

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

DATE: January 10,2024

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: January 10, 2024  
CCFN 231314

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
				Auth.	Filled excl. this pos.	Recomm. Authorization	Vac. Prev. Appr.	Other Vac.		
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>										
<u>ASSESSOR</u>										
10841	Assessment Services Assistant 3	6NN	12/22/23	4	3	1	0	0	10% DCD Own Occ. Grant	Int/Ext
10842	Assessment Services Assistant Senior	5JN	12/9/23	1	0	1	0	0		Int/Ext
<u>DEPT. CITY DEVELOPMENT</u>										
10885	Housing Rehabilitation Manager	1IX	12/24/23	1	0	1	0	0	10% DCD Own Occ. Grant	Int/Ext
<u>FIRE DEPARTMENT</u>										
10876	Deputy Chief	4OX	12/28/23	7	6	1	0	0	10% DCD Own Occ. Grant	Int
10877	Battalion Chief	4MX	1/21/24	20	19	1	0	0		Int
10878	Fire Captain (2 positions)	4JN	11/30/23 1/21/24	44	41	2	0	1		Int
10879	Emergency Vehicle Mechanic 4	7HN	11/29/23	9	8	1	0	0	10% DCD Own Occ. Grant	Int/Ext
10880	Office Assistant IV	6HN	12/9/23	3	1	1	1	0		Int/Ext
10881	Office Assistant III	6FN	1/6/24	1	0	1	0	0		Int/Ext
<u>HEALTH DEPARTMENT</u>										
10830	Deputy Commish. Of Medical Services	10X	NA	1	0	1	0	0	10% DCD Own Occ. Grant	Int/Ext
10831	Office Assistant III	6FN	9/3/23	1	0	1	0	0		Int/Ext
10857	Public Health Nurse 3	2IN	3/20/22	4	3	1	0	0		Int/Ext
10863	Administrative Assistant IV	5IN	3/2/24	1	0	1	0	0		Int/Ext
<u>LIBRARY</u>										
10859	Custodial Worker 2	8BN	12/28/23	25	14	1	0	10	10% DCD Own Occ. Grant	Ext
10860	Library Technical Services Specialist	5DN	12/27/23	8	7	1	0	0		Ext
10867	Custodial Worker 2	8BN	12/28/23	25	13	1	0	11		Ext
<u>DEPT. NEIGHBORHOOD SERVICES</u>										
10797	Office Assistant II	6EN	11/26/23	8	4	1	0	3	10% DCD Own Occ. Grant	Int/Ext
10847	Compliance Programs Coordinator	2FX	1/21/24	1	0	1	0	0		Int
10865	Administrative Services Supervisor	1BX	1/3/24	3	1	1	0	1		Int/Ext
10892	District Code Enf. Supv. (2 pos.)	1IX	10/15/22 5/28/23	10	5	2	0	3		Int/Ext
<u>POLICE DEPARTMENT</u>										
10826	Accounting Coordinator I	2DN	10/9/23	2	0	1	0	1	10% DCD Own Occ. Grant	Int/Ext
10828	Assistant Chief of Police	4RX	11/28/23	3	2	1	0	0		Int/Ext
<u>DPW-ADMINISTRATIVE SERVICES</u>										
10837	Payroll Assistant 3	5NN	12/9/23	9	8	1	0	0	10% DCD Own Occ. Grant	Ext
10864	Business Operations Manager	1HX	1/20/24	2	1	1	0	0		Int
<u>DPW-INFRASTRUCTURE SERVICES</u>										
10829	Accounting Assistant II	6HN	12/28/21	1	0	1	0	0	25% Capital; 25% Reimb. 80% Capital	Int
10833	Civil Engineer III	2MN	1/7/24	2	1	1	0	0		Int/Ext
10836	Street Repair Supervisor	1EX	NA	3	2	1	0	0	25% Capital; 25% Reimb. 80% Capital	Int
10839	HVAC Maintenance Technician 4	7BN	4/6/23	7	6	1	0	0		Ext
10840	Senior Transportation Planner	2MN	1/20/24	3	1	1	1	0	40% Grant; 40% Capital 30% Reimbursable	Int/Ext
10843	Carpenter 4 (2 positions)	7JN	12/2/23 10/14/23	9	7	2	0	0		Int/Ext

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<u>DPW-OPERATIONS DIVISION</u>										
10827	Urban Forestry Crew Leader	7FN	12/10/23	22	19	1	1	1		Int/Ext
10870	Special Equipment Operator II	8IN	11/28/23	16	13	1	2	0		Int/Ext
10872	Yard Attendant	8DN	12/24/23	22	21	1	0	0		Int/Ext
10873	Sanitation District Manager	1GX	TBD	6	5	1	0	0		Int/Ext
10875	Sanitation Inspector 2	8EN	1/21/24	8	7	1	0	0		Int/Ext
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>										
<u>HEALTH DEPARTMENT</u>										
10862	Public Health Nurse 3 (2 positions)	2IN	5/14/23 7/9/23	9	3	2	0	4	100% ARPA	Int/Ext
<u>DPW-SEWER MAINTENANCE FUND</u>										
10844	Engineering Technician II (2 positions)	3QN	3/25/23 11/14/20	3	1	2	0	0	Sewer Maint. Fund	Ext
10846	Civil Engineer II	2KN	4/29/23	3	2	1	0	0	Sewer Maint. Fund	Int/Ext
10882	Civil Engineer III	2MN	1/2/24	2	1	1	0	0	Sewer Maint. Fund 80%Capital	Int/Ext
<u>DPW-TRANSPORTATION FUND</u>										
10869	Parking Administrative Serv. Coordinator	2EN	12/24/23	1	0	1	0	0	DPW Transportation Fund	Int/Ext
<u>DPW-WATER WORKS</u>										
10851	Water Meter Technician	8EN	12/12/23	22	20	1	1	0	Water Works	Int/Ext
10852	Customer Service Representative III	6HN	12/14/23	16	10	1	5	0	Water Works	Int/Ext
10853	Communications Assistant III	6HN	12/24/23	4	3	1	0	0	Water Works	Int/Ext
10854	Water Repair Worker 3 (2 positions)	8FN	11/31/23 12/24/23	67	37	2	28	0	Water Works	Int/Ext
10855	Water Laboratory Technician	3MN	12/12/23	3	2	1	0	0	Water Works	Int/Ext

SCHEDULE B - FUND TRANSFERS

Finance and Personnel Committee Meeting: January 10, 2024  
 CCFN 231314

Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>HEALTH DEPARTMENT</u> 2023 Salaries 2023 Operating Budget	\$125,000	\$125,000	The Health Department may go negative on operating expenses without a transfer. They have sufficient salary funds available to transfer.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous