

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

DATE: March 19, 2025

TIME: 9:30 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 19, 2025
CCFN 241762

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>CITY TREASURER</u>			
11650	Teller	6KN	3/15/25	
	<u>DEPT. EMPLOYEE RELATIONS</u>			
11648	Human Resources Assistant	5JN	10/27/24	
	<u>LIBRARY</u>			
11663	Librarian III	2IN	3/9/25	
11664	Program Assistant II	5IN	3/1/25	
	<u>DEPARTMENT OF NEIGHBORHOOD SERVICES</u>			
11656	Office Assistant III	6GN	3/15/25	
11655	Office Assistant IV	6KN	3/16/25	
11654	Special Enforcement Inspector 4	7KN	2/19/25	
	<u>POLICE DEPARTMENT</u>			
11632	Custodial Worker 1	8AN	2/18/25	
11637	Police Serv. Specialist - Invest. (12 Pos.)	5JN	NA	
11638	Police Services Specialist (4 Positions)	6KN	NA	
11653	Captain of Police	4NX-839	2/23/25	
11644	Office Assistant II-PD (10 Positions)	6DN	NA	
11645	Police District Admin. Asst. (10 Pos.)	6KN	NA	
	<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>			
11639	Business Operations Manager	1HX	3/15/25	
	<u>DPW-OPERATIONS DIVISION</u>			
11635	Urban Forestry Crew Leader	7FN	3/31/25	
11636	Urban Forestry Services Manager	1KX	TBD	
11642	Fleet Operations and Training Mgr.	1GX	TBD	
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>			
	<u>HEALTH DEPARTMENT</u>			
11634	Comm. Health Nutritionist 2 (2 Pos.)	3QN	NA	
	<u>DPW - TRANSPORTATION</u>			
11646	Communications Assistant Senior	5EN	TBD	
	<u>DPW-WATER WORKS</u>			
11658	Water Field Supervisor	1FX	3/2/25	
11667	Customer Service Representative III	6KN	3/30/25	
11651	IT Support Specialist - Senior (2 Pos.)	2JN	3/2/25	
			6/11/23	
11666	Water Repair Crew Leader	8JN	2/3/25	
11668	Water Chemist	2FN	3/30/25	

SCHEDULE B - FUND TRANSFERS

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>FIRE AND POLICE COMMISSION</u> 2024 Operating Fund 2024 Salary & Wages	\$80,001	\$80,001	Salaries exceeded budgeted appropriation due to labor market studies and reclasses.
<u>MUNICIPAL COURT</u> 2024 Operating Fund 2024 Salary & Wages	\$67,870	\$67,870	Salaries exceeded budgeted amounts due to reclasses/market studies

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous