

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

DATE: September 14, 2016  
TIME: 9:30 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 14, 2016

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-INTERGOVERNMENTAL RELATIONS</u>											
2111	Legislative Fiscal Manager	2LX	6/18/16	1	0	1	0	0		Int/Ext	x-3
<u>DOA-INFORMATION &amp; TECHNOLOGY MGMT. DIV.</u>											
2211	UCC Cust. Service Rep. III (2 pos.)	6HN	12/20/15 5/7/16	9	7	2	0	0		Int/Ext	x-2b
<u>DOA-PURCHASING DIVISION</u>											
2182	Program Assistant II	5FN	8/14/16	1	0	1	0	0		Int	x-2b
2192	Purchasing Agent-Sr.	2EX	9/11/16	4	2	1	0	1		Int/Ext	x-2a
<u>ASSESSOR</u>											
2173	Property Appraiser	2DN	7/31/16	28	26	1	0	1		Ext	x-2a
2178	Office Assistant III	6FN	9/24/16	8	7	1	0	0		Int	x-2b
2203	Property Appraiser	2DN	9/11/16	28	25	1	0	2		Ext	x-2a
<u>DEPT. OF CITY DEVELOPMENT</u>											
2117	Office Assistant III	6FN	7/16/16	1	0	1	0	0		Int/Ext	x-2b
2225	Personnel Payroll Asst. III	5EN	10/10/16	1	0	1	0	0		Int	x-3
<u>CITY TREASURER</u>											
2186	Teller	6HN	8/20/16	2	1	1	0	0		Int/Ext	x-2b
<u>COMPTROLLER</u>											
2070	Accounting Program Asst. II	6KN	6/5/16	4	1	1	1	1		Int/Ext	x-3
<u>DEPT. OF EMPLOYEE RELATIONS</u>											
2168	Program Assistant I	5EN	7/2/16	2	1	1	0	0		Int	x-2a
<u>FIRE &amp; POLICE COMMISSION</u>											
2209	Paralegal	5JN	9/18/16	1	0	1	0	0		Int/Ext	x-2a
<u>FIRE DEPARTMENT</u>											
2212	Fire Lieutenant (2 positions)	4E	7/26/16 8/16/16	158	156	2	0	0		Int	x-1
2214	Heavy Equipment Operator	4D	7/16/16	162	161	1	0	0		Int	x-1
<u>HEALTH DEPARTMENT</u>											
2195	Public Health Nurse 1	2DN	7/6/16	35	26	1	0	8		Int/Ext	x-2b
2196	Public Health Nurse 1	2DN	8/30/16	35	26	1	0	8		Int/Ext	x-2b
2198	Public Health Nurse 1	2DN	7/29/16	35	26	1	0	8		Int/Ext	x-2b
2200	Environmental Health Spec.	3LN	6/28/16	19	17	1	0	1		Int/Ext	x-2b
2201	Program Assistant I	5EN	8/17/16	4	3	1	0	0		Int/Ext	x-2b

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<u>LIBRARY</u>											
2139	Librarian III (2 positions)	2DN	7/3/16	47	43	2	0	2		Int/Ext	x-2a
2158	Custodial Wkr. II-City Laborer	8DN	8/1/16	27	24	1	0	2		Ext	x-2b
2162	Neighborhood Library Serv. Asst.	5EN	8/13/16	12	11	1	0	0		Int/Ext	x-2b
2169	Facilities Control Spec.	3SN	9/11/16	1	0	1	0	0		Int/Ext	x-2b
2176	Library Branch Manager	1DX	7/3/16	12	9	1	0	2		Int/Ext	x-2a
2183	Library Technician II	6EN	9/24/16	10	9	1	0	0		Int	x-2b
2184	Custodial Wkr. II-City Laborer	8DN	9/16/16	27	23	1	0	3		Ext	x-2b
2185	Building Services Supv. II	1AX	11/1/16	2	1	1	0	0		Int/Ext	x-2b
<u>MUNICIPAL COURT</u>											
2181	Accounting Assistant II	6HN	9/30/16	4	2	1	1	0		Ext	x-2b
<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
2219	Building Construction Inspector (Temporary appt.)	2HN	6/16/16	2	0	1	0	1		Ext	x-2a
2220	Office Assistant IV	6HN	9/24/16	3	2	1	0	0		Int/Ext	x-2b
<u>POLICE DEPARTMENT</u>											
2207	Garage Attendant	8DN	7/31/16	7	5	1	0	1		Int/Ext	x-2b
2208	Police Lieutenant (5 positions)	4L-836	9/25/16	68	68	5	0	0		Int	x-1
2215	Human Resources Analyst-Sr.	2FX	7/31/16	2	1	1	0	0		Int/Ext	x-2b
<u>DPW-ADMINISTRATIVE SERVICES</u>											
2170	Personnel Payroll Asst. III	5EN	7/17/16	9	8	1	0	0	50% Reimb.	Int/Ext	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
2202	Electrical Worker	7FN	8/28/16	31	30	1	0	0	50% Capital	Int	x-2b
2174	Civil Engineer II	2GN	9/9/16	6	5	1	0	0	100% Cap.	Int/Ext	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
2120	Sanitation Supervisor	1AX	10/1/16	22	21	1	0	0		Int/Ext	x-2b
2217	Resource Recovery Program Mgr.	2JX	8/27/16	1	0	1	0	0		Int/Ext	x-2b
2213	Sanitation Inspector	3BN	9/3/16	8	7	1	0	0		Int/Ext	x-2b
2210	Vehicle Services Technician I	7FN	9/10/16	57	48	1	0	8		Int/Ext	x-2b
2218	Vehicle Services Technician I	7FN	9/10/16	57	48	1	0	8		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>DOA-COMMUNITY BLOCK GRANT ADMIN.</u>											
2197	Office Assistant IV	6HN	9/10/16	1	0	1	0	0	CDBG	Int/Ext	x-6
<u>DEPT. OF CITY DEVELOPMENT</u>											
2166	Human Resources Officer	1FX	8/11/16	1	0	1	0	0	CDBG, Reimb.	Int	x-6

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<u>EMPLOYEES' RETIREMENT SYSTEM</u>											
2205	Pension Accounting Mgr.	1EX	8/27/16	1	0	1	0	0	Pension Trust	Int/Ext	x-6
2221	Pension Accounting Specialist	2GX	9/3/16	4	3	1	0	0	Pension Trust	Int/Ext	x-6
<u>HEALTH DEPARTMENT</u>											
2154	Office Assistant II	6EN	7/15/16	8	5	1	0	3	Wise/Well Woman	Int/Ext	x-6
2199	Public Health Nurse 1	2DN	8/13/16	35	26	1	0	8	Breast Cancer grant	Int/Ext	x-6
2216	Lead Risk Assessor I	3GN	6/5/16	8	6	1	0	1	CDBG	Int	x-6
<u>DPW-PARKING</u>											
1968	Parking Enforcement Asst. Mgr.	1CX	7/19/16	2	1	1	0	0	Parking Fund	Int	x-6
<u>DPW-SEWER MAINT. FUND</u>											
2180	Management Civil Eng.-Sr.	1IX	7/30/16	2	1	1	0	0	Sewer Maint. Fund	Int	x-6
2206	Engineering Technician II	3FN	6/18/16	3	2	1	0	0	Sewer Maint. Fund	Int/Ext	x-6
<u>DPW-WATER WORKS</u>											
2171	Administration & Project Manager	1KX	8/14/16	1	0	1	0	0	Water Works	Int/Ext	x-6
1983	Water Chief Repair Worker	8PN	6/17/16	12	11	1	1	0	Water Works	Int/Ext	x-6
2157	Program Assistant II	5FN	7/30/16	5	4	1	0	0	Water Works	Int/Ext	x-6
2161	Program Assistant I	5EN	8/2/16	1	0	1	0	0	Water Works	Int/Ext	x-6
2187	Customer Service Rep. III	6HN	9/11/16	14	13	1	0	0	Water Works	Int/Ext	x-6
2190	Water Repair Worker (3 positions)	8LN	7/23/16	36	29	3	4	0	Water Works	Int/Ext	x-6
2223	Water Accounting Mgr.	1GX	8/14/16 8/24/16 2/1/17	1	0	1	0	0	Water Works	Int/Ext	x-6

SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: September 14, 2016

Department Account Name	Amount of Transfer		Reason
	From	To	
<u>DEPT. OF CITY DEVELOPMENT</u>			
Neighborhood Commercial District Street Improvement Fund	\$225,000		The Commercial Investment Program has seen a significant increase in activity and a number of potential projects are waiting for funding. The Commercial Corridor Team continues to market the program and projects a need for additional funding to meet demand. The funds are being transferred from DCD accounts that have had minimal activity to date.
Business Improvement Districts	\$60,000		
Commercial In Rem Property Program	\$300,000		
Commercial Investment Program		\$585,000	

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous