

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

DATE: September 19, 2013

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 19, 2013

Funding Source - 100% Operating
Budget Unless Otherwise Indicated

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>											
13094	<u>DOA-BUSINESS OPERATIONS</u> Document Technician	3CN	9/28/13	5	4	1	0	0	Partially Reimbursable	Int/Ext	x-2b
13008-09	<u>CITY ATTORNEY</u> Assistant City Attorney (2 positions)	2MX	9/28/13 9/28/13	36	31	2	0	3		Ext	x-2b
<u>COMMON COUNCIL-CITY CLERK</u>											
13010	Staff Assistant	2GX	9/15/13	3	2	1	0	0		Int	x-2b
13011-12	License Specialist I (2 positions)	5DN	7/30/13 9/1/13	7	5	2	0	0		Int/Ext	x-2b
13117	Administrative Services Coordinator	5JN	9/14/13	1	0	1	0	0		Int	x-2b
<u>DEPT. OF CITY DEVELOPMENT</u>											
13121	Accountant II	2DN	9/29/13	2	1		0	0		Int	x-2b
<u>CITY TREASURER</u>											
13013	Tax Enforcement Specialist	6NN	9/28/13	2	1	1	0	0		Int	x-2b
13014	Customer Service Rep. II (0.53 FTE)	6GN	8/30/13	2	1	1	0	0		Int/Ext	x-2b
13015-16	Customer Service Rep. II (2 pos.)	6GN	8/17/13 9/28/13	5	3	2	0	0		Int/Ext	x-2b
13017	Program Assistant II	5FN	9/28/13	2	1	1	0	0		Int	x-2b
<u>FIRE & POLICE COMMISSION</u>											
13120	Human Resources Rep.	2HX	9/14/13	2	1	1	0	0		Int/Ext	x-2b
<u>FIRE DEPARTMENT</u>											
13018-19	Fire Captain (2 positions)	4J	7/23/13 8/9/13	56	53	2	1	0		Int	x-1
13020	Fire Lieutenant	4E	8/4/13	163	161	1	0	1		Int	x-1
13021-55	Firefighter (35 positions)	4A		426	358	35	0	33		Ext	x-1
13056	Heavy Equipment Operator	4D	8/25/13	174	173	1	0	0		Int	x-1
13057	Fire Equipment Mechanic	7HN	8/3/13	9	8	1	0	0		Ext	x-2b
<u>HEALTH DEPARTMENT</u>											
13110	Epidemiologist	1FX	10/26/13	1	0	1	0	0		Int/Ext	x-2b
13111	Environmental Health Specialist II	3JN	7/20/13	19	17	1	1	0		Int/Ext	x-2b
<u>LIBRARY</u>											
13098	Library Security Investigator	5IN	10/20/2013	1	0	1	0	0		Ext	x-2b
13099	Librarian III	2DN	8/4/13	43	42	1	0	0		Int/Ext	x-2b
13100-01	Librarian II (2 positions)	2CN	8/27/13 8/4/13	12	10	2	0	0		Int/Ext	x-2b
13102	Library Technician III	6FN	8/19/13	3	2	1	0	0		Int	x-2b
13103-04	Custodial Wrkr, II-City Laborer (2 pos.)	8DN	8/1/13 9/28/13	27	25	2	0	0		Int/Ext	x-2b
13106	Library Branch Manager	1DX	9/27/13	8	7	1	0	0		Int/Ext	x-2b
13107	Management Librarian	1DX	9/1/13	5	4	1	0	0		Int	x-2b
13108	Librarian V	1FX	9/5/13	4	3	1	0	0		Int/Ext	x-2b
13109	Librarian IV	2FX	9/1/13	1	0	1	0	0		Int	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
13058	Plumbing Inspector II	3PN	8/15/13	17	16	1	0	0		Ext	x-2a
13059	Office Assistant III	6FN	8/4/13	18	14	1	1	2		Int/Ext	x-2b
13060	Administrative Assistant II	6HN	8/30/13	1	0	1	0	0		Int	x-2b
13061	Office Assistant II (0.5 FTE)	6EN	8/18/13	10	7	1	0	2		Int/Ext	x-2b

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<u>POLICE DEPARTMENT</u>											
13062	Building Maintenance Supervisor II	2FX	11/24/12	4	3	1	0	0		Int/Ext	x-2b
13063-64	Building Maint. Mechanic II (2 pos.)	7EN		6	4	2	0	0		Int/Ext	x-2b
13065	Lead Police Telecommunicator	6HN	10/1/13	6	5	1	0	0		Int	x-2b
13116	Police Fleet Supervisor	1BX	NA	1	0	1	0	0		Ext	x-2b
<u>DPW-ADMINISTRATIVE SERVICES</u>											
13066	Safety Specialist-Senior	2EX	9/1/13	3	2	1	0	0		Int	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
13067	Engineering Technician V	3RN	6/29/13	10	7	1	2	0	15% O&M, 85% Capital	Int	x-2b
13068	Engineering Technician IV	3NN	8/1/13	11	8	1	2	0	15% O&M, 85% Capital	Int	x-2b
13069	Engineering Technician IV	3NN	8/3/13	3	0	1	0	2	100% Capital	Int	x-2b
13070	Engineering Drafting Technician II	3FN	9/5/13	1	0	1	0	0	100% Capital	Int	x-2b
13071	Equipment Mechanic IV	7E	7/13/13	1	0	1	0	0	30% O&M, 70% Reimb.	Int	x-2b
13072	Electrical Mechanic	7MN	7/13/13	60	55	1	4	0	50% O&M, 50% Cap. & Reimb.	Ext	x-2b
13073	Electrical Mechanic	7MN	8/1/13	11	9	1	0	1	Reimbursable	Int	x-2b
13074-76	Electrical Worker (3 positions)	7FN	7/21/13	28	25	3	0	0	50% Capital, 50% O&M	Int	x-2b
			7/21/13								
			7/21/13								
13077	Assessment Technician II	3RN	7/27/13	1	0	1	0	0	100% Capital	Int	x-2b
13078	Traffic Sign Worker II	8GN	7/4/13	5	4	1	0	0	50% O&M, 50% Capital	Int/Ext	x-2b
13079	Bridge Operator	8G	8/4/13	22	17	1	4	0		Ext	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
13081-82	Vehicle Service Tech. (2 positions)	7FN	3/2/13	57	52	2	0	3		Int/Ext	x-2b
			3/2/13								
13083	Sanitation Supervisor	1AX	7/21/13	8	7	1	0	0		Int	x-2b
13084	Urban Forestry Technician	3NN	12/22/13	6	4	1	0	1		Int/Ext	x-2b
13085	Urban Forestry Technician	3NN	9/1/13	6	4	1	0	1		Int	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds.)</u>											
<u>HEALTH DEPARTMENT</u>											
13112	Health Project Coordinator (EFM)	1AX	8/20/13	2	1	1	0	0	Home Visiting Family	Int/Ext	x-6
13113	Health Project Coordinator-WIC	1AX	8/23/13	2	1	1	0	0	WIC	Int/Ext	x-6
13114	Commun. & Infectious Disease Supv.	1DX	8/30/13	1	0	1	0	0	Public Hlth. Preparedness	Int/Ext	x-6
13115	Public Health Nurse	2DN	8/3/13	54	48	1	0	5	Infant Mortality Grant	Int/Ext	x-6
<u>LIBRARY</u>											
13105	Library Technology Specialist	5DN	8/3/13	6	5	1	0	0	CDBG	Ext	x-6
13119	Library Services Assistant	5DN	9/28/13	3	0	1	1	0	WI Talking Book & Braille	Int/Ext	x-6
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
13086	Residential Code Enforcement Insp.	3LN	8/16/13	55	48	1	1	5	Targeted Code Enforcement	Ext	x-6
13087	Office Assistant III	6FN	7/7/13	18	14	1	1	2	Neigh. Impr. Proj.	Int/Ext	x-6
<u>PORT OF MILWAUKEEE</u>											
13118	Trade Development Rep., Sr.	2HX	4/13/13	1	0	1	0	0	Port	Int/Ext	x-b
<u>DPW-WATER WORKS</u>											
13091	Lead Water Chemist	2EN	8/24/13	3	1	1	0	1	Water Works	Int	x-6
13092	Network Coordinator Associate	2EX	9/3/13	2	1	1	0	0	Water Works	Ext	x-6
13093	Water Distribution Repair Worker II	8IN	8/30/13	24	19	1	3	1	Water Works	Int/Ext	x-6

BMA 30 SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: September 19, 2013

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Salaries & Wages Operating Expenditures	\$75,000.00	\$75,000.00	The 2012-2013 carryover file approved these funds for the transition of the current SIGMA applicant tracking system to a more advanced version to provide online access for applicants and user departments. This transfer is necessary to properly allocate the funds before they can be spent.
<u>HEALTH DEPARTMENT</u> Salaries & Wages Operating Expenditures Equipment Special Fund-AIDS Prevention	\$163,961.00	\$61,711.00 \$12,250.00 \$90,000.00	The 2012-2013 carryover file approved these funds to be disbursed as follows: \$90,000 for ARCW & CBO-Based HIV initiative; \$12,250 for CEH Computer and Equipment, and \$61,711 for various operating expenses. The transfer moves the budgeted funds to the appropriate account.
<u>DEPT. OF NEIGHBORHOOD SERVICES</u> Salaries & Wages Operating Expenditures	\$177,444.90	\$177,444.90	The 2012-2013 carryover file approved these funds to fund demolition costs.
Salaries & Wages Equipment	\$25,000.00	\$25,000.00	The 2012-2013 carryover file approved these funds to fund network hardware and software, an action specifically assumed in the 2013 budget.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous Items