Ref: Common Council File No. 231960

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

DATE:	May 15, 2024
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: May 15, 2024
CCFN 231960

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: Auth.	Filled excl. this pos.	Recomm. Authori-zation	Vac. Prev. Appr.	Other Vac.	CSC Status and/or Funding Source	Int/ Ext Fill
	PROPERTY TAX LEVY SUPPORTED POSITIONS									
	DOA-INFORMATION & TECHNOLOGY MANAGEMENT DIV.									
11126	GIS Analyst - Senior	2JX	2022	1	0	1	0	0		Int
11135	IT Support Specialist	2HN	4/13/24	6	5	1	0	0		Int
	DEPT. OF CITY DEVELOPMENT									
11150	Senior Planner	2MX	5/10/24	3	2	1	0	0		Int/Ext
	COMMON COUNCIL-CITY CLERK									
11132	Fiscal Planning Specialist	2LX	6/8/24	2	1	1	0	0		Int/Ext
11133	Legislative Fiscal Analyst-Lead	2KX	5/15/22	5	4	1	0	0		Int/Ext
11155	Legislative Research Supervisor	1HX	9/16/23	2	1	1	0	0		Int/Ext
	DEPT. OF EMERGENCY COMMUNICATIONS									
11117	Administrative Assistant III	5IN	4/29/24	1	0	1	0	0		Int/Ext
	DEPT. OF EMPLOYEE RELATIONS									
11148	Benefits Services Specialist	5IN	5/11/24	2	1	1	0	0		Int/Ext
	FIRE DEPARTMENT									
11142	Fire Captain	4JN	4/29/24	44	43	1	0	0		Int
11143	Fire Lieutenant	4EN	1/7/24	141	128	1	0	12		Int
11144	Heavy Equipment Operator	4DN	12/1/24	136	123	1	0	12		Int
	FIRE AND POLICE COMMISSION									
11115	Fire and Police Comm. Sr. Auditor	2KX	4/24/24	1	0	1	0	0		Int
11156	Fire and Police Commission Auditor	2JX	5/26/24	2	1	1	0	0		Int/Ext
	HEALTH DEPARTMENT									
11094	Epidemiologist	2KX	4/13/24	2	1	1	0	0		Int/Ext
	LIBRARY									
11121	Library Technical Service Specialist	5AN	4/28/24	8	7	1	0	0		Int/Ext
11119	Library Reference Asst. (2 Positions)	2CN	4/28/24 4/28/24	23	16	2	0	5		Int
	MUNICIPAL COURT									
11122	Court Accounting Assistant-Senior	5HN	8/20/21	1	0	1	0	0		Int/Ext
	DEPT. OF NEIGHBORHOOD SERVICES									
11137	Permit Desk Supervisor	1DX	5/11/24	1	0	1	0	0		Int/Ext
11139	Office Assistant III	6GN	5/11/24	16	10	1	0	6		Int/Ext
11141	Building Construction Insp. Div. Mgr.	1QX	11/22/23	1	0	1	0	0		Int/Ext
11152	Office Assistant III	6GN	3/28/24	16	10	1	0	6		Int/Ext
	POLICE DEPARTMENT									
11089	Inspector of Police	4QX	4/13/24	5	2	1	0	2		Int
11090	Captain of Police (3 Positions)	4NX-839	TBD	20	17	3	0	0		Int
11112	IT Support Specialist-Senior	2JN	2/18/24	7	4	1	0	2		Int
11125	Helpdesk Specialist II (3 Positions)	3RN	6/9/24	10	5	3	0	2		Int

SCHEDULE A - VACANCY REQUESTS

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

Finance & Personnel Committee Meeting: May 15, 2024
CCFN 231960

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: Auth.	Filled excl. this pos.	Recomm. Authori-zation	Vac. Prev. Appr.	Other Vac.	CSC Status and/or Funding Source	Int/ Ext Fill
	DPW-INFRASTRUCTURE SERVICES DIVISION									
11091	Civil Engineer III	2MN	3/12/24	1	0	1	0	0	60% Capital	Ext
11093	Directional Boring Mach. Oper. (2 Pos.)	8HN	1/27/23 8/26/23	2	0	2	0	0	25% Capital; 25% Reimb.	Int
11098	Construction Management Engineer	1KX	4/27/24	4	2	1	1	0	80% Capital	Int
11108	Painter 4	7IN	2/29/23	3	2	1	0	0	50% Capital; 10% Reimb.	Int/Ext
11102	Program Assistant II	5IN	4/14/24	2	1	1	0	0		Int/Ext
11101	Engineering Technician IV	3TN	2/17/24	3	1	1	0	1	60% Capital	Int/Ext
11100	Program Assistant III	5JN	4/1/24	1	0	1	0	0	50% Capital	Int/Ext
11116	Inventory Control Assistant 1	8BN	4/26/24	8	6	1	1	0	20% Capital; 20% Reimb.	Ext
11113	Traffic Sign Worker (3 Positions)	8DN	2/18/23 6/11/22 1/21/24	7	4	3	0	0	50% Capital; 10% Grants	Int/Ext
	DPW-OPERATIONS DIVISION									
11092	Communications Assistant III	6KN	3/6/24	2	1	1	0	0		Int/Ext
11151	Special Equipment Operator III (4 Pos.)	8JN	7/9/23 3/2/22 2 NA	8JN	4	4	0	0		Int/Ext
	NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (Enterprise Funds, Grants)									
	HEALTH DEPARTMENT									
11110	Program Assistant II	5IN	4/28/24	1	0	1	0	0	50% State Immunizations	Int/Ext
11131	Disease Intervention Specialist Coord.	2GN	5/17/24	2	1	1	0	0	100% DIS Supplemental	Int/Ext
11138	Disease Intervention Specialist 3	2FN	TBD	8	7	1	0	0	100% DIS Supplemental	Ext
11140	Doula 3	2HN	5/8/24	10	5	1	1	3	100% HWF Doula Grant	Ext
	DPW-WATER WORKS									
11103	Water Payroll Specialist	2IN	4/12/24	1	0	1	0	0	Water Works	Int/Ext
11104	Engineering Technician IV (2 Positions)	3TN	3/31/23 4/14/23	15	9	2	4	0	Water Works	Int/Ext
11105	Water Chemist	2FN	5/1/24	9	7	1	1	0	Water Works	Int/Ext
11106	Water Plant Auto. Technician-Senior	3VN	4/3/24	3	2	1	0	0	Water Works	Int/Ext
11109	Water Plant Worker	8CN	4/16/24	4	3	1	0	0	Water Works	Int/Ext
11123	Water Repair Worker 3	8FN	4/27/24	67	42	1	24	0	Water Works	Int/Ext
11124	Administrative Assistant IV	5JN	5/12/24	1	0	1	0	0	Water Works	Int/Ext
11129	Water Meter Technician	8EN	5/12/24	22	21	1	0	0	Water Works	Int/Ext
11136	Program Assistant II	5IN	4/24/24	1	0	1	0	0	Water Works	Int/Ext