

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

DATE: March 21, 2018
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 21, 2018
CCFN 171739

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-OFFICE OF THE DIRECTOR</u>											
6217	Program Assistant III	5IN	2/14/18	1	0	1	0	0	Exempt	Int/Ext	x-2b
<u>CITY ATTORNEY</u>											
6247	Assistant City Attorney V	2QX	3/25/18	34	32	1	0	0		Int/Ext	x-2b
6252	Special Asst. to the City Attorney	1FX	3/25/18	1	0	1	0	0		Int/Ext	x-2b
<u>CITY TREASURER</u>											
6258	Accounting Assistant I	6GN	2/1/18	1	0	1	0	0		Int/Ext	x-2b
<u>COMPTROLLER</u>											
6241	Accounting Specialist	2GX	3/10/18	11	10	1	0	0		Int/Ext	x-3
6267	Auditor Lead	2HX	7/15/17	2	1	1	0	0		Int/Ext	x-3
<u>FIRE DEPARTMENT</u>											
6257	Fire Health & Safety Manager	2IX	2/6/18	1	0	1	0	0	Ext	x-2b	
<u>HEALTH DEPARTMENT</u>											
6266	Custodial Worker II-City Laborer	8DN	3/13/18	6	5	1	0	0	Int/Ext	x-2b	
6263	Public Health Aide-Tuberculosis Cntrl.	5AN	3/10/18	1	0	1	0	0	Int/Ext	x-2b	
6261	Health Project Assistant	5FN	2/11/18	5	3	1	0	1	Int/Ext	x-2b	
<u>LIBRARY</u>											
6254	Administrative Assistant IV	5IN	5/7/18	1	0	1	0	0	Int/Ext	x-2b	
6255	IT Support Specialist	2EN	NA	4	3	1	0	0	Int/Ext	x-2b	
<u>MUNICIPAL COURT</u>											
6213	Court Services Assistant III	6FN	1/14/18	5	4	1	0	0	Ext	x-2b	
6235	Accounting Assistant II	6HN	3/11/18	4	3	1	0	0	Int	x-2b	
<u>POLICE DEPARTMENT</u>											
6221	Asst. Chief of Police (3 positions)	4RX	8/1/17 12/30/17 2/17/18	3	0	3	0	0	Int	x-1	
6222	Chief of Staff-Police	1JX	5/14/16	1	0	1	0	0	Int/Ext	x-2b	
6227	Police Officer (65 positions)	4B-801	NA	1424	1322	65	0	35	Int/Ext	x-1	
6228	Police District Office Asst. (25 pos.)	6EN	Various	54	27	25	0	2	Int/Ext	x-2b	
6229	Crime and Intelligence Mgr.	1FX	3/17/18	2	1	1	0	0	Int/Ext	x-1	
6236	Captain of Police (4 positions)	4N-839	7/1/17 7/30/17 2/16/18	22	19	4	0	0	Int	x-1	
6237	Inspector of Police	4QX	NA	5	4	1	0	0	Int	x-1	
6238	Police Lieutenant (5 positions)	4L-836	NA	68	67	5	0	0	Int	x-1	
6239	Custodial Worker II-City Laborer	8DN	2/11/17	39	32	1	2	4	Int/Ext	x-2b	
6249	Building Maint. Supervisor II	1BX	4/1/18	4	3	1	0	0	Int/Ext	x-2b	
6250	Garage Attendant	8DN	2/12/17	7	5	1	1	0	Int/Ext	x-2b	
6251	IT Support Specialist-Sr. (2 pos.)	2GN	7/8/11 NA	7	4	2	1	0	Int/Ext	x-2b	

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<u>DPW-INFRASTRUCTURE SERVICES</u>											
6210	Engineering Drafting Tech. II	3FN	2/10/18	17	14	1	1	1	100% Capital	Int/Ext	x-2b
6226	Office Assistant III	6FN	3/10/18	1	0	1	0	0	60% Grant (Fed. Aid)	Int	x-2b
6225	Office Assistant II	6EN	3/24/18	1	0	1	0	0	65% Grant (Fed. Aid)	Int/Ext	x-2b
6243	Engineering Tech. VI	2IN	3/1/18	3	2	1	0	0	100% Capital	Int	x-2b
6253	Painter	7IN	3/3/18	10	8	1	1	0	8% Cap., 17% Reimb.	Ext	x-2b
6248	Engineering Tech. IV	3NN	12/19/13	11	6	1	5	0	100% Capital	Int	x-2b
6246	Engineering Tech. V	3RN	3/26/17	10	7	1	2	0	100% Capital	Int	x-2b
6212	Civil Engineer III	2IN	2/25/18	1	0	1	0	0	100% Capital	Int	x-2b
6273	Associate Transportation Planner	2EX	NA	2	1	1	0	0	70% Capital	Int/Ext	x-3
<u>DPW-OPERATIONS DIVISION</u>											
6256	Urban Forestry Manager	1DX	6/30/18	9	8	1	0	0		Int	x-2b
6234	Vehicle Services Technician II	7HN	3/11/18	57	55	1	1	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>EMPLOYEES' RETIREMENT SYSTEM</u>											
6271	Accounting Assistant II	6HN	3/24/18	2	1	1	0	0	Pension Trust	Int/Ext	x-6
6224	Program Assistant II	5FN	2/24/18	5	4	1	0	0	Pension Trust	Int/Ext	x-6
6272	Administrative Assistant II	6HN	2/10/18	1	0	1	0	0	Pension Trust	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
6265	Emergency Preparedness Coord.	2FX	3/11/18	1	0	1	0	0	Bioterrorism Grant	Int/Ext	x-6
6264	Health Project Coordinator	1AX	2/11/18	6	5	1	0	0	WIC Grant	Int/Ext	x-6
6262	Lead Risk Assessor II	2DN	2/13/18	5	3	1	0	1	Lead Reduc. Grant	Int/Ext	x-6
6260	Disease Intervention Spec. (2 pos.)	2AN	3/11/18 2/25/18	10	5	2	0	3	DCEH Prog.	Int/Ext	x-6
<u>LIBRARY</u>											
6259	Library Reference Assistant	2BN	2/24/18	18	17	1	0	0	Talking Book & Braille	Int/Ext	x-2b
<u>DPW-WATER WORKS</u>											
6215	Office Assistant IV	6HN	3/10/18	1	0	1	0	0	Water Works	Int/Ext	x-6
6216	Water Repair Worker (5 positions)	8LN	2/10/18 7/17/17 10/9/17 10/3/17 12/18/17	36	31	5	0	0	Water Works	Int/Ext	x-6
6242	Civil Engineer II	2GN	2/13/18	4	3	1	0	0	Water Works	Int/Ext	x-6
6240	Sr. Water Treatment Plant Operator	3PN	2/29/18	24	23	1	0	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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Department Account Name	Amount of Transfer		Reason
	From	To	
<u>FIRE AND POLICE COMMISSION</u> Operating Expenditures Salaries	37,432.77	37,432.77	Grant funding received did not meet the level assumed in the 2017 budget. Funds are available due to lower than anticipated testing costs.
<u>LIBRARY</u> 2017 Salaries & Wages 2017 Equipment 2017 Operating Expenditures	167,512.53 62,451.21	229,963.74	A higher than anticipated vacancy rate resulted in hiring contract employees, auxiliary resource staff, and outside services to maintain operations; a maintenance contract for Automated Materials Handling was required but was not budgeted in 2017. Higher than anticipated vacancies and reduced replacement equipment purchases led to budget savings.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous