

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

DATE: January 10, 2018

TIME: 9:00 A.M.

PLACE: Committee Room 301-B  
City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE A - VACANCY REQUESTS

CSC-Status - Under Civil Service  
Unless Noted as Exempt (E)

Finance & Personnel Committee Meeting: January 10, 2018  
CCFN 171397

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-BUDGET &amp; MANAGEMENT DIVISION</u>											
5046	Budget & Mgmt. Special Assistant	2IX	12/16/17	1	0	1	0	0		Int/Ext	x-2b
<u>DOA-INFORMATION &amp; TECHNOLOGY MANAGEMENT DIVISION</u>											
5069	IT Support Associate (2 positions)	5GN	12/19/17	3	0	2	1	0		Int/Ext	x-2b
5071	UCC Customer Serv. Rep. III (3 pos.)	6HN	12/19/17 5/6/17 8/30/17 12/31/17	9	4	3	2	0		Int/Ext	x-2a
<u>ASSESSOR</u>											
5082	Office Assistant III	6FN	2/1/18	7	6	1	0	0		Int/Ext	x-2b
5100	Property Appraiser	2DN	2/4/18	28	25	1	0	2		Int/Ext	x-2b
<u>CITY ATTORNEY</u>											
5099	Investigator/Adjuster	2EN	1/1/18	2	1	1	0	0		Int/Ext	x-2b
<u>COMMON COUNCIL-CITY CLERK</u>											
5074	License Specialist II	5DN	11/18/17	5	4	1	0	0		Int	x-2b
5084	Graphic Designer-Lead	2CN	1/2/18	1	0	1	0	0		Int	x-2b
5085	License Division Asst. Manager	1FX	12/16/17	1	0	1	0	0		Int	x-3
5086	Staff Assistant	2GX	12/16/17	4	3	1	0	0		Int	x-2b
<u>ELECTION COMMISSION</u>											
5081	Election Services Specialist	2DN	2/24/18	2	0	1	0	0		Int	x-2b
<u>HEALTH DEPARTMENT</u>											
5061	Program Assistant II	5FN	12/3/17	6	5	1	0	0		Int/Ext	x-2b
5059	Accounting Assistant II	6HN	12/17/17	2	1	1	0	0		Int/Ext	x-2b
5088	Health Operations Administrator	1KX	1/15/18	1	0	1	0	0		Int/Ext	x-3
5092	Public Health Nurse Supv.	1EX	1/7/18	2	1	1	0	0		Int/Ext	x-3
<u>LIBRARY</u>											
5056	Personnel Payroll Asst. II	6HN	12/17/17	1	0	1	0	0		Int	x-3
5057	Accounting Assistant I	6GN	12/3/17	1	0	1	0	0		Int/Ext	x-3
5058	Librarian III (2 positions)	2FN	6/17/17	49	33	2	0	14		Int/Ext	x-2a
5065	Communications Assistant I	6FN	12/17/17	1	0	1	0	0		Int	x-3
5066	Copy Cataloging Tech. II	6HN	1/4/18	4	3	1	0	0		Int	x-2b
5067	Custodial Wkr. II/City Laborer (2 pos.)	8DN	11/19/17 12/3/17	27	24	2	0	1		Int/Ext	x-2b
5068	Library Technology Specialist	2BN	11/29/17	6	5	1	0	0		Ext	x-2b
5070	Library Technician III (2 positions)	6FN	11/5/17 12/30/17	3	1	2	0	0		Int	x-2b
<u>MAYOR'S OFFICE</u>											
4996	Office Assistant III	6FN	11/4/17	1	0	1	0	0		Int/Ext	x-2b
5094	Community Outreach Liaison	2EX	12/29/17	1	0	1	0	0	(E)	Int/Ext	x-3
<u>MUNICIPAL COURT</u>											
5087	Court Services Asst. III	6FN	1/7/18	6	4	1	0	1		Ext	x-3

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<u>DEPT. OF NEIGHBORHOOD SERVICES</u>											
5078	Distr. Code Enf. Supv. (2 pos.)	1EX	10/22/17 12/16/17	2	0	2	0	0		Int/Ext	x-3
5079	Office Assistant IV	6HN	9/24/16	3	2	1	0	0		Int/Ext	x-3
5095	Comm. Code Enf. Insp. (5 pos.)	3JN	4/23/17 4/23/17 4/29/17 6/2/17 6/18/17	15	10	5	0	0		Int	x-2a
<u>DPW-ADMINISTRATIVE SERVICES</u>											
5075	Accounting Assistant II	6HN	12/2/17	4	2	1	1	0		Int/Ext	x-2b
<u>DPW-INFRASTRUCTURE SERVICES</u>											
5083	Municipal Services Electrician	7QN	12/16/17	79	76	1	1	1	60% Capital	Int/Ext	x-2b
5101	Construction Mgmt. Engineer	1IX	1/5/18	4	3	1	0	0	80% Capital	Int/Ext	x-3
5093	Sign and Marking Technician	7KN	2/29/17	1	0	1	0	0	17% Reimb.	Int	x-2b
<u>DPW-OPERATIONS DIVISION</u>											
5029	Program Assistant I	5EN	3/12/17	2	1	1	0	0		Int/Ext	x-2b
5045	Urban Forestry Crew Leader	7IN	12/5/17	25	22	1	0	2		Int	x-2b
5038	Sanitation Yard Attendant	8DN	11/19/17	14	10	1	3	0		Int/Ext	x-2b
5076	Sanitation Supervisor	1AX	1/20/17	22	21	1	0	0		Int/Ext	x-2b
<u>NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)</u>											
<u>HEALTH DEPARTMENT</u>											
5089	MCHVP Program Manager	1EX	1/13/18	1	0	1	0	0	Home Visiting Grnt	Int/Ext	x-6
5090	Program Assistant I	5EN	12/29/17	5	3	1	0	1	Outreach-Forward	Int/Ext	x-6
5091	Infectious Disease Epidemiologist	1GX	1/14/18	1	0	1	0	0	Congenital Disorders	Int/Ext	x-6
<u>DPW-WATER WORKS</u>											
5077	Water Plant Steamfitter HVAC Spec.	7JN	1/1/18	3	1	1	0	1	Water Works	Int/Ext	x-6
5102	Customer Service Rep. III	6HN	12/16/17	12	11	1	0	0	Water Works	Int/Ext	x-6