

**AGENDA OF ITEMS TO BE CONSIDERED
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: January 11, 2023

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

Finance & Personnel Committee Meeting: January 11, 2023
CCFN 221328

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

| Req. I.D. No. | Department and Position | Pay Range | Date Vacant | Number of Positions With Same Title | | | | | CSC Status and/or Funding Source | Int/Ext Fill | Code |
|--|---|-----------|--------------------------------|-------------------------------------|------------------------|-----------------------|------------------|------------|----------------------------------|--------------|------|
| | | | | Auth. | Filled excl. this pos. | Recomm. Authorization | Vac. Prev. Appr. | Other Vac. | | | |
| <u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u> | | | | | | | | | | | |
| <u>ASSESSOR</u> | | | | | | | | | | | |
| 10013 | Senior Property Appraiser 4 (2 positions) | 2HN | 12/2/22 12/30/22 | 24 | 20 | 2 | 2 | 0 | | Int/Ext | x-2b |
| 10014 | Office Assistant IV | 6HN | 12/25/22 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10023 | Office Assistant III | 6FN | 12/25/22 | 5 | 3 | 1 | 1 | 0 | | Int/Ext | x-2b |
| <u>CITY ATTORNEY</u> | | | | | | | | | | | |
| 10057 | Asst. City Attorney V | 2QX | 12/28/22 | 35 | 28 | 1 | 3 | 3 | | Ext | x-2b |
| <u>COMMON COUNCIL-CITY CLERK</u> | | | | | | | | | | | |
| 10075 | Intergovernmental Policy Mgr. - Sr. | 2MX | 1/21/23 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| <u>COMPTROLLER</u> | | | | | | | | | | | |
| 10032 | City Payroll Specialist | 2DN | 12/26/22 | 3 | 2 | 1 | 0 | 0 | | Int | x-2b |
| <u>DEPT. OF EMPLOYEE RELATIONS</u> | | | | | | | | | | | |
| 10052 | Workforce Planning & Certification Supv. | 1HX | 1/22/23 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| <u>FIRE AND POLICE COMMISSION</u> | | | | | | | | | | | |
| 10078 | Fire and Police Comm. Investigator | 2HX | 1/21/23 | 2 | 1 | 1 | 0 | 0 | | Int/Ext | x-2b |
| <u>FIRE DEPARTMENT</u> | | | | | | | | | | | |
| 10050 | Fire Captain | 4JN | 12/22/22 | 43 | 42 | 1 | 0 | 0 | | Int | x-1 |
| 10051 | IT Support Specialist-Senior | 2GN | 3/3/22 | 2 | 0 | 1 | 0 | 1 | | Int/Ext | x-2b |
| 10053 | IT Support Specialist-Senior | 2GN | 11/26/22 | 2 | 0 | 1 | 0 | 1 | | Int/Ext | x-2b |
| 10054 | Fire Health and Safety Manager | 2IX | 5/22/22 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10055 | Fire Maintenance Technician | 7HN | 10/22/22 | 8 | 5 | 1 | 1 | 1 | | Int/Ext | x-2b |
| 10056 | Fire Maintenance Technician | 7HN | 4/9/22 | 8 | 5 | 1 | 1 | 1 | | Int/Ext | x-2b |
| <u>HEALTH DEPARTMENT</u> | | | | | | | | | | | |
| 10024 | Office Assistant II | 6EN | 12/11/22 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10036 | Environmental Health Specialist | 3LN | 12/26/22 | 17 | 15 | 1 | 0 | 1 | | Ext | x-2b |
| <u>LIBRARY</u> | | | | | | | | | | | |
| 10017 | Library Facilities Maintenance Supv. | 1GX | 12/7/22 | 1 | 0 | 1 | 0 | 0 | | Ext | x-2b |
| 10018 | Custodial Wkr. II-City Laborer (3 pos.) | 8DN | 1/7/23 12/17/22 12/12/21 | 28 | 16 | 3 | 0 | 9 | | Ext | x-2b |
| <u>DEPT. OF NEIGHBORHOOD SERVICES</u> | | | | | | | | | | | |
| 10028 | Environmental Risk Officer | 2FN | 12/12/22 | 4 | 3 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10029 | Electrical Inspector | 2HN | 1/7/23 | 9 | 8 | 1 | 0 | 0 | | Int/Ext | x-2b |
| <u>POLICE DEPARTMENT</u> | | | | | | | | | | | |
| 10033 | Office Assistant IV - PD | 6HN | 1/22/23 | 8 | 6 | 1 | 0 | 1 | | Int/Ext | x-2b |
| 10034 | Crime & Intelligence Manager | 1FX | 12/25/22 | 3 | 0 | 1 | 0 | 2 | | Int/Ext | x-1 |
| 10035 | Helpdesk Specialist II | 3IN | 7/10/22 | 10 | 8 | 1 | 0 | 1 | | Int/Ext | x-2b |
| <u>DPW-ADMINISTRATIVE SERVICES</u> | | | | | | | | | | | |
| 10030 | Contract Compliance Officer | 2JX | 1/22/23 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| <u>DPW-INFRASTRUCTURE SERVICES</u> | | | | | | | | | | | |
| 10015 | Electrical Services Welder | 7HN | 10/6/22 | 2 | 1 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10016 | Accounting Assistant II | 6HN | 12/29/21 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10009 | Custodial Worker II-C L | 8DN | 11/15/22 | 13 | 10 | 1 | 2 | 0 | | Int/Ext | x-2b |

SCHEDULE A - VACANCY REQUESTS

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CCFN 221328

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Budget Unless Otherwise Indicated

| Req. I.D. No. | Department and Position | Pay Range | Date Vacant | Number of Positions With Same Title | | | | | CSC Status and/or Funding Source | Int/Ext Fill | Code |
|---|---------------------------------------|-----------|--|-------------------------------------|------------------------|-------------------------|------------------|------------|----------------------------------|--------------|------|
| | | | | Auth. | Filled excl. this pos. | Recomm. Authori- zation | Vac. Prev. Appr. | Other Vac. | | | |
| <u>DPW-OPERATIONS DIVISION</u> | | | | | | | | | | | |
| 10042 | Program Assistant II | 5FN | 12/17/22 | 3 | 1 | 1 | 1 | 0 | | Int/Ext | x-2b |
| 10043 | Fleet Repair Supervisor | 1DX | 12/15/22 | 5 | 3 | 1 | 1 | 0 | | Int/Ext | x-2b |
| 10044 | Vehicle Services Technician | 7HN | 12/25/22 | 46 | 45 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10045 | Communications Assistant IV | 6JN | 12/20/22 | 3 | 1 | 1 | 1 | 0 | | Int/Ext | x-2b |
| 10046 | Communications Assistant III | 6HN | 12/24/22 | 3 | 2 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10048 | Urban Forestry Manager | IFX | 3/1/23 | 9 | 8 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10058 | Office Assistant IV | 6HN | 1/7/23 | 3 | 2 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 10059 | Self-Help Yard Attendant | 8FN | 12/23/22 | 8 | 3 | 1 | 4 | 0 | | Int/Ext | x-2b |
| <u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u> | | | | | | | | | | | |
| <u>DOA-OFFICE OF EQUITY AND INCLUSION</u> | | | | | | | | | | | |
| 10026 | Contract Compliance Officer | 2JX | 12/2/22 | 1 | 0 | 1 | 0 | 0 | Health Literacy Grant | Int/Ext | x-6 |
| <u>COMPROLLER</u> | | | | | | | | | | | |
| 9979 | Accounting Specialist | 2JX | 12/3/22 | 11 | 9 | 1 | 1 | 0 | CDBG | Int/Ext | x-6 |
| <u>HEALTH DEPARTMENT</u> | | | | | | | | | | | |
| 10025 | Office Assistant III | 6FN | 12/17/22 | 2 | 1 | 1 | 0 | 0 | STI Service Grant | Int/Ext | x-6 |
| 10031 | Public Health Nurse 3 | 2FN | 11/12/21 | 7 | 4 | 1 | 0 | 2 | 70% Fam. Foundation | Ext | x-6 |
| 10038 | ReCast Program Coordinator | 2GX | 12/1/21 | 1 | 0 | 1 | 0 | 0 | SAMHSA Grant | Int/Ext | x-6 |
| 10039 | Healthcare Access Program Manager | 1DX | 1/15/21 | 1 | 0 | 1 | 0 | 0 | 50% MA Outreach Forward | Int/Ext | x-6 |
| 10040 | Health Project Supervisor-WIC | 1CX | 1/5/23 | 3 | 2 | 1 | 0 | 0 | WIC | Int/Ext | x-6 |
| 10049 | Public Health Social Worker 3 | 2FN | 7/24/21 | 7 | 5 | 1 | 0 | 1 | Family Found. Home Visit | Ext | x-6 |
| <u>LIBRARY</u> | | | | | | | | | | | |
| 10019 | Library Now Program Specialist | 2CN | 1/5/23 | 3 | 1 | 1 | 0 | 1 | MPL Foundation | Ext | x-6 |
| <u>SEWER MAINTENANCE FUND</u> | | | | | | | | | | | |
| 10041 | Sewer Services Manager | 1IX | 12/26/22 | 1 | 0 | 1 | 0 | 0 | Sewer Maint. Fund | Int/Ext | x-6 |
| <u>TRANSPORTATION FUND</u> | | | | | | | | | | | |
| 10060 | Parking Enforcement Manager | 1GX | 1/7/23 | 1 | 0 | 1 | 0 | 0 | Transportation Fund | Int/Ext | x-6 |
| 10061 | Parking Enf. Asst. Mgr. (2 positions) | 1CX | 12/24/22 2/2/2015 | 2 | 0 | 2 | 0 | 0 | Transportation Fund | Int/Ext | x-6 |
| <u>WATER WORKS</u> | | | | | | | | | | | |
| 10062 | Water Plant Maintenance Supv. | 1FX | 11/25/22 | 1 | 0 | 1 | 0 | 0 | Water Works | Int/Ext | x-6 |
| 10063 | Water Plant Operation Supv. | 1FX | N/A | 2 | 1 | 1 | 0 | 0 | Water Works | Int/Ext | x-6 |
| 10064 | Snr. Water Treatment Plant Opr. | 2GN | 12/11/22 | 21 | 10 | 1 | 10 | 0 | Water Works | Int/Ext | x-6 |
| 10065 | Network Coordinator Associate | 2EX | 1/14/23 | 2 | 1 | 1 | 0 | 0 | Water Works | Int/Ext | x-6 |
| 10066 | Engineering Technician IV | 3NN | 10/15/22 | 15 | 13 | 1 | 0 | 1 | Water Works | Int/Ext | x-6 |
| 10067 | Accounting Assistant III | 5EN | 10/21/22 | 6 | 4 | 1 | 1 | 0 | Water Works | Int/Ext | x-6 |
| 10068 | Customer Service Rep. III | 6HN | 12/31/22 | 16 | 13 | 1 | 2 | 0 | Water Works | Int/Ext | x-6 |
| 10069 | Water Meter Specialist | 7EN | 1/7/23 | 6 | 5 | 1 | 0 | 0 | Water Works | Int/Ext | x-6 |
| 10070 | Water Repair Worker (4 positions) | 8LN | 12/3/22 | 67 | 44 | 4 | 19 | 0 | Water Works | Int/Ext | x-6 |
| 10071 | Water Meter Technician | 7DN | 12/16/22 12/20/22 12/20/22 1/7/23 | 22 | 17 | 1 | 4 | 0 | Water Works | Int/Ext | x-6 |

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: January 11, 2023
CCFN 221328

| Department Account Name | Amount of Transfer | | Reason for Transfer |
|--|--------------------|-----------|---|
| | From | To | |
| <u>DEPT. OF ADMINISTRATION</u> 2023 DOA-Salaries & Wages 2023 DOA-Environmental Collaboration Office Climate Action Planning and Program Fund | \$200,000 | \$200,000 | Additional funds needed to secure professional services for grant writing to pursue funding from Infrastructure Investment and Jobs Act and Inflation Reduction Act in support of the Climate and Equity Plan. Funds to be transferred from salaries. Partial funding will be achieved by holding a vacant position in the Community Development Block Grants Division. Additional funding sources to be determined. Options include using CDBG Reprogramming Funds or potential carryover from 2022 if available. |

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous