 1	2DN	12/3/16	
2368	Public Health Deputy Lab. Director	1JX	12/10/16	
2377	Comm. & Infectious Dis. Prog. Mgr.	1FX	12/1/16	
<u>LIBRARY</u>				
2342	Management Librarian	1DX	2/27/16	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
2362	Bldg. Construction Inspector	2HN	11/19/16	
2363	Office Assistant II	6EN	11/6/16	
2364	Certification and Comm. Coord.	2FX	12/30/16	
2367	Customer Service Rep. II	6GN	12/30/16	
2370	Environmental Risk Officer	2FN	12/2/16	
<u>POLICE DEPT.</u>				
2345	Latent Print Examiner		12/3/16	
2353	Health and Safety Specialist	2DN	12/3/16	
2354	Maintenance Technician II (3 pos.)	3GN	4/14/13 8/8/11 11/11/13	
2380	Chief of Staff-Police	1JX	5/15/16	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
2294	<u>DPW-INFRASTRUCTURE SERVICES</u> Traffic Sign Worker II	8GN	11/20/16	
2346	<u>DPW-OPERATIONS DIVISION</u> Program Assistant II	5FN	1/15/17	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>HEALTH DEPARTMENT</u>				
2356	Office Assistant I	6CN	12/1/16	
2357	Disease Intervention Specialist	2AN	12/3/16	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
2371	Neigh. Improvement Proj. Inspector	3ON	12/18/16	

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Fund transfers listed were approved by the Finance and Personnel Committee.

Finance and Personnel Committee Meeting: December 7, 2016

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>ASSESSOR</u>			
Salaries & Wages	\$42,812.36		Larger than anticipated costs for outside vendors including; legal counsel for outstanding court cases, assessment system contractor, and auxiliary support to assist with CAMA project transition.
State Mfg. Assessment Payment	\$22,187.64		
Operating Expenditures		\$65,000.00	
<u>CITY ATTORNEY</u>			
Outside Council/Expert Witness Funds	\$300,000		Expected normal expenditures are \$181,224. With \$60,431 left, we are likely to fall short by \$120,793. In addition to the estimated \$120,000 shortfall, the Office is aware of pending settlements in the amount of \$75,000 and \$105,000, respectively. As these are pending settlements, we cannot disclose the client.
Damages and Claims Funds		\$300,000	

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous