

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

DATE: March 19, 2025

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: March 19, 2025  
CCFN 241762Funding 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
				Auth.	Filled excl. this pos.	Recomm. Authori- zation	Vac. Prev. Appr.	Other Vac.		
11650	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>									
	<u>CITY TREASURER</u>									
	Teller	6KN	3/15/25	1	0	1	0	0		Int/Ext
11648	<u>DEPT. EMPLOYEE RELATIONS</u>									
	Human Resources Assistant	5JN								
11663	<u>LIBRARY</u>									
	Librarian III	2IN								
11664	Program Assistant II	5IN	3/1/25	1	0	1	0	0		Int/Ext
	<u>DEPARTMENT OF NEIGHBORHOOD SERVICES</u>									
	Office Assistant III	6GN								
11655	Office Assistant IV	6KN	3/16/25	4	3	1	0	0		Int/Ext
11654	Special Enforcement Inspector 4	7KN	2/19/25	13	7	1	0	5		Int/Ext
	<u>POLICE DEPARTMENT</u>									
	Custodial Worker 1	8AN								
11637	Police Serv. Specialist - Invest. (12 Pos.)	5JN	NA	40	21	12	0	7		Int/Ext
11638	Police Services Specialist (4 Positions)	6KN	NA	22	4	4	0	14		Ext
11653	Captain of Police	4NX-839	2/23/25	20	17	1	0	2		Ext
11644	Office Assistant II-PD (10 Positions)	6DN	NA	43	12	10	0	21		Int
11645	Police District Admin. Asst. (10 Pos.)	6KN	NA	54	25	10	15	4		Int/Ext
	<u>DPW-INFRASTRUCTURE SERVICES DIVISION</u>									
	Business Operations Manager	1HX								
11639									70% Capital	Int
	<u>DPW-OPERATIONS DIVISION</u>									
	Urban Forestry Crew Leader	7FN								
11635	Urban Forestry Services Manager	1KX	TBD	1	0	1	0	0		Int/Ext
11642	Fleet Operations and Training Mgr.	1GX	TBD	1	0	1	0	0		Int/Ext
	<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>									
11634	<u>HEALTH DEPARTMENT</u>									
	Comm. Health Nutritionist 2 (2 Pos.)	3QN								
	<u>DPW - TRANSPORTATION</u>									
	Communications Assistant Senior	5EN								
	<u>DPW-WATER WORKS</u>									
	Water Field Supervisor	1FX								
11667	Customer Service Representative III	6KN	3/30/25	16	10	1	5	0		Water Works
11651	IT Support Specialist - Senior (2 Pos.)	2JN	3/2/25	2	0	2	0	0		Water Works
			6/11/23							
11666	Water Repair Crew Leader	8JN	2/3/25	15	10	1	4	0		Water Works
11668	Water Chemist	2FN	3/30/25	10	8	1	1	0		Water Works

## SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: March 19, 2025  
CCFN 241762

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