

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

DATE: December 8, 2021

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 8, 2021  
CCFN 211226

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>DOA-BUDGET &amp; MANAGEMENT DIVISION</u>											
9051	Budget & Fiscal Policy Analyst IV	2LX	7/25/21	5	3	1	0	1		Int/Ext	x-2b
<u>DOA-PURCHASING DIVISION</u>											
9046	Program Assistant II	5FN	11/27/21	1	0	1	0	0		Int/Ext	x-2b
<u>COMPROLLER</u>											
9088	Accounting Program Assistant III	5GN	12/11/21	7	3	1	0	3		Int/Ext	x-2b
<u>ELECTION COMMISSION</u>											
9049	Election Services Coordinator	5HN	11/27/21	3	2	1	0	0		Int	x-2b
<u>FIRE AND POLICE COMMISSION</u>											
9052	Test Administration Coordinator	2DN	11/14/21	1	0	1	0	0		Int/Ext	x-1
<u>FIRE DEPARTMENT</u>											
9050	Carpenter	7KN	8/7/21	2	1	1	0	0		Int/Ext	x-2b
<u>HEALTH DEPARTMENT</u>											
9077	Injury & Violence Prev. Prog. Coord.	2FX	10/23/21	2	1	1	0	0		Ext	x-2b
9079	Microbiologist-Senior	2HN	11/20/21	2	1	1	0	0		Ext	x-2b
9081	Public Health Nurse 3 (2 positions)	2DN	11/13/21	6	3	2	0	1		Ext	x-2b
9082	Sexual & Reproductive Hlth. Prog. Mgr.	1GX	12/7/21 12/3/21	1	0	1	0	0		Int/Ext	x-2b
<u>LIBRARY</u>											
9053	Personnel Payroll Assistant III	5EN	11/25/21	2	0	1	0	1		Ext	x-2b
9054	Librarian III (2 positions)	2GN	12/2/21 12/12/21	65	56	2	0	7		Int/Ext	x-2b
9060	Personnel Payroll Assistant III	5EN	12/11/21	2	0	1	0	1		Int/Ext	x-2b
<u>POLICE DEPARTMENT</u>											
9041	Custodial Wkr. II/City Laborer (8 pos.)	8DN	Various	39	26	8	0	0		Ext	x-2b
<u>DPW-ADMINISTRATIVE SERVICES</u>											
9042	Accounting Assistant II	5HN	11/28/21	3	2	1	0	0		Int	x-2b
9047	Personnel Payroll Assistant III	5EN	12/16/21	8	7	1	1	0		Int/Ext	x-2b
9058	Personnel Payroll Assistant III	5EN	12/4/21	9	7	1	2	0		Int/Ext	x-2b
9085	Civil Engineer II	2GN	12/12/21	1	0	1	0	0	100% Reimbursable	Int	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
9069	Senior Transportation Planner	2IN	12/4/21	3	2	1	0	0	75% Capital	Int/Ext	x-2b
9072	Engineering Technician VI	2IN	1/9/22	2	1	1	0	0	63% Cap., 9% Reimb.	Int/Ext	x-2b
9075	Building Services Supervisor II	1AX	11/26/21	1	0	1	0	0		Int/Ext	x-2b
9073	Engineering Technician VI	2IN	1/2/22	2	1	1	0	0	25% Cap., 75% Reimb.	Int/Ext	x-2b
9071	Administrative Assistant II	6HN	9/20/20	1	0	1	0	0	27% State & Federal and 3% Capital	Int/Ext	x-2b
9070	Office Assistant III	6FN	TBD	1	0	1	0	0	50% State & Fed. Aid	Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>DOA-ENVIRONMENTAL COLLABORATION OFFICE</u>											
9045	Env. Sustainability Program Coord.	2IX	11/17/21	2	1	1	0	0	ARRA	Int	x-6

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: December 8, 2021  
CCFN 211226

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. Authori- zation	Vac. Prev. Appr.	Other Vac.			
	<u>HEALTH DEPARTMENT</u>										
9076	Health Access Assistant	5FN	11/6/21	8	6	1	0	1	50% MA Outreach Forward WIC Grant CDBG & Medicaid	Ext	x-6
9078	Medical Assistant	5BN	11/11/21	5	3	1	0	1		Ext	x-6
9080	Lead Risk Assessor II (2 positions)	3GN	11/20/21 11/28/21	14	10	2	0	2		Ext	x-6
9083	Nurse Practitioner	2MX	1/8/22	2	0	1	0	1	Family Planning Grant 50% Bioterrorism CRI, 50% Immunization Action	Ext	x-6
9084	Public Health Nurse Coordinator	2GN	1/9/22	4	3	1	0	0		Int	x-6
	<u>DPW-WATER WORKS</u>										
9061	Accounting Assistant III	5EN	11/27/21	4	3	1	0	0	Water Works	Int/Ext	x-6
9062	Communications Assistant III	6HN	11/27/21	4	3	1	0	0	Water Works	Int/Ext	x-6
9063	Water Distr. Repair Worker I	8FN	11/5/21	19	11	1	7	0	Water Works	Int/Ext	x-6
9064	Water Meter Technician	7DN	1/2/22	22	21	1	0	0	Water Works	Int/Ext	x-6
9065	Sr. Water Treatment Plant Operator	2GN	1/19/21	36	29	1	6	0	Water Works	Int/Ext	x-6
9067	Water Plant Machine Repair Person	7QN	5/10/15	18	10	1	7	0	Water Works	Int/Ext	x-6
9068	Water Microbiologist-Sr.	2GX	12/19/20	1	0	1	0	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: December 8, 2021  
CCFN 211226

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DPW-INFRASTRUCTURE SERVICES</u> 2021 Salaries & Wages	\$1,000,000.00		Funds are available to transfer from DPW Infrastructure Services Division's Salary account as a result of higher than anticipated vacancy levels in the department.  DPW-Operations costs related to Contracted Services and Vehicle Rentals have been greater than expected in 2021.
<u>DPW-OPERATIONS DIVISION</u> 2021 Operating Expenditures		\$1,000,000.00	

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous