Ref: CC File No. 211877

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

DATE: April 13, 2022

TIME: 12:00 P.M.

PLACE: Committee Room 301-B

City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

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

Finance & Personnel Committee Meeting: April 13, 2022 CCFN 211877

Req.				
I.D.		Pay	Date	
No.	Department and Position	Range	Vacant	Committee Action
	PROPERTY TAX LEVY SUPPORTED POSITIONS			
	DEPT. OF ADMINISTRATION			
	ENVIRONMENTAL COLLABORATION OFFICE			
9377	Environ. Sustainability Program Mgr.	2IX	4/2/22	
3077	Environ. Sustainability i Togram Wigi.	ZiX	7/2/22	
	PURCHASING DIVISION			
9356	Procurement Specialist	2FX	4/2/22	
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9423	Procurement Specialist	2FX	4/16/22	
	INFORMATION AND TECHNOLOGY MANAGEMENT DIVISION			
9406	Administrative Assistant II	6HN	8/8/22	
	COMMON COUNCIL-CITY CLERK			
9425	Events & Outreach Coordinator	2FX	5/4/20	
	DEPT. OF EMPLOYEE RELATIONS			
9361	Human Resources Rep.	2HX	6/4/22	
9400	Human Resources Assistant	5IN	4/17/22	
	FIRE AND POLICE COMMISSION			
9364	Fire & Police Comm. Audit Mgr.	1IX	4/10/22	
0001	The a Folios Commit Addit Mgr.	1173	17 10/22	
	FIRE DEPARTMENT			
9381	Battalion Chief, Fire	4MX	3/21/22	
9383	l '	4J	5/1/22	
	Fire Captain			
9384	Fire Lieutenant (2 positions)	4E	5/1/22	
		45	4/1/22	
9385	Heavy Equipment Operator (2 pos.)	4D	3/20/22	
			5/1/22	
	HEALTH DEPARTMENT			
9397	Vital Statistics and FIMR Mgr.	1DX	4/2/22	
9402	Office Assistant III	6FN	3/20/22	
9411	Public Health Nurse 3	2DN	3/20/22	
9413	Public Health Asst. Lab. Director	1JX	4/2/22	
9417	Public Health Nurse 3	2DN	4/4/22	
	LIBRARY			
9353	Accounting Assistant III	5EN	5/3/22	
9357	Librarian III (3 positions)	2GN	2/21/21	
0001		2011	10/18/21	
			4/3/22	
0260	Library Cany Cataloging Specialist	2CNI		
9360	Library Copy Cataloging Specialist	2CN	4/3/22	
9362	Custodial Worker II/City Laborer	8DN	3/19/22	
9380	Library Services Manager	1GX	5/1/22	
9382	Library Services Coordinator	2EN	4/17/22	
	DEPT. OF NEIGHBORHOOD SERVICES			
9418	Administrative Assistant IV	5IN	TBD	
9419	Office Assistant II	6EN	11/18/20	
9421	Comm. Code Enforcement Inspector	3LN	TBD	
9422	Special Enforcement Supervisor	1FX	4/2/22	

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Finance & Personnel Committee Meeting: April 13, 2022 CCFN 211877

Pay		••			
Department and Position					
Department and Position					
POLICE DEPARTMENT	Req.				
POLICE DEPARTMENT Garage Attendant (2 positions) 8DN 4/1/122 4/1/1	I.D.		Pay	Date	
Sarage Attendant (2 positions)	No.	Department and Position	Range	Vacant	Committee Action
Sarage Attendant (2 positions)					
Sarage Attendant (2 positions)		POLICE DEPARTMENT			
Administrative Assistant II	9341	l ·	8DN	4/1/22	
Administrative Assistant III	0011	Carago / Moridani (2 positiono)	0511		
Non-Property Tax Levy Supported Positions Sen 1/1/22	0000	A destroistanti se A esistent III	CEN		
DPW-InFRASTRUCTURE SERVICES					
DPW-INFRASTRUCTURE SERVICES Program Assistant SEN 1/30/22 1/30/32 Electrical Worker (10 positions) 7FN NA 1/30/32 2 2 3 3 3 3 3 3 3			-		
Program Assistant	9379	Accounting Assistant II	6HN	9/4/21	
Program Assistant					
Secretarial Worker (10 positions)		DPW-INFRASTRUCTURE SERVICES			
Description	9351	Program Assistant I	5EN	1/30/22	
Description	9390	Electrical Worker (10 positions)	7FN	NA	
DPW-OPERATIONS DIVISION Special Equipment Operator III 80N 3/2/2 9347 Fleet Repair Supervisor 1DX 4/28/22 9384 Fleet Opera and Training Manager 1EX 3/20/22 9386 Sanitation Supervisor 1AX 4/3/22 9387 Sanitation Inspector 3BN 4/2/22 9387 Sanitation Inspector 3BN 4/2/22 9388 Sanitation Inspector 3BN 4/2/22 9389 Vehicle Services Technician 70N 1/1/22		, , ,			
Special Equipment Operator III	3031	Oustodial Worker II/Oity Euborei	ODIV	7/11/22	
Special Equipment Operator III		DDW ODERATIONS DIVISION			
Fleet Repair Supervisor	00.40		2011	0/0/00	
9386 Sanitation Supervisor 1AX 4/3/22 3877 Sanitation Inspector 3BN 4/2/22 70N 1/1/22 70N	9347	• •		4/28/22	
Sanitation Inspector Sanitation Inspector Vehicle Services Technician TON 1/1/22	9348	Fleet Oper. and Training Manager	1EX	3/20/22	
NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants) DEPT. OF CITY DEVELOPMENT Database Specialist 5GN 3/8/22 HEALTH DEPARTMENT Public Health Strategist 2JX 4/1/22 9389	9386	Sanitation Supervisor	1AX	4/3/22	
NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants) DEPT. OF CITY DEVELOPMENT Database Specialist 5GN 3/8/22 HEALTH DEPARTMENT Public Health Strategist 2JX 4/1/22 9389	9387	Sanitation Inspector	3BN	4/2/22	
NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants) DEPT. OF CITY DEVELOPMENT Database Specialist 5GN 3/8/22 HEALTH DEPARTMENT 9388		· '			
DEPT. OF CITY DEVELOPMENT Database Specialist 5GN 3/8/22	3334	Vehicle del vides Technician	7014	1/1/22	
DEPT. OF CITY DEVELOPMENT Database Specialist 5GN 3/8/22					
DEPT. OF CITY DEVELOPMENT Database Specialist 5GN 3/8/22		NON PROPERTY TAY LEVY CURPORTED POCITIONS (Fateur	mine Francis Canada	-\	
Database Specialist 5GN 3/8/22		NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterp	nise Funds, Grant I	<u>S)</u> I	
Database Specialist 5GN 3/8/22					
HEALTH DEPARTMENT					
9388 Public Health Strategist 2JX 4/1/22 9389 Fatherhood Involvement Spec. 3 2DN 4/2/22 9392 Public Health Nurse 3 2DN 4/15/22 9416 Lead Risk Assessor II 3LN 4/17/22 9416 Lead Risk Assessor II 3LN 4/17/22 PORT MILWAUKEE 9343 Administrative Assistant III 5FN 4/17/22 9367 Port Operations Technician 7JN 4/3/22 DPW-WATER WORKS 6HN 3/4/22 Customer Service Rep. III (4 pos.) 6HN 3/4/22 9395 Water Chemist 2EN 4/2/22 9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Account	9378	Database Specialist	5GN	3/8/22	
9388 Public Health Strategist 2JX 4/1/22 9389 Fatherhood Involvement Spec. 3 2DN 4/2/22 9392 Public Health Nurse 3 2DN 4/15/22 9416 Lead Risk Assessor II 3LN 4/17/22 9416 Lead Risk Assessor II 3LN 4/17/22 PORT MILWAUKEE 9343 Administrative Assistant III 5FN 4/17/22 9367 Port Operations Technician 7JN 4/3/22 DPW-WATER WORKS 6HN 3/4/22 Customer Service Rep. III (4 pos.) 6HN 3/4/22 9395 Water Chemist 2EN 4/2/22 9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Account					
Patherhood Involvement Spec. 3 2DN 4/2/22 2DN 4/15/22 2DN 4/16/22 2DN 4/16/2		HEALTH DEPARTMENT			
Patherhood Involvement Spec. 3 2DN 4/2/22 2DN 4/15/22 2DN 4/16/22 2DN 4/16/2	9388	Public Health Strategist	2JX	4/1/22	
Public Health Nurse 3		· · · · · · · · · · · · · · · · · · ·			
PORT MILWAUKEE Administrative Assistant III 5FN 4/17/22 9343 Administrative Assistant III 5FN 4/17/22 9367 Port Operations Technician 7JN 4/3/22 9393 Customer Service Rep. III (4 pos.) 6HN 3/4/22 4/16/22 4/16/22 4/16/22 4/16/22 4/16/22 4/16/22 4/16/22 9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9398 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 3/29/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Meter Investigator 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9414 Water Plant Steamfitter 7RN 5/8/22		·			
PORT MILWAUKEE		1			
Administrative Assistant III	94 16	Lead Risk Assessor II	3LIN	4/1/22	
Administrative Assistant III					
Port Operations Technician 7JN 4/3/22					
DPW-WATER WORKS Customer Service Rep. III (4 pos.) 6HN 3/4/22 3/19/22 4/2/22 4/16/22 4/16/22 4/16/22 9395 Water Chemist 2EN 4/2/22 4/2/22 9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9398 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 3/29/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	9343		5FN	4/17/22	
Sustainer Service Rep. III (4 pos.) GHN 3/4/22 3/19/22 4/2/22 4	9367	Port Operations Technician	7JN	4/3/22	
Sustainer Service Rep. III (4 pos.) GHN 3/4/22 3/19/22 4/2/22 4					
3/19/22 4/2/22 4/2/22 4/2/22 4/2/22 4/16/22		DPW-WATER WORKS			
3/19/22 4/2/22 4/2/22 4/2/22 4/2/22 4/16/22	9393	Customer Service Rep. III (4 pos.)	6HN	3/4/22	
(Bilingual) 9395 Water Chemist Customer Service Rep. III (Bilingual) 9398 Sr. Water Treatment Plant Operator 9399 Sr. Water Treatment Plant Operator 9401 Water Repair Worker (2 positions) 9403 Water Chief Repair Worker 9404 Accounting Assistant III 9405 Water Microbiologist 9408 Water Meter Investigator 9412 Water Meter Technician 9414 Water Plant Steamfitter 9415 Alize 9416/22 9416/22 9417 Alize 9418 Alize 9418 Alize 9419 Alize 9419 Alize 9410 Alize 9411 Alize 9412 Water Meter Technician 9412 Water Plant Steamfitter 9412 Water Plant Steamfitter 9414 Water Plant Steamfitter		(, , , , , , , , , , , , , , , , , , ,			
(Bilingual) 4/16/22 9395 Water Chemist 2EN 4/2/22 9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9398 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22					
9395 Water Chemist 2EN 4/2/22 9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9398 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22		(Dilinerual)			
9396 Customer Service Rep. III (Bilingual) 6HN 3/24/22 9398 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22					
9398 Sr. Water Treatment Plant Operator 2GN 4/2/22 9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	9395	Water Chemist			
9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	9396	Customer Service Rep. III (Bilingual)	6HN	3/24/22	
9399 Sr. Water Treatment Plant Operator 2GN 4/2/22 9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	9398	Sr. Water Treatment Plant Operator	2GN	4/2/22	
9401 Water Repair Worker (2 positions) 8LN 3/19/22 9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22					
9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22		1			
9403 Water Chief Repair Worker 8PN 3/11/22 9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	0-701	Trator Repair Profitor (2 positions)	OLIN		
9404 Accounting Assistant III 5EN 3/19/22 9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	0402	Water Chief Repair Worker	ODN		
9405 Water Microbiologist 8IN 3/8/22 9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22		•			
9408 Water Meter Investigator 8IN 4/1/22 9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22		<u> </u>			
9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	9405	Water Microbiologist	8IN	3/8/22	
9412 Water Meter Technician 7DN 4/9/22 9414 Water Plant Steamfitter 7RN 5/8/22	9408	Water Meter Investigator	8IN	4/1/22	
9414 Water Plant Steamfitter 7RN 5/8/22					
OTTY JULIE					
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Finance and Personnel Committee Meeting: April 13, 2022 CCFN 211877

Department	Amount of Transfer		
Account Name	From	То	Reason for Transfer
DEPT. OF CITY DEVELOPMENT 2021 Healthy Neighborhoods 2021 Operating Expenditures 2021 Salaries & Wages	\$67,958.87 \$5,388.91	\$73,347.78	This transfer is needed as a result of grant funds being short.
MUNICIPAL COURT 2021 Salaries & Wages 2021 Operating Expenditures	\$22,843.30	\$22,843.30	The Court's mailing cost increased during 2021 as a result of not being able to use the state of Wisconsin's Department of Administration's mailing services. The Court secured the services of a private vendor. Mailing costs were also increased as a result of the court being virtual in 2021.
DPW-INFRASTRUCTURE SERVICES 2022 Salaries & Wages 2022 Operating Expenditures	\$2,245,000.00	\$2,245,000.00	The 2022 Budget assumed \$4,425,000 of DPW-Infrastructure's Operating expenses would be charged to American Rescue Plan Act (ARPA) grant funds. However, contracting requirements for use of ARPA funds prevent use of ARPA funds for certain existing contracts for construction supplies. This transfer allows tax levy dollars from the Salaries & Wages account to be used instead for these contracts, and ARPA dollars to be used in the Salaries & Wages account.
DPW-OPERATIONS DIVISION 2022 Salaries & Wages 2022 Operating Expenditures	\$3,896,000.00	\$3,896,000.00	The 2022 budget utilized ARPA funding under the revenue loss category to offset operating funding (Contracted Services and Fuel). Due to local geographic preferences used during the procurement process, it is necessary to transfer funds into operating from salaries to cover fuel costs. Salaries will be offset by charging the approved ARPA appropriation.
2021 Equipment 2021 Operating Expenditures	\$71,087.26	\$71,087.26	Costs related to Contracted Services and Vehicle Rentals were greater than expected in 2021.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous