

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

DATE: September 18, 2019
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: September 18, 2019
CCFN 190638

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. Authori- zation	Vac. Prev. Appr.	Other Vac.			
<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>											
<u>ASSESSOR</u>											
7241	Office Assistant III	6FN	6/16/19	7	6	1	0	0		Int/Ext	x-2b
<u>CITY TREASURER</u>											
7359	Customer Service Rep. III	6HN	9/21/19	5	4	1	0	0		Int/Ext	x-2b
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
7379	Human Resources Rep.	2HX	9/3/19	5	4	1	0	0		Int/Ext	x-2b
<u>FIRE DEPARTMENT</u>											
7392	Battalion Chief, Fire	4MX	9/22/19	15	14	1	0	0		Int	x-1
7394	Fire Captail (2 positions)	4J	8/20/19	47	45	2	0	0		Int	x-1
7396	Fire Lieutenant (2 positions)	4E	9/22/19	138	136	2	0	0		Int	x-1
7397	Systems Analyst-Sr.	2IX	8/20/19	1	0	1	0	0		Int/Ext	x-1
7398	Carpenter	7KN	7/26/19	2	1	1	0	0		Int/Ext	x-2b
7399	Deputy Chief, Fire	4OX	9/22/19	8	7	1	0	0		Int	x-1
<u>HEALTH DEPARTMENT</u>											
7404	Public Health Nurse 3	2DN	9/6/19	32	26	1	0	5		Int/Ext	x-2b
7405	Office Assistant III	6FN	9/7/19	7	6	1	0	0		Int/Ext	x-2b
<u>LIBRARY</u>											
7386	Personnel Payroll Asst. II	6HN	7/28/19	1	0	1	0	0		Int/Ext	x-2b
7387	Librarian II	2EN	8/17/19	12	10	1	0	1		Int/Ext	x-2b
7388	Library Branch Manager	1EX	9/29/19	12	10	1	0	1		Int/Ext	x-2b
7390	Archives Technician	6HN	11/2/19	1	0	1	0	0	Study requested	Int/Ext	x-2b
7395	Library Security Investigator	5IN	11/24/19	1	0	1	0	0		Int/Ext	x-2b
7400	Human Resources Analyst-Sr.	2FX	9/22/19	1	0	1	0	0		Int/Ext	x-2b
<u>MUNICIPAL COURT</u>											
7334	Court Services Asst. III	6FN	7/28/19	6	5	1	0	0		Ext	x-2b
7367	Court Services Asst. III	6FN	8/24/19	6	4	1	0	1		Int/Ext	x-2b
7368	Municipal Court Clerk I	6NN	9/8/19	6	5	1	0	0		Int	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
7336	Building Construction Inspector	2HN	NA	16	14	1	0	1			x-2b
7374	Electrical Inspector (2 pos.)	2HN	8/3/19	9	7	2	0	0		Ext	x-2b
7377	Business Operations Mgr,	1FX	9/14/19	1	0	1	0	0		Int/Ext	x-2b
7383	Customer Service Rep. II	6GN	8/24/19	4	3	1	0	0		Int/Ext	x-2b
<u>POLICE DEPARTMENT</u>											
7332	Emergency Comm. Oper. (18 pos.)	5IN	NA	124	108	18	0	1		Ext	x-1
7349	Inspector of Police	4QX	8/8/19	4	3	1	0	0		Int	x-1
7350	Captain of Police	4N-839	7/28/19	21	19	1	0	1		Int	x-1
7372	Police Sergeant (2 positions)	4G-831	NA	213	210	2	0	1		Int	x-1
<u>DPW-ADMINISTRATIVE SERVICES</u>											
7408	Business Operations Manager	1EX	TBD	2	1	1	0	0	15% Reimbursable	Int	x-2b
7409	Finance & Administration Mgr.	1IX	9/13/19	1	0	1	0	0	35% Reimbursable	Int	x-2b

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<u>DPW-INFRASTRUCTURE SERVICES</u>											
7343	Electrical Worker (4 positions)	7FN	8/18/19	34	28	4	1	1	60% Capital	Int/Ext	x-2b
			8/18/19								
			8/18/19								
			8/18/19								
7353	Electrical Worker	7FN	8/25/19	34	27	1	1	5	60% Capital	Int/Ext	x-2b
7365	Custodial Worker III	8EN	8/10/19	4	3	1	0	0		Int/Ext	x-2b
7366	Bridge Operator Lead Wrkr.	8IN	8/22/19	5	4	1	0	0		Int	x-2b
7370	Carpenter	7KN	8/17/19	9	6	1	0	2	30% Reimbursable	Ext	x-2b
7373	Engineering Technician V	3RN	11/23/19	12	11	1	0	0	70% Capital	Int/Ext	x-2b
7378	Equipment Mechanic IV	7EN	NA	1	0	1	0	0		Int	x-2b
7389	Traffic Sign Worker II	8GN	NA	7	6	1	0	0	60% Capital	Int/Ext	x-2b
7273	Custodial Wkr.II-City Laborer (2 pos.)	8DN	6/15/19	12	10	2	0	0		Int/Ext	x-2b
			6/29/19								
<u>DPW-OPERATIONS DIVISION</u>											
7381	Vehicle Services Tech. (2 positions)	7LN	8/4/19	59	51	2	6	0		Int/Ext	x-2b
			8/26/19								
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>COMPTROLLER</u>											
7371	Accounting Specialist	2GX	9/4/19	10	9	1	0	0	CDBG	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
7401	Nutritionist	2DN	8/31/19	2	0	1	0	1	WIC Grant	Int/Ext	x-6
7402	Public Health Nurse Coordinator	2GN	8/31/19	5	4	1	0	0	CDBG	Int/Ext	x-6
7403	Public Health Nurse 3 (2 pos.)	2DN	8/17/19	32	27	2	0	3	Lead Prev. Grant	Int/Ext	x-6
			TBD								
7407	Health Project Coord.-EFM (0.6 FTE)	1DX	8/17/19	5	4	1	0	0	EFM Grant	Int/Ext	x-2b
<u>DPW-WATER WORKS</u>											
7354	Water Repair Worker (5 positions)	8LN	7/28/19	47	37	5	5	0	Water Works	Int/Ext	x-6
			7/28/19								
			7/28/19								
			7/28/19								
			8/9/19								
7355	Engineering Drafting Technician IV	3NN	8/3/19	7	5	1	1	0	Water Works	Int/Ext	x-6
7356	Civil Engineer III	2IN	7/27/19	7	6	1	0	0	Water Works	Int/Ext	x-6
7357	Accountant III	2GX	7/27/19	3	2	1	0	0	Water Works	Int/Ext	x-6
7358	Lead Water Chemist	2GN	8/10/19	4	3	1	0	0	Water Works	Int/Ext	x-6
7360	Water Meter Technician	7DN	8/11/19	22	20	1	0	0	Water Works	Int/Ext	x-6
7361	Inventory Assistant III	6IN	8/25/19	1	0	1	0	0	Water Works	Int/Ext	x-6
7362	Municipal Services Electrician	7QN	8/21/19	8	5	1	2	0	Water Works	Int/Ext	x-6
7375	Program Assistant II	5FN	9/8/19	3	1	1	1	0	Water Works	Int/Ext	x-6
7380	Water Laboratory Technician	5DN	9/7/19	2	1	1	0	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>FIRE DEPARTMENT</u> Digital Radio System Records Management System Fire Facilities Maintenance	\$400,000	\$130,000 \$270,000	Funds originally designated for the digital radio system were not needed. These funds are being transferred to support needed upgrades and repairs.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous