

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

DATE: November 23, 2011

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: November 23, 2011

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

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
				Authorized	Filled excl.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>CITY TREASURER</u>											
110450	Investments and Financial Services Mgr.	12	10/15/11	1	0	1	0	0		Int	x-2b
110451	Investments and Financial Serv. Spec.	597	10/15/11	1	0	1	0	0		Int	x-2b
<u>COMMON COUNCIL-CITY CLERK</u>											
110471	Administrative Services Coordinator	555	12/23/11	1	0	1	0	0		Int	x-2b
<u>ELECTION COMMISSION</u>											
110472	Management Services Specialist	3	NA	2	1	1	0	0		Int	x-3
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
110473	Benefits Services Specialist II	540	10/16/11	2	1	1	0	0		Int	x-2b
110474	Office Assistant II	410	4/21/11	1	0	1	0	0		Int/Ext	x-2b
<u>FIRE AND POLICE COMMISSION</u>											
110475	Research and Policy Analyst	5	10/8/11	1	0	1	0	0		Int/Ext	x-2a
<u>FIRE DEPARTMENT</u>											
110476-77	Fire Lieutenant (2 positions)	856	8/22/11 9/25/11	166	164	2	0	0		Int	x-1
110478	Heavy Equipment Operator	853	12/11/11	180	176	1	0	3		Int	x-1
<u>HEALTH DEPARTMENT</u>											
110479	Lead Microbiologist	646	9/15/2007	1	0	1	0	0		Int	x-2b
110480	Office Assistant III	425	10/16/11	9	8	1	0	0		Int	x-2b
110514	Personnel Payroll Assistant II	445	NA	1	0	1				Int/Ext	x-3
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
110481	Administrative Specialist	2	10/31/11	1	0	1	0	0		Int	x-3
110482	Building Codes Enforcement Supervisor	7	1/1/12	6	5	1	0	0		Int	x-2b
110515	Special Enforcement Inspector	572	5/29/11	18	16	1	0	1		Int	x-2b
<u>POLICE DEPARTMENT</u>											
110491-93	Electronic Technician (3 positions)	290	11/28/06 7/24/10 8/20/11	10	6	3	0	1		Ext	x-3
<u>DPW-ADMINISTRATIVE SERVICES DIV.</u>											
110494	Office Assistant IV	445	10/29/11	1	0	1	0	0		Int/Ext	x-3
<u>DPW-OPERATIONS DIVISION</u>											
110500	Fluid Power Systems Technician	262	11/17/11	1	0	1	0	0		Int/Ext	x-2b
110501	Field Service Mechanic	270	12/18/11	4	3	0	0	0		Int	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>EMPLOYEES' RETIREMENT SYSTEM</u>											
110503	Records Technician II	410	10/31/11	2	1	1	0	0	Pension Trust	Ext	x-6

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503504	<u>HEALTH DEPARTMENT</u> Communicable Disease Specialist	530	10/20/11	8	6	1	1	0	AIDS/HIV/STD Prog. MCHVP/Project Launch	Int	x-6
110505	Public Health Nurse	666	11/12/11	62	61	1	0	0		Ext	x-6
110506	<u>DEPT. OF NEIGHBORHOOD SERVICES</u> Neighborhood Impr. Proj. Inspector	549	10/30/11	6	5	1	0	0	CDBG (NIP)	Int/Ext	x-6
110507	<u>DPW-PARKING FUND</u> Parking Enforcement Supervisor	4	11/1/11	4	3	1	0	0	Parking Fund	Int/Ext	x-6
110508-09	<u>DPW-SEWER MAINT. FUND</u> Civil Engineer II (2 positions)	626	3/6/11 10/2/11	13	10	2	0	1	Sewer Maint. Fund	Int/Ext	x-6
110510	<u>DPW-WATER WORKS</u> Water Plant Operations Manager-South	9	12/14/11	1	0	1	0	0	Water Works	Int	x-6
110511	Sr. Water Treatment Plant Operator	291	12/25/11	24	22	1	1	0	Water Works	Int	x-6
110512	Machine Technician	208	12/29/10	17	16	1	0	0	Water Works	Int/Ext	x-6
110513	Communications Assistant V	460	1/1/12	5	4	1	0	0	Water Works	Int/Ext	x-6

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

Finance and Personnel Meeting: November 23, 2011

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Health Maint. Organization Health Care Admin. Expense	\$1,200,000	\$1,200,000	This transfer is necessary because a large number of 2010 Health Risk Assessments were completed and billed in 2011, causing the current Health Administration Account to incur HRA expenditures from the prior year. The HMO account has sufficient funds to cover these expenses as a result of decreased enrollments from 2010 to 2011.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters