

Ref: CC File No. 190638  
SF 19025

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

DATE: September 18, 2019

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: September 18, 2019  
CCFN 190638

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>ASSESSOR</u>				
7241	Office Assistant III	6FN	6/16/19	
<u>CITY TREASURER</u>				
7359	Customer Service Rep. III	6HN	9/21/19	
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
7379	Human Resources Rep.	2HX	9/3/19	
<u>FIRE DEPARTMENT</u>				
7392	Battalion Chief, Fire	4MX	9/22/19	
7394	Fire Captail (2 positions)	4J	8/20/19 9/22/19	
7396	Fire Lieutenant (2 positions)	4E	9/22/19 9/22/19	
7397	Systems Analyst-Sr.	2IX	8/20/19	
7398	Carpenter	7KN	7/26/19	
7399	Deputy Chief, Fire	4OX	9/22/19	
<u>HEALTH DEPARTMENT</u>				
7404	Public Health Nurse 3	2DN	9/6/19	
7405	Office Assistant III	6FN	9/7/19	
<u>LIBRARY</u>				
7386	Personnel Payroll Asst. II	6HN	7/28/19	
7387	Librarian II	2EN	8/17/19	
7388	Library Branch Manager	1EX	9/29/19	
7390	Archives Technician	6HN	11/2/19	
7395	Library Security Investigator	5IN	11/24/19	
7400	Human Resources Analyst-Sr.	2FX	9/22/19	
<u>MUNICIPAL COURT</u>				
7334	Court Services Asst. III	6FN	7/28/19	
7367	Court Services Asst. III	6FN	8/24/19	
7368	Municipal Court Clerk I	6NN	9/8/19	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
7336	Building Construction Inspector	2HN	NA	
7374	Electrical Inspector (2 pos.)	2HN	8/3/19 8/28/19	
7377	Business Operations Mgr,	1FX	9/14/19	
7383	Customer Service Rep. II	6GN	8/24/19	
<u>POLICE DEPARTMENT</u>				
7332	Emergency Comm. Oper. (18 pos.)	5IN	NA	
7349	Inspector of Police	4QX	8/8/19	
7350	Captain of Police	4N-839	7/28/19	
7372	Police Sergeant (2 positions)	4G-831	NA	

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	<u>DPW-ADMINISTRATIVE SERVICES</u>			
7408	Business Operations Manager	1EX	TBD	
7409	Finance & Administration Mgr.	1IX	9/13/19	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
7343	Electrical Worker (4 positions)	7FN	8/18/19 8/18/19 8/18/19 8/18/19	
7353	Electrical Worker	7FN	8/25/19	
7365	Custodial Worker III	8EN	8/10/19	
7366	Bridge Operator Lead Wrkr.	8IN	8/22/19	
7370	Carpenter	7KN	8/17/19	
7373	Engineering Technician V	3RN	11/23/19	
7378	Equipment Mechanic IV	7EN	NA	
7389	Traffic Sign Worker II	8GN	NA	
7273	Custodial Wkr.II-City Laborer (2 pos.)	8DN	6/15/19 6/29/19	
	<u>DPW-OPERATIONS DIVISION</u>			
7381	Vehicle Services Tech. (2 positions)	7LN	8/4/19 8/26/19	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>COMPROLLER</u>			
7371	Accounting Specialist	2GX	9/4/19	
	<u>HEALTH DEPARTMENT</u>			
7401	Nutritionist	2DN	8/31/19	
7402	Public Health Nurse Coordinator	2GN	8/31/19	
7403	Public Health Nurse 3 (2 pos.)	2DN	8/17/19 TBD	
7407	Health Project Coord.-EFM (0.6 FTE)	1DX	8/17/19	
	<u>DPW-WATER WORKS</u>			
7354	Water Repair Worker (5 positions)	8LN	7/28/19 7/28/19 7/28/19 7/28/19 8/9/19	
7355	Engineering Drafting Technician IV	3NN	8/3/19	
7356	Civil Engineer III	2IN	7/27/19	
7357	Accountant III	2GX	7/27/19	
7358	Lead Water Chemist	2GN	8/10/19	
7360	Water Meter Technician	7DN	8/11/19	
7361	Inventory Assistant III	6IN	8/25/19	
7362	Municipal Services Electrician	7QN	8/21/19	
7375	Program Assistant II	5FN	9/8/19	
7380	Water Laboratory Technician	5DN	9/7/19	

SCHEDULE B - FUND TRANSFERS

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

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>FIRE DEPARTMENT</u> Digital Radio System Records Management System Fire Facilities Maintenance	\$400,000	\$130,000 \$270,000	Funds originally designated for the digital radio system were not needed. These funds are being transferred to support needed upgrades and repairs.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous