

Ref: CC File No. 211226
SF 21025

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

DATE: December 8, 2021
TIME: 9:00 A.M.
PLACE: Committee Room 301-B
City Hall
SCHEDULE A: Vacancy Requests
SCHEDULE B: Fund Transfers

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: December 8, 2021
CCFN 211226

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-BUDGET & MANAGEMENT DIVISION</u>			
9051	Budget & Fiscal Policy Analyst IV	2LX	7/25/21	
	<u>DOA-PURCHASING DIVISION</u>			
9046	Program Assistant II	5FN	11/27/21	
	<u>COMPTROLLER</u>			
9088	Accounting Program Assistant III	5GN	12/11/21	
	<u>ELECTION COMMISSION</u>			
9049	Election Services Coordinator	5HN	11//27/21	
	<u>FIRE AND POLICE COMMISSION</u>			
9052	Test Administration Coordinator	2DN	11/14/21	
	<u>FIRE DEPARTMENT</u>			
9050	Carpenter	7KN	8/7/21	
	<u>HEALTH DEPARTMENT</u>			
9077	Injury & Violence Prev. Prog. Coord.	2FX	10/23/21	
9079	Microbiologist-Senior	2HN	11/20/21	
9081	Public Health Nurse 3 (2 positions)	2DN	11/13/21 12/7/21	
9082	Sexual & Reproductive Hlth. Prog. Mgr.	1GX	12/3/21	
	<u>LIBRARY</u>			
9053	Personnel Payroll Assistant III	5EN	11/25/21	
9054	Librarian III (2 positions)	2GN	12/2/21 12/12/21	
9060	Personnel Payroll Assistant III	5EN	12/11/21	
	<u>POLICE DEPARTMENT</u>			
9041	Custodial Wkr. II/City Laborer (8 pos.)	8DN	Various	
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
9042	Accounting Assistant II	5HN	11/28/21	
9047	Personnel Payroll Assistant III	5EN	12/16/21	
9058	Personnel Payroll Assistant III	5EN	12/4/21	
9085	Civil Engineer II	2GN	12/12/21	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
9069	Senior Transportation Planner	2IN	12/4/21	
9072	Engineering Technician VI	2IN	1/9/22	
9075	Building Services Supervisor II	1AX	11/26/21	
9073	Engineering Technician VI	2IN	1/2/22	
9071	Administrative Assistant II	6HN	9/20/20	
9070	Office Assistant III	6FN	TBD	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>DOA-ENVIRONMENTAL COLLABORATION OFFICE</u>				
9045	Env. Sustainability Program Coord.	2IX	11/17/21	
<u>HEALTH DEPARTMENT</u>				
9076	Health Access Assistant	5FN	11/6/21	
9078	Medical Assistant	5BN	11/11/21	
9080	Lead Risk Assessor II (2 positions)	3GN	11/20/21	
9083	Nurse Practitioner	2MX	1/8/22	
9084	Public Health Nurse Coordinator	2GN	1/9/22	
<u>DPW-WATER WORKS</u>				
9061	Accounting Assistant III	5EN	11/27/21	
9062	Communications Assistant III	6HN	11/27/21	
9063	Water Distr. Repair Worker I	8FN	11/5/21	
9064	Water Meter Technician	7DN	1/2/22	
9065	Sr. Water Treatment Plant Operator	2GN	1/19/21	
9067	Water Plant Machine Repair Person	7QN	5/10/15	
9068	Water Microbiologist-Sr.	2GX	12/19/20	

SCHEDULE B - FUND TRANSFERS

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

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DPW-INFRASTRUCTURE SERVICES</u> 2021 Salaries & Wages	\$1,000,000.00		Funds are available to transfer from DPW Infrastructure Services Division's Salary account as a result of higher than anticipated vacancy levels in the department. DPW-Operations costs related to Contracted Services and Vehicle Rentals have been greater than expected in 2021.
<u>DPW-OPERATIONS DIVISION</u> 2021 Operating Expenditures		\$1,000,000.00	

SCHEDULE C - GENERAL MATTERS

- Miscellaneous