

**AGENDA OF ITEMS TO BE CONSIDERED
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

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

Finance & Personnel Committee Meeting: October 5, 2016

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-INFORMATION & TECHNOLOGY MGMT. DIVISION</u>											
2264	Database Associate	2GX	9/17/16	1	0	1	0	0		Int/Ext	x-2b
<u>BOARD OF ZONING APPEALS</u>											
2250	BOZA Administrative Coordinator	1CX	10/15/16	1	0	1	0	0		Int	x-3
<u>CITY ATTORNEY</u>											
2249	Assistant City Attorney V	2OX	9/24/16	36	34	1	1	0		Int/Ext	x-2a
<u>COMMON COUNCIL-CITY CLERK</u>											
2229	Document Services Manager	1DX	8/30/16	1	0	1	0	0		Int/Ext	x-2a
<u>CITY TREASURER</u>											
2238	Revenue Collection Manager	1DX	9/24/16	1	0	1	0	0		Int	x-2a
2239	Lead Teller	5FN	10/8/16	1	0	1	0	0		Int	x-2a
2240	Teller	6HN	10/8/16	2	0	1	0	1		Int/Ext	x-2a
2245	Investment & Financial Serv. Coord.	2IX	10/6/16	1	0	1	0	0		Int	x-2a
2246	Investment & Financial Serv. Spec.	2GX	10/8/16	1	0	1	0	0		Int	x-2a
2247	Accounting Assistant I	6GN	10/8/16	2	1	1	0	0		Int/Ext	x-2a
<u>COMPROLLER</u>											
2228	City Payroll Assistant-Sr.	5GN	9/25/16	2	1	1	0	0		Int	x-3
<u>HEALTH DEPARTMENT</u>											
2265	Health Project Assistant	5FN	9/25/16	2	1	1	0	0		Int	x-2b
<u>LIBRARY</u>											
2224	Library Technician II	6EN	9/17/16	10	9	1	0	0		Int/Ext	x-2b
2235	Librarian II	2CN	10/9/16	11	10	1	0	0		Int/Ext	x-2b
<u>MUNICIPAL COURT</u>											
2241	Accounting Assistant II	6HN	10/1/16	4	3	1	0	0		Int/Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
2258	Plan Examiner III	2FN	10/9/16	8	7	1	0	0		Int	x-2a
2259	Plan Examiner Specialist	2EN	10/9/16	2	1	1	0	0		Int	x-2a
<u>POLICE DEPARTMENT</u>											
2233	Health & Safety Officer	1CX	8/21/16	1	0	1	0	0		Int/Ext	x-1
2242	Chief Latent Print Examiner	4H-812	11/20/16	1	0	1	0	0		Int	x-1
2248	Helpdesk Specialist II	3IN	3/13/16	9	6	1	0	2		Int/Ext	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
2237	Civil Engineer III	2IN	9/25/16	3	2	1	0	0	100% Capital	Int/Ext	x-3
2261	Engineering Drafting Tech. IV (2 pos.)	3NN	8/12/16 8/17/16	15	11	2	0	2	100% Capital	Int	x-3
2263	Engineering Drafting Tech. V	3QN	9/24/16	3	2	1	0	0	80% Capital	Int	x-3
2268	Engineering Drafting Tech. II (3 pos.)	3BN	9/27/16 9/27/16 10/8/16	17	14	3	0	0	100% Capital	Int/Ext	x-3
2164	Street Repair Supervisor	1AX	6/19/16	3	2	1	0	0	5% Cap., 15% Reimb	Int	x-2b
2193	Maintenance Technician II	3GN	8/29/16	4	3	1	0	0		Int/Ext	x-2b

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2232	<u>DPW-OPERATIONS DIVISION</u> Fleet Repair Supervisor	1BX	8/2/16	3	2	1	0	0		Int	x-2a
<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	7	6	1	0	0	CDBG	Int/Ext	x-6
2266	<u>HEALTH DEPARTMENT</u> Clinic Assistant (2 positions)	5BN	9/2/16 9/10/16	9	6	2	0	0	WIC Grant	Int/Ext	x-6
2267	Clinic Assistant	5BN	9/24/16	9	6	1	0	0	WIC Grant	Int/Ext	x-6
2257	<u>DPW-SEWER MAINT. FUND</u> Civil Engineer III	2IN	9/24/16	5	4	1	0	0	Sewer Maint. Fund	Int.	x-6
2194	<u>DPW-WATER WORKS</u> Municipal Services Electrician	7JN	NA	8	7	1	0	0	Water Works	Int/Ext	x-6
2244	Water Plant Maint. Supervisor	1CX	9/25/16	1	0	1	0	0	Water Works	Int/Ext	x-6
2251	Machinery Technician (2 positions)	7GN	1/25/15 2/25/16	17	9	2	0	6	Water Works	Int/Ext	x-6
2252	Water Steamfitter/HVAC Spec.	7JN	6/3/16	5	3	1	0	1	Water Works	Int/Ext	x-6
2253	Sr. Water Treatment Plant Operator	3PN	9/25/16	30	24	1	0	5	Water Works	Int/Ext	x-6
2254	Accounting Assistant II	6HN	10/8/16	2	0	1	0	1	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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