

Ref: CC File No. 210972
SF 21025

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

DATE: October 27, 2021
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: October 27, 2021
CCFN 210972

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DEPT. OF ADMINISTRATION-PURCHASING DIVISION</u>				
8988	Procurement Specialist	2GX	10/14/21	
<u>ASSESSOR</u>				
8947	Office Assistant IV	6HN	10/16/21	
<u>CITY ATTORNEY</u>				
8951	Legal Office Assistant	6JN	10/4/20	
8952	Assistant City Attorney V (3 positions)	2QX	9/8/21 9/14/21 9/10/21	
8957	IT Support Specialist-Senior	2GN	9/4/21	
8986	Investigator Adjuster (2 positions)	2EN	10/23/21 10/23/21	
8987	Administrative Specialist-Sr.	2EX	10/30/21	
<u>COMMON COUNCIL-CITY CLERK</u>				
8970	Program Assistant I	5EN	10/30/21	
8971	Administrative Assistant II	6HN	10/26/21	
8972	Police Liaison Officer	4F-808	9/1/21	
8990	Document Technician	3CN	10/30/21	
<u>DEPT. OF EMPLOYEE RELATIONS</u>				
8973	Benefits Systems Analyst	2GX	1/1/22	
8993	Paralegal	5JN	10/23/21	
<u>FIRE AND POLICE COMMISSION</u>				
8946	Human Resources Rep.	2HX	10/10/21	
8989	Fire and Police Commission Compliance Auditor	2HX	10/17/21	
<u>FIRE DEPARTMENT</u>				
8958	Fire Lieutenant	4E	9/30/21	
8959	Fire HVAC Maintenance Technician	7NN	10/29/20	
<u>HEALTH DEPARTMENT</u>				
8974	Clinic Office Coordinator	5FN	10/1/21	
8975	Environmental Health Specialist	3LN	11/27/21	
8977	Home Environmental Health Dir.	1IX	10/12/21	
8983	Home Environmental Health Mgr.	1FX	10/14/21	
<u>LIBRARY</u>				
8965	Librarian III (2 positions)	2GN	10/9/21 10/29/21	
8967	Custodial Worker II-City Laborer	8DN	10/17/21	
8979	Accounting Assistant II	6HN	10/30/21	

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	<u>MUNICIPAL COURT</u>			
8964	Court Services Assistant III	6FN	7/12/20	
8994	Court Services Assistant III	6FN	10/21/21	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
8982	Office Assistant III	6FN	10/17/21	
	<u>POLICE DEPARTMENT</u>			
8949	Accounting Assistant I	6GN	7/29/21	
8948	Human Resources Analyst-Sr.	2FX	11/1/21	
8950	Community Service Officer (5 pos.)	5EN	8/9/21	
			8/22/21	
8953	Emergency Vehicle Equip. Installer	7EN	9/5/21	
8956	Police Facilities Assistant Manager	1EX	11/1/21	
8995	911 Dispatcher (30 positions)	5IN	NA	
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
8891	Personnel Payroll Asst. III	5EN	9/18/21	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
8985	Inventory Assistant II	6HN	11/1/21	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>COMPTROLLER</u>			
8954	Public Debt Specialist	2MX	11/4/21	
	<u>HEALTH DEPARTMENT</u>			
8913	Nurse Practitioner	2MX	NA	
8976	Public Health Nurse 3	2DN	11/4/21	
8984	Public Health Emergency Response Planning Coordinator	2HX	3/23/20	
8991	Office Assistant II	6EN	10/19/21	
	<u>DPW-WATER WORKS</u>			
8960	Communications Assistant V	6KN	10/16/21	
8961	Water Distr. Utility Investigator	8IN	10/9/21	
8962	Water Distr. Repair Worker I (2 pos.)	8FN	10/2/21	
			10/2/21	
8963	Water Repair Worker	8LN	10/1/21	
8966	Engineering Drafting Tech. IV	3NN	10/16/21	
8969	Electrical Services Manager	1GX	10/16/21	
8996	Customer Service Rep. III (3 pos.)	6HN	10/15/21	
			10/21/21	
			11/1/21	
8998	Water Chemist Project Leader	2HN	11/2/21	