

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

DATE: September 16, 2020  
TIME: 9:00 A.M.  
PLACE: Committee Room 301-B  
City Hall  
SCHEDULE A: Vacancy Requests  
SCHEDULE B: Fund Transfer

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: September 16, 2020  
CCFN 200466

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>											
8076	Senior Property Appraiser 4	2HN	3/5/19	27	25	1	1	0		Int/Ext	x-2b
8077	Office Assistant III	6FN	8/23/19	5	3	1	1	0		Int/Ext	x-2b
<u>CITY ATTORNEY</u>											
8065	Deputy City Attorney	1OX	8/13/20	4	2	1	0	1		Int/Ext	x-2b
<u>DEPT. OF CITY DEVELOPMENT</u>											
8094	Accountant II	2DN	8/22/20	2	1	1	0	0		Int/Ext	x-2b
<u>CITY TREASURER</u>											
8049	Revenue Collection Manager	1DX	9/19/20	1	0	1	0	0		Int	x-2b
8051	Revenue Collection Specialist	5IN	9/19/20	1	0	1	0	0		Int	x-2b
8052	Teller	6HN	9/19/20	1	0	1	0	0		Int/Ext	x-2b
<u>COMMON COUNCIL-CITY CLERK</u>											
8063	Document Technician	3CN	9/10/20	5	4	1	0	0		Int/Ext	x-2b
<u>COMPTRROLLER</u>											
8066	Accountant Lead	2HX	9/1/20	1	0	1	0	0	40% CDBG	Int	x-2b
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
8080	Human Resources Assistant	5IN	7/26/20	5	4	1	0	0		Int/Ext	x-2b
<u>FIRE DEPARTMENT</u>											
7967	Fire Captain	4J	6/15/20	48	44	1	1	2		Int	x-1
7968	Fire Lieutenant (2 positions)	4E	7/12/20	139	134	2	3	0		Int	x-1
8121 & 8122	Fire Captain (2 positions)	4J	7/12/20	48	46	2	0	1		Int	x-1
8123	Fire Lieutenant (3 positions)	4E	4/18/20	139	136	3	0	0		Int	x-1
8124	Heavy Equip. Operator (2 positions)	4D	7/10/20	136	117	2	0	17		Ext	-1
8124			10/4/20								
8124			11/17/19								
8124			12/1/19								
<u>HEALTH DEPARTMENT</u>											
8062	Public Health Deputy Lab Director	1JX	8/8/20	1	0	1	0	0		Ext	x-2b
<u>LIBRARY</u>											
7734	Librarian III	2FN	11/16/19	52	47	1	0	4		Int/Ext	x-2b
8103	Deputy Library Director-Public Serv.	1LX	10/4/20	1	0	1	0	0		Int/Ext	x-2b
8104	Library Volunteer Coordinator	2DN	10/6/19	1	0	1	0	0		Int/Ext	x-2b
8107	Library Reference Assistant	2BN	9/20/20	18	17	1	0	0		Int/Ext	x-2b
8108	Office Assistant II	6EN	9/6/20	2	1	1	0	0		Int/Ext	x-2b
8109	Library Technician II	6EN	9/9/20	8	6	1	0	1		Int/Ext	x-2b
8111	Custodial Wrkr. II-City Laborer (3 pos.)	8DN	11/3/19	28	23	3	0	2		Ext	x-2b
8112	Management Librarian	1EX	9/5/20	6	4	1	0	1		Int/Ext	x-2b
8112			9/14/20								
8112			8/22/20								
<u>MUNICIPAL COURT</u>											
8047 & 8070	Court Services Asst. III (2 positions)	6FN	5/9/20	6	3	2	0	2		Int/Ext	x-2b
8047 & 8070			1/12/20							Int/Ext	x-2b

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<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
8096	Mechanical Plan Examiner III	2JN	9/7/20	2	0	1	0	1	80% NIP	Int/Ext	x-2b
8100	Plan Examiner III	2JN	9/21/20	8	7	1	0	0		Int/Ext	x-2b
8114	Administrative Specialist Sr.	2EX	8/9/20	1	0	1	0	0		Int/Ext	x-2b
7717	Office Assistant III	6FN	NA	18	11	1	0	6		Int/Ext	x-2b
<u>POLICE DEPARTMENT</u>											
8071	Captain of Police (2 positions)	4N-839	8/23/20 8/30/20	21	14	2	0	5		Int	x-1
8069	Inspector of Police (2 positions)	4QX	8/23/20 8/24/20	4	0	2	0	2		Int	x-1
8072 & 8073	Asst. Chief of Police (3 positions)	4RX	1/25/20 8/8/20 8/30/20	3	0	3	2	0		Int Int	x-1
8091	Marketing & Communications Officer	2JX	9/12/20	1	0	1	0	0		Int/Ext	x-2b
8105	Forensic Video Examiner	4F 808	11/16/19	2	1	1	0	0		Int	X-2b
<u>DPW-ADMINISTRATIVE SERVICES</u>											
8067	Program Assistant I	5EN	6/28/20	1	0	1	0	0		Int/Ext	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
8058	Program Assistant II	5FN	8/9/20	2	1	1	0	0	100% Capital 20% Cap., 20% Reimb.	Int/Ext	x-2b
8059	Engineering Drafting Tech. II	3FN	8/23/20	16	12	1	2	1		Int/Ext	x-2b
8064	Inventory Control Assistant IV	6JN	8/13/20	7	5	1	0	1		Int/Ext	x-2b
8110	Administrative Assistant II	6HN	10/4/20	1	0	1	0	0		Int/Ext	x-2b
8113	Equipment Mechanic I	7BN	9/19/20	2	1	1	0	0	60% Capital	Int/Ext	x-2b
8115	Civil Engineer II	2GN	8/9/20	4	3	1	0	0	80% Capital	Int/Ext	x-2b
8118	Street Operations Supervisor	1BX	10/31/20	3	2	1	0	0		Int	x-2b
8119	Street Repair Supervisor	1AX	10/4/20	3	2	1	0	0		Int	x-2b
8120	Facilities Maintenance Coordinator	2HN	7/12/20	1	0	1	0	0		Int	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
8092	Equipment Mechanic III	7CN	10/27/19	2	0	1	0	1		Int/Ext	x-2b
8093	Fleet Repair Supervisor	1BX	8/23/20	3	2	1	0	0		Int	x-2b
8117	Vehicle Services Technician	7ON	11/18/19	59	55	1	0	3		Int/Ext	x-2b
7985	Self-Help Yard Supervisor	1AX	7/12/20	2	1	1	0	0		Int/Ext	x-2b
7986	Sanitation Supervisor (2 positions)	1AX	2/10/20 2/24/20	22	19	2	1	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
8048	Lead Project Assistant	5FN	8/8/20	1	0	1	0	0	75% HUD, 25% CDGA	Int/Ext	x-6
<u>DPW-SEWER MAINTENANCE FUND</u>											
8057	Engineering Technician IV	3NN	8/8/20	1	0	1	0	0	Sewer Maint. Fund	Int	x-6
8125	Civil Engineer III	2IN	9/20/20	5	4	1	0	0	Sewer Maint. Fund	Int	x-6
<u>DPW-WATER WORKS</u>											
8095	Customer Service Rep. III (2 pos.)	6HN	7/16/20 9/4/20	16	12	2	2	0	Water Works	Int/Ext	x-6
8097	Accounting Assistant III	5EN	10/2/20	4	3	1	0	0	Water Works	Int/Ext	x-6
8098	Water Billing Specialist	5HN	7/29/20	4	2	1	1	0	Water Works	Int/Ext	x-6
8099	Water Chemist	2EN	7/28/20	10	9	1	0	0	Water Works	Int/Ext	x-6
8101	Customer Service Rep. III	6HN	10/2/20	16	11	1	4	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: September 16, 2020  
 CCFN 200466

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>CITY ATTORNEY</u> Damages and Claims Outside Counsel Expert witness	\$140,000	\$140,000	Additional need for outside counsel.

SCHEDULE C - GENERAL MATTERS

- Miscellaneous