

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

DATE: January 15, 2025

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: January 15, 2025
CCFN 241374

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION - COMMUNITY BLOCK GRANT ADMIN.</u>			
11520	Grant Compliance Manager	2KX	1/11/25	
	<u>ASSESSOR'S OFFICE</u>			
11499	Assessment Services Asst. 3	6NN	1/5/25	
11500	Commercial Property Appraiser 3	2KN	1/3/25	
	<u>CITY ATTORNEY</u>			
11509	Business Systems Coordinator	2LX	12/12/24	
11510	City Attorney HR Administrator	1IX	12/12/24	
	<u>DEPT. OF CITY DEVELOPMENT</u>			
11481	Real Estate Compliance Liaison Officer	2TX	11/6/24	
11514	Real Estate Development Specialist	2LX	3/1/25	
	<u>ELECTION COMMISSION</u>			
11498	Elec. Admin. Services Coordinator	2GN	12/12/24	
	<u>DEPT. EMPLOYEE RELATIONS</u>			
11537	Test Administration Specialist	2IX	10/14/24	
	<u>LIBRARY</u>			
11490	Library Services Supervisor	2GN	12/5/24	
11491	Custodial Worker 2	8BN	12/7/24	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
11495	Operations Manager - Dev. Center	1NX	12/9/24	
11496	Residential Code Enf. Inspector 4	7EN	1/5/25	
11505	Fire Protection Engineer 4	7LN	12/21/24	
11507	Program Assistant II	5IN	1/4/25	
11508	Office Assistant III (2 Positions)	6GN	12/7/24 1/4/24	
	<u>POLICE DEPARTMENT</u>			
11501	Building Maintenance Supervisor	1IX	8/22/22	
11502	Carpenter 1	7AN	NA	
11503	Custodial Worker 1 (3 Positions)	8AN	9/1/24 7/22/24 7/22/24	
11504	HVAC Maintenance Tech. 3 (2 Pos.)	7HN	7/25/18 9/7/20	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
11515	<u>DPW - ADMINISTRATION DIVISION</u> Payroll Assistant 3	5IN	1/19/25	
11484	<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u> Office Assistant III	6GN	11/23/24	
11485	<u>DPW-OPERATIONS DIVISION</u> Program Assistant II	5IN	1/5/25	
11486	Urban Forestry Manager	1GX	1/19/24	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
11519	<u>DEPT. OF ADMINISTRATION - COMMUNITY BLOCK GRANT ADMIN.</u> Grant Monitor (2 Positions)	2JX	1/18/25 NA	
11482	<u>DEPT. OF ADMINISTRATION - OFF. OF COMMUNITY WELLNESS AND SAFETY</u> Recast Program Manager	2HX	10/19/24	
<u>HEALTH DEPARTMENT</u>				
11479	Public Health Educator II	2DN	8/3/22	
11480	Public Health Educator II	2DN	2/3/24	
11483	Marketing and Comm. Coordinator	2JX	1/5/25	
<u>DPW-SEWER MAINTENANCE FUND</u>				
11517	Sewer Repair Crew Leader	8JN	12/7/24	
<u>DPW-TRANSPORTATION FUND</u>				
11518	Communications Assistant Lead	5FN	12/28/24	
11522	Parking Meter Technician-Lead	8FN	12/21/24	
<u>DPW-WATER WORKS</u>				
11473	Water Services Manager	1HX	12/8/24	
11477	Water Chemist - Senior	2HN	1/5/25	
11478	Water Chemist	2FN	12/8/24	
11487	Program Assistant II	5IN	12/23/24	
11488	Communications Assistant V	6MN	12/23/24	
11489	Program Assistant III	5JN	12/23/24	
11523	Accountant III	2FN	12/23/24	
11524	CADD & GIS Technician 3	3TN	1/4/25	
11526	Water Treatment Plant Operator 4	2LN	1/3/25	
11527	Water Field Supervisor	1FX	1/3/25	
11525	Communications Assistant V	6MN	12/21/24	
11541	Office Assistant IV	6KN	1/5/25	

SCHEDULE B - FUND TRANSFERS

Fund Transfers listed were approved by the Finance and Personnel Committee

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. EMPLOYES' RETIREMENT</u> 2024 Wages Supplement Fund 2024 Employer's Pension Contribution WRS Fund	\$600,000	\$600,000	This line item is for costs of new employees being enrolled in the Wisconsin Retirement System, pursuant to Act 12. The 2024 budget estimated costs based on recent hiring patterns. Due to the City's recent salary reclassifications greater than anticipated new hires started in 2024, resulting in higher costs being remitted to the WRS. Funds are available in the Wages Supplement Fund to offset this overrun.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous