

Ref: CC File No. 110338
11025

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

DATE: July 20, 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

Finance & Personnel Committee Meeting: July 20, 2011

Vacancies listed were approved by Finance & Personnel unless otherwise indicated.

I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>				
<u>DOA-INFORMATION TECH. & MGMT. DIV.</u>				
110258	Database Administrator	11	7/10/11	
110259	Systems Analyst - Project Leader	11	NA	
110260	Programmer II	556	NA	
110261	Database Associate	6	NA	
<u>CITY TREASURER</u>				
110176	Teller (0.53 FTE)	445	5/14/11	
<u>COMMON COUNCIL-CITY CLERK</u>				
110262	License Specialist	455	6/11/11	
<u>COMPTROLLER</u>				
110263	Auditor	577	5/14/11	
110264	Auditor Lead	578	7/8/11	
<u>FIRE DEPARTMENT</u>				
110265	Fire Lieutenant	856	6/28/11	
<u>HEALTH DEPARTMENT</u>				
110266	Network Analyst Assistant I	596	7/16/11	
110267	Public Health Social Worker	594		
110268	Environmental Health Specialist I/II	530	4/1/11	
<u>LIBRARY</u>				
11471	Library Technician II	410	12/30/10	
11472	Custodial Worker II-City Laborer	215	12/12/10	
110283	Library Technician III	425	3/20/11	
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>				
110275-77	Code Enforcement Inspector II (3 pos.)	541	5/29/10	
			8/22/10	
			8/23/10	
110278-81	Code Enforcement Inspector II (4 pos.)	541	7/24/11	
			7/24/11	
			7/24/11	
			10/3/10	
110282	Office Assistant II	410	12/29/08	
<u>DPW-ADMINISTRATIVE SERVICES</u>				
110269	Public Works Coordination Manager	14	7/10/11	
110270	Telecommunications Analyst-Senior	8	7/30/11	

SCHEDULE A - VACANCY REQUESTS

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I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>EMPLOYES' RETIREMENT SYSTEM</u>				
110271	Pension Specialist Sr.	3	6/12/11	
110274	Records Technician II	410	7/10/11	
<u>HEALTH DEPARTMENT</u>				
110272	Health Proj. Coord.-Childhood Wellness	4	8/2/11	
<u>PORT OF MILWAUKEE</u>				
110273	Trade Development Representative	5	6/11/11	

Finance and Personnel Meeting: July 20, 2011

Department Account Name	Amount of Transfer		Reason
	From	To	
MUNICIPAL COURT Salaries & Wages Operating Expenditures	\$70,000	\$70,000	Two Court Clerk positions and one Legal office Assistant IV have been held vacant in 2011. The resulting vacancy savings will be used to hire temporary staff to substitute for full-time City staff. Two Court Clerk vacancies will be filled with temporary staff until full-time staff can be hired, which is expected in August. One Legal Office Assistant IV will be filled with temporary staff for all of 2011.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Matters