

Ref: CC File No. 181263
SF 18025

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

DATE: December 12, 2018

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 12, 2018
CCFN 181263

Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DEPT. OF ADMINISTRATION- BUDGET & MANAGEMENT DIVISION</u>			
6820	Budget & Policy Manager	2LX	TBD	
	<u>ENVIRONMENTAL COLLABORATION OFFICE</u>			
6802	Environ. Sustainability Prog. Mgr.	2LX	11/25/18	
	<u>INFORMATION AND TECHNOLOGY MANAGEMENT DIVISION</u>			
6821	IT Security & Audit Compliance Analyst	2IX	1/1/16	
	<u>PURCHASING DIVISION</u>			
6794	Administrative Specialist-Sr.	2CN	11/4/18	
	<u>FIRE DEPARTMENT</u>			
6805	Fire Paramedic (2 positions)	4A	5/4/18 9/29/18	
6807	Firefighter (3 positions)	4A	11/17/18 9/29/18 8/30/18	
6808	Heavy Equipment Operator (2 pos.)	4D	9/29/18 12/16/18	
	<u>HEALTH DEPARTMENT</u>			
6813	Public Health Planning & Policy Dir.	1JX	12/8/18	
	<u>POLICE DEPARTMENT</u>			
6762	Community Service Officer (7 positions)	5EN	NA	
6806	Police Open Records Legal Advisor	2IX	12/2018	
6809	Administrative Assistant III	5FN	8/26/18	
6810	Communications Facilities Coord.	3SN	10/4/17	
6811	Emer. Vehicle Equip. Installer (2 pos.)	7EN	3/4/17 7/16/17	
	<u>DPW-ADMINISTRATIVE SERVICES</u>			
6704	Program Assistant I	5EN	11/17/18	
6705	Accounting Assistant II	6HN	11/17/18	
	<u>DPW-INFRASTRUCTURE SERVICES</u>			
6801	Municipal Services Electrician	7QN	12/6/18	
	<u>DPW-OPERATIONS DIVISION</u>			
6689	Urban Forestry Crew Leader	7LN	9/23/18	
6697	Garage Attendant	8DN	5/19/17	
6750	Mechanical Maintenance Supv.	1BX	NA	
6779	Fleet Repair Supervisor	1BX	11/4/18	
6781	Vehicle Services Tech. II (2 pos.)	7HN	11/6/18 11/6/18	
6796	Office Assistant III	6FN	11/30/18	
6797	Tire Repair Worker I	8FN	11/20/18	
6798	Sanitation Yard Attendant	8DN	11/4/18	

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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>COMPTROLLER</u>				
6795	Accounting Specialist	2GX	11/17/18	
<u>EMPLOYES' RETIREMENT SYSTEM</u>				
6793	Program Assistant II (2 positions)	5FN	9/13/18 12/16/18	
6804	Network Administrator	2IX	9/22/18	
<u>HEALTH DEPARTMENT</u>				
6790	Office Assistant II	6EN	11/24/18	
6799	Violence Prevention Manager	2HX	11/3/18	
6812	Public Health Nurse Coordinator	2GN	5/5/18	
6814	Health Access Assistant II	6FN	11/28/18	

SCHEDULE B - FUND TRANSFERS

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

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Department Account Name	Amount of Transfer		Reason for Transfer
	From	To	
<u>DEPT. OF EMPLOYEE RELATIONS</u> Unemployment Compensation Workers' Compensation	300,000	\$300,000	Several unanticipated large claims have caused a shortfall in the Workers' Compensation fund.
<u>DEPT. OF NEIGHBORHOOD SERVICES</u> Salaries & Wages Operating Expenditures	\$800,000	\$800,000	Funds carried over from 2017 to 2018 are being moved from the Salary account to the Operating Expenditures account. This transfers funds to the appropriate account for payment of bills related to the approved carryover requests.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous