

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

DATE: July 7, 2017  
TIME: 9:30 A.M.  
PLACE: Committee Room 301-B  
City Hall  
SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service  
Unless Noted as Exempt

Finance & Personnel Committee Meeting: July 7, 2017  
CCFN 170412

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- INTERGOVERNMENTAL RELATIONS</u>      |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4772   | Legislative Fiscal Manager        | 2LX       | 7/9/17      | 1                                   | 0                      | 1                     | 0                | 0          | Exempt                           | Int/Ext      | x-2b |
| <u>CITY ATTORNEY</u>                         |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4748   | Asst. City Attorney V             | 2QX       | 7/2/17      | 36                                  | 31                     | 1                     | 2                | 2          |                                  | Int/Ext      | x2b  |
| <u>DEPT. OF CITY DEVELOPMENT</u>             |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4767   | DCD Accountant Lead               | 2IX       | 6/14/17     | 2                                   | 1                      | 1                     | 0                | 0          |                                  | Ext          | x-2b |
| 4768   | Senior Planner-Arch. Design       | 2HX       | 7/15/17     | 1                                   | 0                      | 1                     | 0                | 0          |                                  | Int          | x-2b |
| <u>DEPT. OF EMPLOYEE RELATIONS</u>           |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4780   | Program Assistant II              | 5FN       | 8/25/17     | 2                                   | 1                      | 1                     | 0                | 0          |                                  | Int          | x-3  |
| 4790   | Certification Services Specialist | 5HN       | 7/20/17     | 1                                   | 0                      | 1                     | 0                | 0          |                                  | Int          | x-3  |
| <u>HEALTH DEPARTMENT</u>                     |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4769   | Health Personnel Officer          | 2HX       | 7/1/17      | 3                                   | 0                      | 1                     | 0                | 2          |                                  | Int/Ext      | x-2b |
| <u>FIRE DEPARTMENT</u>                       |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4775   | Fire Cadet (27 positions)         | 6BN       | NA          | 52                                  | 25                     | 27                    | 0                | 0          |                                  | Int/Ext      | x-1  |
| <u>LIBRARY</u>                               |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4761   | Human Resources Analyst-Sr.       | 2FX       | 7/2/17      | 1                                   | 0                      | 1                     | 0                | 0          |                                  | Int/Ext      | x-2b |
| 4787   | Neigh. Library Services Assistant | 2CN       | 7/2/17      | 12                                  | 10                     | 1                     | 0                | 1          |                                  | Int/Ext      | x-2b |
| 4786   | Librarian III                     | 2FN       | 7/5/17      | 47                                  | 38                     | 1                     | 0                | 8          |                                  | Int/Ext      | x-2b |
| <u>DEPT. OF NEIGHBORHOOD SERVICES</u>        |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4763   | Special Enforcement Inspector     | 2GN       | 3/24/17     | 21                                  | 20                     | 1                     | 0                | 0          |                                  | Int          | x-2a |
| <u>POLICE DEPARTMENT</u>                     |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4740   | Systems Security Administrator    | 2IX       | 7/7/17      | 1                                   | 0                      | 1                     | 0                | 0          |                                  | Int/Ext      | x-2b |
| 4754   | IT Support Specialist-Senior      | 2GN       | 8/13/17     | 7                                   | 5                      | 1                     | 0                | 1          |                                  | Int/Ext      | x-2b |
| 4766   | Administrative Asst. II (2 pos.)  | 6GN       | 1/2/17      | 6                                   | 4                      | 2                     | 0                | 0          |                                  | Int          | x-2b |
| 4770   | Emer. Comm. Operator II (6 pos.)  | 5IN       | 3/12/17     | 51                                  | 47                     | 6                     | 0                | 0          |                                  | Int/Ext      | x-1  |
|  |                                   |           | 11/19/16    |                                     |                        |                       |                  |            |                                  |              |      |
|  |                                   |           | 4/23/17     |                                     |                        |                       |                  |            |                                  |              |      |
|  |                                   |           | 7/23/17     |                                     |                        |                       |                  |            |                                  |              |      |
|  |                                   |           | 5/16/17     |                                     |                        |                       |                  |            |                                  |              |      |
|  |                                   |           | 5/12/17     |                                     |                        |                       |                  |            |                                  |              |      |
| 4771   | Police Aide (40 positions)        | 6BN       | NA          | 67                                  | 40                     | 40                    | 0                | 0          |                                  | Ext          | x-1  |
| 4774   | Office Assistant IV               | 6HN       | 6/19/17     | 11                                  | 8                      | 1                     | 0                | 2          |                                  | Int/Ext      | x-2b |
| 4777   | Administrative Assistant I        | 6GN       | NA          | 2                                   | 1                      | 1                     | 0                | 0          |                                  | Int/Ext      | x-2b |
| <u>DPW-ADMINISTRATIVE SERVICES</u>           |                                   |           |             |                                     |                        |                       |                  |            |                                  |              |      |
| 4750   | Personnel Payroll Asst. III       | 5EN       | 7/1/17      | 9                                   | 7                      | 1                     | 0                | 1          |                                  | Int          | x-2b |
| 3685   | Program Assistant III             | 5IN       | 9/1/17      | 1                                   | 0                      | 1                     | 0                | 0          |                                  | Int          | x-2b |

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| <u>DPW-INFRASTRUCTURE SERVICES</u>  |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| 4760  | Municipal Services Electrician     | 7QN       | 6/17/17     | 79                                  | 78                     | 1                       | 0                | 0          | 60% Capital                      | Ext          | x-2b |
| 4779  | Engineering Drafting Tech. II      | 3NN       | 7/8/17      | 17                                  | 11                     | 1                       | 0                | 5          | 100% Capital                     | Int/Ext      | x-2b |
| 4788  | Engineering Technician V           | 3RN       | 3/19/17     | 4                                   | 2                      | 1                       | 1                | 0          | 70% Capital                      | Int/Ext      | x-2b |
| <u>DPW-OPERATIONS DIVISION</u>  |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| 4745  | Vehicle Services Tech. II          | 7HN       | 6/8/17      | 57                                  | 51                     | 1                       | 0                | 4          |                                  | Int/Ext      | x-2b |
| 4746  | Communications Asst. IV            | 6JN       | 8/10/17     | 3                                   | 2                      | 1                       | 0                | 0          |                                  | Int          | x-2b |
| 4764  | Tire Repair Worker I               | 8GN       | 7/2/17      | 3                                   | 1                      | 1                       | 1                | 0          |                                  | Int/Ext      | x-2b |
| 4776  | Vehicle Services Tech. II          | 7HN       | 6/14/17     | 57                                  | 51                     | 1                       | 0                | 4          |                                  | Int/Ext      | x-2b |
| 4736  | Recycling Assistant                | 2AN       | 9/29/15     | 1                                   | 0                      | 1                       | 0                | 0          |                                  | Int/Ext      | x-2b |
| <u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u> |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| <u>COMPTROLLER</u>  |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| 4744  | Office Assistant IV                | 6HN       | 6/3/17      | 1                                   | 0                      | 1                       | 0                | 0          | 75% CDBG                         |              | x-6  |
| <u>LIBRARY</u>  |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| 4762  | Librarian II                       | 2EN       | 7/16/17     | 12                                  | 9                      | 1                       | 0                | 2          | WI Talking Book-Braile           | Int/Ext      | x-6  |
| 4785  | Audio Machine Technician           | 6FN       | 7/22/17     | 2                                   | 1                      | 1                       | 0                | 0          | WI Talking Book-Braile           | Int          | x-6  |
| <u>DPW-SEWER MAINTENANCE</u>  |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| 4755  | Sewer Maint. Program Mgr.          | 1BX       | 6/4/17      | 1                                   | 0                      | 1                       | 0                | 0          | Sewer Maint.                     | Int          | x-6  |
| <u>DPW-WATER WORKS</u>  |                                    |           |             |                                     |                        |                         |                  |            |                                  |              |      |
| 4757  | Customer Service Rep. III          | 6HN       | 6/10/17     | 12                                  | 11                     | 1                       | 0                | 0          | Water Works                      | Int/Ext      | x-6  |
| 4758  | Water Chief Repair Worker          | 8PN       | 5/16/17     | 12                                  | 11                     | 1                       | 0                | 0          | Water Works                      | Int/Ext      | x-6  |
| 4759  | Water Repair Worker                | 8LN       | 6/18/17     | 36                                  | 34                     | 1                       | 0                | 1          | Water Works                      | Int/Ext      | x-6  |
| 4773  | Sr. Water Treatment Plant Operator | 3PN       | 6/5/17      | 18                                  | 12                     | 1                       | 0                | 5          | Water Works                      | Int/Ext      | x-6  |
| 3608  | Water Treatment Plant Operator     | 3GN       | 4/1/17      | 30                                  | 25                     | 1                       | 4                | 0          | Water Works                      | Int/Ext      | x-6  |
| 4778  | Water Repair Worker                | 8LN       | 6/25/17     | 36                                  | 33                     | 1                       | 0                | 2          | Water Works                      | Int/Ext      | x-6  |