

Ref: CC File No. 110856
11025

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

DATE: November 23, 2011
TIME: 9:00 A.M.
PLACE: Committee Room 301-B
City Hall
SCHEDULE A: Vacancy Requests
SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: November 23, 2011

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>CITY TREASURER</u>				
110450	Investments and Financial Services Mgr.	12	10/15/11	
110451	Investments and Financial Serv. Spec.	597	10/15/11	
<u>COMMON COUNCIL-CITY CLERK</u>				
110471	Administrative Services Coordinator	555	12/23/11	
<u>ELECTION COMMISSION</u>				
110472	Management Services Specialist	3	NA	
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
110473	Benefits Services Specialist II	540	10/16/11	
110474	Office Assistant II	410	4/21/11	
<u>FIRE AND POLICE COMMISSION</u>				
110475	Research and Policy Analyst	5	10/8/11	
<u>FIRE DEPARTMENT</u>				
110476-77	Fire Lieutenant (2 positions)	856	8/22/11 9/25/11	
110478	Heavy Equipment Operator	853	12/11/11	
<u>HEALTH DEPARTMENT</u>				
110479	Lead Microbiologist	646	9/15/2007	
110480	Office Assistant III	425	10/16/11	
110514	Personnel Payroll Assistant II	445	NA	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
110481	Administrative Specialist	2	10/31/11	
110482	Building Codes Enforcement Supervisor	7	1/1/12	
110515	Special Enforcement Inspector	572	5/29/11	
<u>POLICE DEPARTMENT</u>				
110491-93	Electronic Technician (3 positions)	290	11/28/06 7/24/10 8/20/11	
<u>DPW-ADMINISTRATIVE SERVICES DIV.</u>				
110494	Office Assistant IV	445	10/29/11	
<u>DPW-OPERATIONS DIVISION</u>				
110500	Fluid Power Systems Technician	262	11/17/11	
110501	Field Service Mechanic	270	12/18/11	

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: November 23, 2011

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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>EMPLOYEES' RETIREMENT SYSTEM</u>				
110503	Records Technician II	410	10/31/11	
<u>HEALTH DEPARTMENT</u>				
503504	Communicable Disease Specialist	530	10/20/11	
110505	Public Health Nurse	666	11/12/11	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
110506	Neighborhood Impr. Proj. Inspector	549	10/30/11	
<u>DPW-PARKING FUND</u>				
110507	Parking Enforcement Supervisor	4	11/1/11	
<u>DPW-SEWER MAINT. FUND</u>				
110508-09	Civil Engineer II (2 positions)	626	3/6/11 10/2/11	
<u>DPW-WATER WORKS</u>				
110510	Water Plant Operations Manager-South	9	12/14/11	
110511	Sr. Water Treatment Plant Operator	291	12/25/11	
110512	Machine Technician	208	12/29/10	
110513	Communications Assistant V	460	1/1/12	

Finance and Personnel Meeting: November 23, 2011

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Health Maint. Organization Health Care Admin. Expense	\$1,200,000	\$1,200,000	This transfer is necessary because a large number of 2010 Health Risk Assessments were completed and billed in 2011, causing the current Health Administration Account to incur HRA expenditures from the prior year. The HMO account has sufficient funds to cover these expenses as a result of decreased enrollments from 2010 to 2011.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters