

Ref: CC File No. 111272  
12025

**ACTION TAKEN ON VACANCY REQUESTS AND/OR FUND TRANSFERS  
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: February 1, 2012

TIME: 9:00 A.M.

PLACE: Committee Room 301-B  
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE C: Miscellaneous Matters

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: February 1, 2012

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

I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-BUDGET &amp; MANAGEMENT DIVISION</u>			
12043	Budget & Mgmt. Special Asst.	8	12/25/11	
	<u>COMMON COUNCIL-CITY CLERK</u>			
12044	Graphic Designer II	2BN		
	<u>COMPTROLLER</u>			
12045	Auditing Manager	10	12/25/11	
12086	Accounting Program Assistant II	6J	1/1/12	
	<u>HEALTH DEPARTMENT</u>			
12046	Chief Microbiologist	1I	5/20/10	
12047	Public Health Nurse	2DN	1/1/12	
12048	Public Health Aide	5A	12/13/11	
12049	Health Personnel Officer	2HX	1/7/12	
12050	Office Assistant III	6F	11/25/11	
	<u>LIBRARY</u>			
12087	Marketing & Public Relations Officer	9	9/27/11	
12088	Personnel Analyst Sr.	6	6/13/11	
12090-93	Librarian III (3-1/4 positions)	557	6/25/11 12/24/11 12/24/11 2/20/10	
12094-97	Librarian II (4 positions)	544	5/29/11 6/21/11 10/8/11 10/16/11 12/23/11	
12098	Library Technician II	410		
	<u>MUNICIPAL COURT</u>			
12052	Municipal Court Clerk I	540	1/18/12	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
12102	Office Assistant IV	445	1/21/12	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
12053-55	Electrical Mechanic (3 positions)	978	2/4/11 5/19/11 6/23/11	
12056-58	Electrical Worker (3 positions)	974	12/31/10 8/8/11 11/30/11	
	<u>DPW-OPERATIONS DIVISION</u>			
12067	Vehicle Service Tech.-Heavy	260	1/1/12	

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I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>HEALTH DEPARTMENT</u>				
12068	Public Hlth. Emergency Response Planning Coordinator	1D	2/3/12	
12069	Emergency Preparedness Coordinator	2FX	10/29/11	
<u>LIBRARY</u>				
12100	Library Office Assistant II	410	1/21/12	
12101	Audio Machine Technician	425	7/24/11	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
12103	Anti-Graffiti Program Coordinator	2DN	7/23/11	
12104	Neighborhood Improvement Proj. Insp.	549	12/31/11	
<u>DPW-SEWER MAINT. FUND</u>				
12070	Civil Engineer II	626	12/31/11	
<u>DPW-WATER WORKS</u>				
12071	Water Distribution Field Supervisor	5	4/1/11	
12072	Sr. Water Treatment Plant Operator	291	1/22/12	
12073	Water Chemist II	542	6/5/11	
12074-84	Water Meter Technician (11 positions)	251	NA	
12085	Water Microbiologist II	547	1/1/12	

Finance and Personnel Meeting: February 1, 2012

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>HEALTH DEPARTMENT</u> 2011 Salaries & Wages 2011 Operating Expenditures	\$230,000	\$230,000	This request is driven primarily by expenses for temporary services or contract positions, which were needed to perform functions that otherwise would have been left undone due to a high number of vacancies during 2011. Major program impacts affected by these expenses included the STD clinic, technology services, and administrative support. In addition, property services at the clinics were higher than budgeted due to snow removal costs and the need for higher than expected translation services. It should be noted the department reallocated approximately \$100,000 of its budget to meet other higher than expected expenses. This transfer will still allow for a significant lapse of unexpended wages/salaries funds to the Tax Stabilization Fund.

SCHEDULE C - MISCELLANEOUS MATTERS

1. Request from the Comptroller's Office to extend the emergency temporary position authority for one position of Auditing Manager.