

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

DATE: July 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

Finance & Personnel Committee Meeting: July 26, 2022
CCFN 220431

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

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-INFORMATION & TECHNOLOGY MANAGEMENT DIV.</u>			
9697	IT Project Manager	1HX	1/16/21	
9698	UCC Customer Service Rep. III	6HN	7/12/22	
	<u>ASSESSOR</u>			
9669	Office Assistant II	6EN	7/10/22	
	<u>CITY ATTORNEY</u>			
9623	Special Deputy City Attorney	1NX	6/11/22	Held
9712	Legal Office Assistant-Senior	6LN	7/23/22	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
9620	Human Resources Analyst-Senior	2HX	4/1/22	
	<u>FIRE DEPARTMENT</u>			
9701	911 Dispatcher (4 positions)	5IN	5/15/22 7/1/22 9/4/22 9/4/22	
	<u>HEALTH DEPARTMENT</u>			
9694	Consumer Environmental Health Supv.	1DX	7/24/22	
9695	Doula Program Manager	1EX	7/23/22	
9656	Laboratory Info. Systems Specialist	2HN	6/18/22	
	<u>LIBRARY</u>			
9704	Librarian III	2GN	10/9/21	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
9678	Permit Desk Supervisor	1AX	8/20/22	
9700	Office Assistant III	6FN	8/26/22	
9710	Neighborhood Service Operations Dir.	1LX	8/4/22	
	<u>POLICE DEPARTMENT</u>			
9676	Communications Facilities Coord.	3SN	9/4/22	
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
9679	Permits and Communications Specialist	2FX	9/2022	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
9681	Engineering Technician V	3RN	11/17/19	
	<u>DPW-OPERATIONS DIVISION</u>			
9636	Equipment Parts Assistant	6IN	5/16/22	
9673	Communication Systems Manager	1FX	7/24/22	
9674	Sanitation District Manager	1DX	7/24/22	
9699	Self-Help Yard Attendant	8FN	7/13/22	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>HEALTH DEPARTMENT</u>				
9696	Lead Risk Assessor II	3LN	7/8/22	
<u>DPW-SEWER MAINTENANCE FUND</u>				
9680	GIS Developer-Senior	2IX	NA	
9702	Engineering Drafting Tech. II (4 pos.)	3FN	NA	
<u>DPW-TRANSPORTATION FUND</u>				
9672	Tow Lot Assistant Manager	1CX	7/9/22	
<u>DPW-WATER WORKS</u>				
9685	Water Distribution Construction Mgr.	1EX	7/25/22	
9686	Program Assistant I	6HN	7/24/22	
9689	Water Meter Technician (2 positions)	7DN	6/17/22	
9691	Water Repair Worker (2 positions)	8LN	7/8/22	
9692	Customer Service Rep. III (2 positions)	6HN	7/10/22	
9693	Communications Assistant V	6KN	7/3/22	
9693	Communications Assistant V	6KN	7/10/22	

SCHEDULE B - FUND TRANSFERS

Fund transfers listed were approved by the Finance and Personnel Committee.

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>ASSESSOR</u> Salaries and Wages Operating Expenditures	\$100,000.00	\$100,000.00	Fund transfer needed to accommodate payments made through IRIs for auxiliary workers. Salary funds available due to multiple vacancies.
<u>ELECTION COMMISSION</u> Salaries and Wages Operating Expenditures	\$399,158.00	\$399,158.00	The Election Commission has seen greater than expected expenditures in operating and require a transfer to cover additional costs through year end.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous