

Ref: CC File No. 211522  
SF 22025

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

DATE: February 2, 2022

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: February 2, 2022  
CCFN 211522

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION</u>			
	<u>INFORMATION &amp; TECHNOLOGY MANAGEMENT DIV.</u>			
9215	IT Support Specialist (3 positions)	2EN	5/2/21 5/2/21 7/27/21	
9216	IT Project Manager	1HX	12/29/20	
9218	IT Support Associate	5GN	2/7/22	
	<u>CITY ATTORNEY</u>			
9186	Paralegal	5JN	1/24/22	
9187	Docketing Specialist	6KN	1/20/22	
	<u>COMMON COUNCIL-CITY CLERK</u>			
9197	Administrative Assistant II	2CN	1/22/22	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
9195	Benefits Services Specialist	5IN	12/27/21	
9242	Human Resources Rep.	2HX	1/30/22	
	<u>FIRE AND POLICE COMMISSION</u>			
9211	Recruiter	2FX	2/6/22	
	<u>FIRE DEPARTMENT</u>			
9214	Fire Dispatch Assistant Manager	1EX	2/5/22	
9212	Fire Lieutenant (3 positions)	4E	1/15/22 1/21/22 2/6/22	
9213	Heavy Equip. Operator (8 positions)	4D	Various	
	<u>HEALTH DEPARTMENT</u>			
9210	Accounting and Grant Specialist	2HX	1/29/22	
	<u>LIBRARY</u>			
9193	Library Services Manager	1GX	12/12/21	
9196	Library Now Program Specialist	2CN	1/5/22	
9198	Library Security Investigator	2EN	1/11/22	
9199	HVAC Maintenance Tech. (2 positions)	7NN	9/28/18 1/25/20	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
9205	Office Assistant III (2 positions)	6FN	1/23/22 NA	
9207	Plan Examiner III	2JN	2/20/22	
9208	Comm. Code Enforcement Inspector (2 positions)	3LN	2/20/22 2/20/22	
9209	Res. Code Enforcement Inspector (2 positions)	3LN	12/22/21 1/23/22	
9206	Bldg. Codes Enf. Mgr.-Commercial	1HX	1/23/22	

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<u>DPW-INFRASTRUCTURE SERVICES</u>				
9230	Inventory Assistant IV	6JN	12/4/21	
9229	Inventory Assistant IV	6JN	11/17/21	
9225	Office Assistant III	6FN	1/23/22	
9223	Construction Mgmt. Engineer (2 pos.)	11X	6/1/22	
			8/1/22	
9224	Civil Engineer V	1JX	8/1/22	
9228	Inventory Assistant II	6HN	2/25/22	
9227	Electrical Services Manager	1GX	4/1/22	
<u>DPW-OPERATIONS</u>				
9247	Communications Assistant III	6HN	1/23/22	
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>				
<u>DEPT. OF ADMINISTRATION</u>				
<u>OFFICE OF THE DIRECTOR</u>				
9194	Equal Rights Specialist	2EX	2/5/22	
<u>DEPT. OF CITY DEVELOPMENT</u>				
9172	Housing Programs Specialist	2EN	1/22/22	
9240	Commercial Corridor Manager	1EX	1/22/22	
<u>DEFERRED COMPENSATION PLAN</u>				
9200	Deferred Comp. Plan Coordinator	2EX	6/27/20	
9241	Administrative Assistant II	6HN	2/10/22	
<u>EMPLOYEES' RETIREMENT SYSTEM</u>				
9204	Pension Investment Analyst Senior	2OX	1/7/22	
<u>HEALTH DEPARTMENT</u>				
9202	Disease Intervention Specialist 3	2DN	1/16/22	
9203	Program Assistant I	5EN	1/22/22	
<u>DPW-SEWER MAINTENANCE FUND</u>				
9226	Sewer Maint. Program Manager	1BX	1/16/22	
<u>DPW-TRANSPORTATION FUND</u>				
9222	Tow Lot Supervisor	1AX	4/2/22	
<u>DPW-WATER WORKS</u>				
9244	Water Quality Assurance Specialist	2HN	1/22/22	
9245	Sr. Water Treatment Plant Operator	2GN	1/20/22	
9246	Water Distr. Repair Wkr. I (2 positions)	8FN	1/11/22	
			1/22/22	

SCHEDULE B - FUND TRANSFERS

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

Finance and Personnel Committee Meeting: February 2, 2022  
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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>CITY ATTORNEY</u> 2022 Damages and Claims 2022 Insurance Fund	\$207,000	\$207,000	2022 Insurance Premium came in higher than 2022 budgeted amount. The 2022 Budget assumed no increase in insurance premiums, but actual insurance costs increased by approximately 8% or \$207,000.
<u>FIRE DEPARTMENT</u> 2021 Equipment 2021 Operating Expenditures	\$150,000.00	\$150,000.00	The 2021 Operating Expenditures were higher than anticipated in several categories. The most significant area was in contract billing. This was due to the greater than anticipated billing volume.
<u>DPW-WATER WORKS</u> 2021 Capital Projects Contingencies 2021 Storage Facility Improvements	\$1,500,000.00	\$1,500,000.00	Inspection recently discovered deterioration to the coating system of the Hawley Road elevated water storage tank. The coating system was found to be in poor condition and in need of replacement in 2022. This transfer is necessary in order to cover the cost of these unanticipated repairs.

SCHEDULE C - GENERAL MATTERS

- Miscellaneous