

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

DATE: December 6, 2023

TIME: 9:00 A.M.

PLACE: Committee Room 301-B
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: December 6, 2023
CCFN 231153

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
				Auth.	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.		
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
<u>DOA-BUDGET & MANAGEMENT DIVISION</u>										
10813	Budget & Fiscal Policy Analyst IV	2LX	12/21/23	5	4	1	0	0		Int/Ext
10824	Administrative Specialist-Senior	2EX	12/28/23	1	0	1	0	0		Int
<u>COMMON COUNCIL-CITY CLERK</u>										
10808	Legislative Fiscal Analyst-Lead	2KX	5/16/22	5	3	1	1	0		Int/Ext
<u>COMPROLLER</u>										
10803	Accounting Coordinator II	2DN	1/1/24	1	0	1	0	0		Int/Ext
<u>DEPT. OF EMERGENCY COMMUNICATIONS</u>										
10825	Emer. Comm. Financial Services Asst.	5IN	12/10/23	1	0	1	0	0		Int
<u>LIBRARY</u>										
10820	Library Education Outreach Coord.	2FN	1/6/24	3	2	1	0	0		Ext
<u>POLICE DEPARTMENT</u>										
10800	Office Assistant IV - PD	6HN	10/29/23	8	5	1	0	2		Int/Ext
10801	Office Assistant II (2 positions)	6EN	TBD 2/5/23	43	10	2	0	31		Int/Ext
<u>DPW-ADMINISTRATIVE SERVICES</u>										
10822	Human Resources Representative	2KX	12/9/23	3	1	1	0	1		Int/Ext
10823	Business Services Specialist	5ON	12/9/23	1	0	1	0	0		Int/Ext
<u>DPW-OPERATIONS DIVISION</u>										
10799	Office Assistant IV	6HN	11/27/23	2	1	1	0	0		Int/Ext
10817	Office Assistant IV	6HN	11/23/23	1	0	1	0	0		Int/Ext
10809	Communications Assistant IV	6JN	11/27/23	3	2	1	0	0		Int/Ext
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>										
<u>EMPLOYEES' RETIREMENT SYSTEM</u>										
10807	ERS Fiscal Services Assistant	5JN	11/12/23	1	0	1	0	0	Pension Trust	Int/Ext
<u>HEALTH DEPARTMENT</u>										
10798	Healthcare Access Program Coord.	2FN	11/12/23	1	0	1	0	0	Forward Health Outreach/ CHAP Grant	Ext
10805	Emergency Response Planning Dir.	1IX	11/18/23	1	0	1	0	0	50% CDC Hlth Disparities & 50% Bioterrorism Prep	Int/Ext
10812	Nutritionist	2JN	3/2/22	5	2	1	2	0	WIC	Int/Ext
10818	Microbiologist	2FN	11/18/23	7	4	1	0	2	Lab Response Network	Ext
10819	Medical Assistant	5NN	10/14/23	7	4	1	0	2	WIC	Int/Ext
10821	Medical Assistant	5NN	9/3/22	7	4	1	0	2	WIC	Int/Ext
<u>DPW-WATER WORKS</u>										
10815	Water Repair Worker 3 (2 positions)	8FN	11/8/23 10/28/23	67	39	2	26	0	Water Works	Int/Ext
10816	Water Distribution Operations Mgr.	1JX	11/15/23	1	0	1	0	0	Water Works	Int/Ext

SCHEDULE B - FUND TRANSFERS

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>HEALTH DEPARTMENT</u> Health Lab Equipment Health Facilities & Office	\$300,000	\$300,000	Some of 2019-2021 capital funding allocations for lab equipment no longer needed. The Health Department does not have sufficient capital funds for facilities expenses to address emergency needs at the clinics without this transfer.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous