

Ref: CC File No. 160703
16025

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

DATE: October 5, 2016

TIME: 9:30 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: October 5, 2016

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

| Req. I.D. No. | Department and Position | Pay Range | Date Vacant | Committee Action |
|---------------|--------------------------------------------------------|-----------|-------------|------------------|
| | <u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u> | | | |
| | <u>DOA-INFORMATION & TECHNOLOGY MGMT. DIVISION</u> | | | |
| 2264 | Database Associate | 2GX | 9/17/16 | |
| | <u>BOARD OF ZONING APPEALS</u> | | | |
| 2250 | BOZA Administrative Coordinator | 1CX | 10/15/16 | |
| | <u>CITY ATTORNEY</u> | | | |
| 2249 | Assistant City Attorney V | 2OX | 9/24/16 | |
| | <u>COMMON COUNCIL-CITY CLERK</u> | | | |
| 2229 | Document Services Manager | 1DX | 8/30/16 | |
| | <u>CITY TREASURER</u> | | | |
| 2238 | Revenue Collection Manager | 1DX | 9/24/16 | |
| 2239 | Lead Teller | 5FN | 10/8/16 | |
| 2240 | Teller | 6HN | 10/8/16 | |
| 2245 | Investment & Financial Serv. Coord. | 2IX | 10/6/16 | |
| 2246 | Investment & Financial Serv. Spec. | 2GX | 10/8/16 | |
| 2247 | Accounting Assistant I | 6GN | 10/8/16 | |
| | <u>COMPTROLLER</u> | | | |
| 2228 | City Payroll Assistant-Sr. | 5GN | 9/25/16 | |
| | <u>HEALTH DEPARTMENT</u> | | | |
| 2265 | Health Project Assistant | 5FN | 9/25/16 | |
| | <u>LIBRARY</u> | | | |
| 2224 | Library Technician II | 6EN | 9/17/16 | |
| 2235 | Librarian II | 2CN | 10/9/16 | |
| | <u>MUNICIPAL COURT</u> | | | |
| 2241 | Accounting Assistant II | 6HN | 10/1/16 | |
| | <u>DEPT. OF NEIGHBORHOOD SERVICES</u> | | | |
| 2258 | Plan Examiner III | 2FN | 10/9/16 | |
| 2259 | Plan Examiner Specialist | 2EN | 10/9/16 | |
| | <u>POLICE DEPARTMENT</u> | | | |
| 2233 | Health & Safety Officer | 1CX | 8/21/16 | |
| 2242 | Chief Latent Print Examiner | 4H-812 | 11/20/16 | |
| 2248 | Helpdesk Specialist II | 3IN | 3/13/16 | |
| | <u>DPW-INFRASTRUCTURE SERVICES</u> | | | |
| 2237 | Civil Engineer III | 2IN | 9/25/16 | |
| 2261 | Engineering Drafting Tech. IV (2 pos.) | 3NN | 8/12/16 | |
| | | | 8/17/16 | |
| 2263 | Engineering Drafting Tech. V | 3QN | 9/24/16 | |
| 2268 | Engineering Drafting Tech. II (3 pos.) | 3BN | 9/27/16 | |
| | | | 9/27/16 | |
| | | | 10/8/16 | |
| 2164 | Street Repair Supervisor | 1AX | 6/19/16 | |
| 2193 | Maintenance Technician II | 3GN | 8/29/16 | |

SCHEDULE A - VACANCY REQUESTS

Finance & Personnel Committee Meeting: October 5, 2016

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| Req. I.D. No. | Department and Position | Pay Range | Date Vacant | Committee Action |
|-----------------------------------------------------------------------------|-----------------------------------------------------------|-----------|--------------------|------------------|
| 2232 | <u>DPW-OPERATIONS DIVISION</u> Fleet Repair Supervisor | 1BX | 8/2/16 | |
| <u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u> | | | | |
| 2230 | <u>DOA-COMMUNITY BLOCK GRANT ADMIN.</u> Grant Monitor | 2GX | 10/8/16 | |
| <u>HEALTH DEPARTMENT</u> | | | | |
| 2266 | Clinic Assistant (2 positions) | 5BN | 9/2/16 9/10/16 | |
| 2267 | Clinic Assistant | 5BN | 9/24/16 | |
| <u>DPW-SEWER MAINT. FUND</u> | | | | |
| 2257 | Civil Engineer III | 2IN | 9/24/16 | |
| <u>DPW-WATER WORKS</u> | | | | |
| 2194 | Municipal Services Electrician | 7JN | NA | |
| 2244 | Water Plant Maint. Supervisor | 1CX | 9/25/16 | |
| 2251 | Machinery Technician (2 positions) | 7GN | 1/25/15 2/25/16 | |
| 2252 | Water Steamfitter/HVAC Spec. | 7JN | 6/3/16 | |
| 2253 | Sr. Water Treatment Plant Operator | 3PN | 9/25/16 | |
| 2254 | Accounting Assistant II | 6HN | 10/8/16 | |

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Fund transfers listed were approved by the Finance & Personnel Committee.

Finance and Personnel Committee Meeting: October 5, 2016

| Department Account Name | Amount of Transfer | | Reason |
|------------------------------------------------------------------------------------|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | From | To | |
| <u>DEPT. OF EMPLOYEE RELATIONS</u> 2016 Salaries 2016 Operating Expenditures | \$175,000 | \$175,000 | DER is transitioning to a third party administrator for Worker's Compensation (WC). 10 staff positions would be eliminated as a result of the change. To avoid layoffs, DER began working with individuals to find appropriate placements as they have become available. This required DER to use temporary employees to staff the WC section through the transition. The salaries budgeted for WC positions will be transferred to cover the cost of temporary staff who performed those duties. |

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous