

**AGENDA OF ITEMS TO BE CONSIDERED
BY THE COMMITTEE ON FINANCE AND PERSONNEL**

DATE: March 25, 2015

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: March 25, 2015

CSC-Status - Under Civil Service
Unless Noted as Exempt (E)

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

| Req. I.D. No. | Department and Position | Pay Range | Date Vacant | Number of Positions With Same Title | | | | | CSC Status and/or Funding Source | Int/Ext Fill | Code |
|--|---|-----------|---|-------------------------------------|------------------------|-----------------------|------------------|------------|----------------------------------|--------------|------|
| | | | | Auth. | Filled excl. this pos. | Recomm. Authorization | Vac. Prev. Appr. | Other Vac. | | | |
| <u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u> | | | | | | | | | | | |
| <u>ASSESSOR</u> | | | | | | | | | | | |
| 272 | Property Appraiser (2 positions) | 2DN | 2/28/15 2/28/15 | 26 | 24 | 2 | 0 | 0 | | Int/Ext | X-2a |
| <u>CITY ATTORNEY</u> | | | | | | | | | | | |
| 299 | Assistant City Attorney V | 2QX | 3/26/15 | 36 | 32 | 1 | 1 | 2 | | Ext | X-2a |
| <u>CITY TREASURER</u> | | | | | | | | | | | |
| 198 | Tax Enforcement Specialist | 6NN | 3/29/15 | 2 | 1 | 1 | 0 | 0 | | Int | x-2b |
| 199 | Program Assistant II (2 positions) | 5FN | 4/12/15 3/29/15 | 2 | 0 | 2 | 0 | 0 | | Int | x-2b |
| 200 | Customer Service Rep. II (3 pos.) (2 full-time; 1 part-time) | 6GN | 3/29/15 4/10/15 3/29/15 | 7 | 4 | 3 | 0 | 0 | | Int | x-2b |
| 202 | Accounting Asst. I | 6GN | 4/12/15 | 2 | 1 | 1 | 0 | 0 | | Int | x-2b |
| 280 | Revenue Collection Mgr. | 1DX | 3/29/15 | 1 | 0 | 1 | 0 | 0 | | Int | x-2b |
| <u>COMPTROLLER</u> | | | | | | | | | | | |
| 311 | Auditor - Lead | 2HX | 3/13/15 | 2 | 1 | 1 | 0 | 0 | | int/Ext | x-3 |
| <u>DEPT. OF EMPLOYEE RELATIONS</u> | | | | | | | | | | | |
| 301 | Claims Adjuster-Sr. | 2EX | 2/29/15 | 2 | 1 | 1 | 0 | 0 | | Ext | x-2a |
| 302 | Claims Representative | 5FN | 3/16/15 | 1 | 0 | 1 | 0 | 0 | | Ext | x-2a |
| <u>FIRE DEPARTMENT</u> | | | | | | | | | | | |
| 293 | Fire Equipment Dispatcher (3 pos.) | 6NN | 8/2/14 8/11/14 12/10/14 | 21 | 18 | 3 | 0 | 0 | | Ext | x-1 |
| <u>HEALTH DEPARTMENT</u> | | | | | | | | | | | |
| 274 | Personnel Payroll Asst. II | 6HN | 3/15/15 | 1 | 0 | 1 | 0 | 0 | | Int/Ext | X-2a |
| <u>NEIGHBORHOOD SERVICES</u> | | | | | | | | | | | |
| 287 | Commercial Code Enf. Inspector | 3LN | 3/1/15 | 16 | 14 | 1 | 1 | 0 | | Int/Ext | x-2a |
| 288 | Building Constr. Inspector II | 3QN | 3/14/15 | 16 | 11 | 1 | 4 | 0 | | Int/Ext | x-2a |
| 289 | Residential Code Enf. Inspector | 3LN | 3/29/15 | 57 | 45 | 1 | 4 | 7 | | Int/Ext | x-2a |
| 292 | Program Assistant II | 5FN | 1/5/14 | 11 | 7 | 1 | 2 | 1 | | Int | x-2b |
| 300 | Office Assistant III | 6FN | 3/29/15 | 17 | 16 | 1 | 0 | 0 | | Int/Ext | x-2b |
| 310 | Building Constr. Inspector II (Aux.) | 3QN | NA | 2 | 0 | 1 | 0 | 0 | | Ext | x-2b |
| 312 | Environmental Risk Officer | 2EN | 3/14/15 | 5 | 4 | 1 | 0 | 0 | | Int | x-2b |
| <u>POLICE DEPARTMENT</u> | | | | | | | | | | | |
| 282 | Police Telecommunicator (5 pos.) | 6FN | 7/6/14 7/22/14 9/5/14 9/14/14 10/1/14 | 72 | 49 | 5 | 0 | 0 | | Int/Ext | x-1 |

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| Req. I.D. No. | Department and Position | Pay Range | Date Vacant | Number of Positions With Same Title | | | | | CSC Status and/or Funding Source | Int/Ext Fill | Code |
|---|------------------------------------|-----------|--------------------|-------------------------------------|------------------------|-----------------------|------------------|------------|----------------------------------|--------------|------|
| | | | | Auth. | Filled excl. this pos. | Recomm. Authorization | Vac. Prev. Appr. | Other Vac. | | | |
| <u>DPW-INFRASTRUCTURE SERVICES</u> | | | | | | | | | | | |
| 266 | Administrative Asst. II | 6EN | 1/31/15 | 1 | 0 | 1 | 0 | 0 | 65% Capital | Int | x-2b |
| 267 | Civil Engineer III | 2IN | TBD | 3 | 2 | 1 | 0 | 0 | 100% Capital | Ext | x-3 |
| 283 | Bridge Operator (2 positions) | 8GN | 12/27/14 1/4/15 | 22 | 20 | 2 | 0 | 0 | | Int | x-2b |
| 291 | Inventory Assistant II | 6HN | 2/22/14 | 6 | 5 | 1 | 0 | 0 | 40% Capital | Int | x-2b |
| 294 | Engineering Tech. II (2 pos.) | 3FN | 7/6/14 7/6/14 | 10 | 8 | 2 | 0 | 0 | 100% Capital | Ext | x-5 |
| 295 | Bridge Operator Leadworker | 8IN | 2/1/15 | 6 | 5 | 1 | 0 | 0 | | Int | x-2b |
| 296 | Inventory Assistant IV | 6JN | 12/2/11 | 8 | 7 | 1 | 0 | 0 | 15% Cap, 70% Reimb | Int | x-2b |
| <u>DPW-OPERATIONS DIVISION</u> | | | | | | | | | | | |
| 268 | Vehicle Services Tech. I | 7FN | 12/19/14 | 57 | 48 | 1 | 0 | 8 | | Int/Ext | x-2a |
| <u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u> | | | | | | | | | | | |
| <u>DEPT. OF CITY DEVELOPMENT</u> | | | | | | | | | | | |
| 279 | Grant Budget Specialist | 2IX | 3/29/15 | 1 | 0 | 1 | 0 | 0 | CDBG | Int/Ext | x-6 |
| 297 | Accountant I | 2CN | 3/29/15 | 2 | 1 | 1 | 0 | 0 | 50% CDBG | Int/Ext | x-6 |
| <u>EMPLOYEES RETIREMENT SYSTEM</u> | | | | | | | | | | | |
| 303 | Retirement Plan Manager | 1GX | 5/1/15 | 1 | 0 | 1 | 0 | 0 | Pension Trust | Int/Ext | x-6 |
| <u>HEALTH DEPARTMENT</u> | | | | | | | | | | | |
| 237 | Public Health Nurse | 2DN | 3/17/15 | 50 | 37 | 1 | 0 | 12 | CDBG Lead Prev. | Ext | x-6 |
| 277 | Office Assistant III | 6FN | 3/31/15 | 6 | 5 | 1 | 0 | 0 | Lead Detection Grant | Int | x-6 |
| 278 | Office Assistant III | 6FN | 1/4/15 | 8 | 7 | 1 | 0 | 0 | WIC Grant | | x-6 |
| <u>DPW-WATER WORKS</u> | | | | | | | | | | | |
| 286 | Customer Service Rep. III (2 pos.) | 6HN | 3/14/15 3/14/15 | 15 | 11 | 2 | 1 | 1 | Water Works | Int/Ext | x-6 |

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: March 25, 2015

| Department Account Name | Amount of Transfer | | Reason |
|---|--------------------|----------|---|
| | From | To | |
| <u>CITY TREASURER</u> Operating Expenditures Salaries & Wages | \$49,176 | \$49,176 | This transfer will balance the City Treasurers 2014 Salary Account. |

SCHEDULE C - GENERAL MATTERS

- Miscellaneous