

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

DATE: October 26, 2022

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: October 26, 2022  
CCFN 220901

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-BUDGET AND MANAGEMENT DIVISION</u>			
9925	Budget & Fiscal Policy Operations Mgr.	1LX	10/24/22	
	<u>ASSESSOR</u>			
9885	Office Assistant III	6FN	10/15/22	
	<u>CITY ATTORNEY</u>			
9905	Legal Office Assistant-Lead	6NN	10/29/22	
9709	Legal Office Assistant	6JN	8/3/22	
9921	Paralegal	2EN	1/5/23	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
9891	Human Resources Representative	2KX	10/8/22	
	<u>FIRE DEPARTMENT</u>			
9908	Office Coordinator	5EN	10/15/22	
9909	Office Assistant IV	6HN	11/12/22	
	<u>HEALTH DEPARTMENT</u>			
9910	Family Violence Prevention Manager	2IX	11/1/22	
	<u>LIBRARY</u>			
9892	Librarian III (2 positions)	2GN	10/9/21 11/29/22	
9893	Library Reference Assistant	2CN	7/24/22	
9894	Library Technical Services Specialist	5DN	7/24/22	
	<u>MUNICIPAL COURT</u>			
9841	Court Services Assistant IV	6HN	8/20/22	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
9922	Res. Code Enforcement Inspector (2 pos.)	3LN	TBD TBD	
9923	Res. Code Enforcement Inspector (2 pos.) (Intern)	3LN	TBD TBD	
	<u>POLICE DEPARTMENT</u>			
9886	Office Assistant III	6FN	7/24/22	
9887	Police Records Specialist I (4 positions)	6FN	8/27/22 10/1/22 TBD TBD	
9890	Garage Attendant	8DN	7/10/22	
9895	Captain of Police	4NX-839	9/5/21	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
9920	<u>DPW-ADMINISTRATIVE SERVICES</u> Accounting Assistant III	5EN	5/1/22	
9918	<u>DPW-INFRASTRUCTURE SERVICES</u> Business Support Liaison	2HX	10/6/22	
9926	Inventory Assistant II	6HN	NA	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>HEALTH DEPARTMENT</u>				
9907	Community Outreach Specialist	2EN	11/1/22	
9911	ReCast Program Manager	2IX	9/2/22	
9912	Doula Program Coordinator	2GN	11/1/22	
9913	Clinic Assistant	5BN	9/3/22	
9914	Public Hlth. Emerg. Response Plng. Coord.	2HX	8/20/22	
9915	Public Health Nurse 3	2FN	9/16/22	
9916	Home Environ. Health Inspector 4 (2 pos.)	3RN	8/21/22	
9924	Dietetic Technician	5CN	11/3/22	
<u>DPW-WATER WORKS</u>				
9903	Water Distr. Repair Worker I	8LN	10/3/22	
9902	Water Repair Worker	8LN	10/17/22	
9901	Water Chief Repair Worker (2 positions)	8PN	10/17/22	
9900	Office Assistant IV	6HN	10/23/22	
9899	Customer Service Rep. III	6HN	10/9/22	
9898	Accounting Assistant II	6HN	10/23/22	
9897	Water Plant Automation Tech.	3MN	10/18/22	
9896	Water Business Operations Mgr.	1IX	10/16/22	
9917	Water Meter Services Manager	1EX	11/5/22	

SCHEDULE B - FUND TRANSFERS

Fund transfer listed was approved by the Finance and Personnel Committee.

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Unemployment Compensation Long Term Disability Insurance	\$72,000	\$72,000	The City can continue to use DWD credits for UC. DER would like to reallocate these funds to support Long-Term Disability Insurance. The latter account is projecting a \$71.2k deficit without this transfer.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous