

Ref: CC File No. 151296
16025

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

DATE: January 13, 2016

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: January 13, 2016

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 MGMT. DIVISION</u>			
758	Information Services Manager	1IX	8/30/15	
759	GIS Analyst	2GN	8/13/15	
760	Programmer Analyst	2GN	12/21/13	
	<u>CITY ATTORNEY</u>			
745	Legal Office Assistant-Lead	6NN	10/11/15	
	<u>COMPTROLLER</u>			
761	Accounting Specialist	2GX	1/3/16	
	<u>ELECTION COMMISSION</u>			
765	Program Assistant I	5EN	1/16/16	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
693	Program Assistant I	5EN	10/11/15	
	<u>FIRE DEPARTMENT</u>			
755	Fire Captain	4J	12/24/15	
756	Fire Lieutenant (4 positions)	4E	8/28/15 12/10/15 12/28/15 1/31/16	
757	Fire Equipment Dispatcher (4 pos.)	6NN	9/30/15 11/8/15 11/28/15 12/16/15	
	<u>LIBRARY</u>			
706	Library Youth Educator (part-time)	2BN	11/28/15	
730	Library Branch Manager	1DX	11/22/15	
732	Librarian II	2CN	11/18/15	
	<u>MUNICIPAL COURT</u>			
762	Municipal Court Clerk I	6NN	1/17/16	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
728	Office Assistant III	6FN	11/24/15	
	<u>POLICE DEPARTMENT</u>			
770	Asst. Chief of Police	4RX	1/30/16	
724	Custodial Worker II/City-Laborer	8DN	12/5/15	
772	Deputy Inspector of Police (2 positions)	4P-842	TBD	
775	Captain of Police (5 positions)	4N-839	1/9/16	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
729	Contract Compliance Officer	2GX	1/4/16	
752	Program Assistant II	5FN	1/16/16	
753	Office Assistant IV	6HN	12/29/15	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
735	Infrastructure Administration Mgr.	1MX	1/6/16	
743	Maintenance Technician II	3GN	11/30/15	
763	Sewer Mason	7QN	1/5/16	
680	Carpenter	7KN	7/9/11	
777	Traffic Control Engineer III	2IN	1/2/16	
778	Engineering Technician VI	2IN	1/19/16	
779	Civil Engineer II	2GN	12/15/15	
780	Electrical Engineer III	2IN	1/5/16	
	<u>DPW-OPERATIONS DIVISION</u>			
736	Self-Help Yard Supervisor	1AX	11/15/15	
740	Auto Body Repair/Painting Tech.	7HN	11/30/15	
748	Sanitation Inspector	3BN	12/19/15	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>EMPLOYEES RETIREMENT SYSTEM</u>			
754	Accounting Assistant II	6HN	1/2/16	
	<u>HEALTH DEPARTMENT</u>			
750	Lead Program Information Spec.	2DN	10/31/15	
	<u>LIBRARY</u>			
731	Office Assistant II	6EN	11/22/15	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
676	Property Mgmt. Program Coordinator	1DX	10/16/15	
	<u>DPW-PARKING FUND</u>			
727	Communications Assistant II	6HN	12/19/15	
	<u>DPW-SEWER MAINT. FUND</u>			
739	Civil Engineer II	2GN	1/4/16	
	<u>DPW-WATER WORKS</u>			
723	Water Chemist II (2 positions)	2CN	12/7/15 1/3/16	
766	Water Accounting Manager	1GX	9/29/15	
768	Customer Service Supervisor	1CX	5/12/15	

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Fund transfers listed have been approved by the Finance & Personnel Committee.

Finance and Personnel Committee Meeting: January 13, 2016

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>Assessor</u> State Manufacturing Assessment Payment Operating Expenditures	\$64,000	\$64,000	The outstanding balance in the State Manufacturing Assessment Payment special fund results from two payments being made in the same year. The increase in operating expenses results from court related cases with higher than anticipated costs. The amount represents outstanding invoices from 2015.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous