

Ref: CC File No. 171397  
SF 18025

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

DATE: January 10, 2018

TIME: 9:00 A.M.

PLACE: Committee Room 301-B  
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: January 10, 2018  
CCFN 171397

Req. 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>			
5046	Budget & Mgmt. Special Assistant	2IX	12/16/17	
	<u>DOA-INFORMATION &amp; TECHNOLOGY MANAGEMENT DIVISION</u>			
5069	IT Support Associate (2 positions)	5GN	12/19/17 12/19/17	
5071	UCC Customer Serv. Rep. III (3 pos.)	6HN	5/6/17 8/30/17 12/31/17	
	<u>ASSESSOR</u>			
5082	Office Assistant III	6FN	2/1/18	
5100	Property Appraiser	2DN	2/4/18	
	<u>CITY ATTORNEY</u>			
5099	Investigator/Adjuster	2EN	1/1/18	
	<u>COMMON COUNCIL-CITY CLERK</u>			
5074	License Specialist II	5DN	11/18/17	
5084	Graphic Designer-Lead	2CN	1/2/18	
5085	License Division Asst. Manager	1FX	12/16/17	
5086	Staff Assistant	2GX	12/16/17	
	<u>ELECTION COMMISSION</u>			
5081	Election Services Specialist	2DN	2/24/18	
	<u>HEALTH DEPARTMENT</u>			
5061	Program Assistant II	5FN	12/3/17	
5059	Accounting Assistant II	6HN	12/17/17	
5088	Health Operations Administrator	1KX	1/15/18	
5092	Public Health Nurse Supv.	1EX	1/7/18	
	<u>LIBRARY</u>			
5056	Personnel Payroll Asst. II	6HN	12/17/17	
5057	Accounting Assistant I	6GN	12/3/17	
5058	Librarian III (2 positions)	2FN	6/17/17	
5065	Communications Assistant I	6FN	12/17/17	
5066	Copy Cataloging Tech. II	6HN	1/4/18	
5067	Custodial Wkr. II/City Laborer (2 pos.)	8DN	11/19/17 12/3/17	
5068	Library Technology Specialist	2BN	11/29/17	
5070	Library Technician III (2 positions)	6FN	11/5/17 12/30/17	
	<u>MAYOR'S OFFICE</u>			
4996	Office Assistant III	6FN	11/4/17	
5094	Community Outreach Liaison	2EX	12/29/17	
	<u>MUNICIPAL COURT</u>			
5087	Court Services Asst. III	6FN	1/7/18	

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	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
5078	Distr. Code Enf. Supv. (2 pos.)	1EX	10/22/17 12/16/17	
5079	Office Assistant IV	6HN	9/24/16	
5095	Comm. Code Enf. Insp. (5 pos.)	3JN	4/23/17 4/23/17 4/29/17 6/2/17 6/18/17	
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
5075	Accounting Assistant II	6HN	12/2/17	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
5083	Municipal Services Electrician	7QN	12/16/17	
5101	Construction Mgmt. Engineer	1IX	1/5/18	
5093	Sign and Marking Technician	7KN	2/29/17	
	<u>DPW-OPERATIONS DIVISION</u>			
5029	Program Assistant I	5EN	3/12/17	
5045	Urban Forestry Crew Leader	7IN	12/5/17	
5038	Sanitation Yard Attendant	8DN	11/19/17	
5076	Sanitation Supervisor	1AX	1/20/17	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>HEALTH DEPARTMENT</u>			
5089	MCHVP Program Manager	1EX	1/13/18	
5090	Program Assistant I	5EN	12/29/17	
5091	Infectious Disease Epidemiologist	1GX	1/14/18	
	<u>DPW-WATER WORKS</u>			
5077	Water Plant Steamfitter HVAC Spec.	7JN	1/1/18	
5102	Customer Service Rep. III	6HN	12/16/17	