Ref: CC File No. 151870

16025

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

DATE: May 18, 2016

TIME: 9:30 A.M.

PLACE: Committee Room 301-B

City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

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

Funding Source - 100% Operating Budget Unless Otherwise Indicated

PROPERTY TAX LEVY SUPPORTED POSITIONS   CITY ATTORNEY     949					Number of Positions							
Do												
No.   Department and Position   Range   Vacant   Auth. this pos.   zation   Appr.   Vac.   Funding Source   Fill   C												
PROPERTY TAX LEVY SUPPORTED POSITIONS   CITY ATTORNEY     949	I.D.		Pay	Date			Authori-	Prev.	Other			
CITY ATTORNEY   Special Asst. to the City Attorney   1FX   5/21/16   1   0   1   0   0   0   Int   x   x   x   x   x   x   x   x   x	No.	Department and Position	Range	Vacant	Auth.	this pos.	zation	Appr.	Vac.	Funding Source	Fill	Code
CITY ATTORNEY   Special Asst. to the City Attorney   1FX   5/21/16   1   0   1   0   0   0   Int   x   x   x   x   x   x   x   x   x												
Special Asst. to the City Attorney   1FX   5/21/16   1   0   0   1   0   0   0   Int   x   x   x   x   x   x   x   x   x		PROPERTY TAX LEVY SUPPORTED PO	SITIONS I									
Special Asst. to the City Attorney   1FX   5/21/16   1   0   0   1   0   0   0   Int   x   x   x   x   x   x   x   x   x		CITY ATTORNEY										
Asst. City Attorney V	9/19		1FY	5/21/16	1	0	1	0	0		Int	x-2a
COMMON COUNCIL-CITY CLERK   Legislative Fiscal Analysi-Lead   2HX   4/28/16   6												x-2a
1972   Legislative Fiscal Analyst-Lead   2HX   4/28/16   6	2011	Assi. City Attorney V	ZQA	4/12/10	30	32	!	'	'		IIIV EX	X-2a
1972   Legislative Fiscal Analyst-Lead   2HX   4/28/16   6		COMMON COUNCIL-CITY CLERK										
1972   Senior Planner	423	Legislative Fiscal Analyst-Lead	2HX	4/28/16	6	4	1	1	0		Int/Ext	x-2a
Second   S	1972		2FN	4/8/16	2	1	1	0	0		Ext	x-2a
Sept												
1996   Auditor												
DEPT. OF EMPLOYEE RELATIONS   Human Resources Rep.   2HX   5/8/16   4   3   1   0   0   0   Int/Ext   2	955	Accounting Program Asst. II	6KN	1/17/16	1	0	1	0	0		Int/Ext	x-3
1994   Human Resources Rep.   2HX   5/8/16   4   3   1   0   0   0   Int/Ext   1971	1996	Auditor	2GX	4/30/15	3	1	1	0	1		Int/Ext	x-3
1994   Human Resources Rep.   2HX   5/8/16   4   3   1   0   0   0   Int/Ext   1971												
HEALTH DEPT.   Microbiologist II   2DN   4/9/16   5   3   1   0   1   InvExt   X   1991   Office Assistant II   6EN   5/7/16   8   6   1   0   1   InvExt   X   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   InvExt   X   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   InvExt   X   1994   Office Assistant II   6EN   4/23/16   8   3   1   0   4   InvExt   X   1994   Office Assistant II   6EN   4/23/16   8   3   1   0   4   InvExt   X   1994   Office Coordinator II   5EN   4/30/16   1   0   1   0   0   Int   X   1995   Office Coordinator II   5EN   4/30/16   1   0   1   0   0   InvExt   X   1994   Library Technology Specialist   5DN   5/1/16   6   5   1   0   0   InvExt   X   1974   Librarian III (2 positions)   2CN   4/10/16   11   7   3   0   1   InvExt   X   1974   Librarian III (2 positions)   2DN   5/8/16   47   40   2   0   5   InvExt   X   1979   Accounting Assistant II   6HN   5/7/16   4   2   1   1   Ext   X   1979   Accounting Assistant II   6HN   5/7/16   4   2   1   1   Ext   X   1979   Accounting Assistant II   6HN   5/7/16   5   4   1   0   0   InvExt   X   1979   Accounting Assistant II   6HN   5/7/16   5   4   1   0   0   InvExt   X   1986   Custodial Worker II/City Laborer   8DN   4/16   39   36   1   0   2   InvExt   X   1986   Custodial Worker II/City Laborer   8DN   4/16   39   36   1   0   2   InvExt   X   1988   Business Operations Mgr.   4EX   4/23/16   2   1   1   0   0   Int   X   10   10   10   10   10   10   10	4004		01.17	E /0 /4 0	4		4	_	0		1/= .	
1971   Microbiologist II   2DN   4/9/16   5   3   1   0   1   Int/Ext   x   1986   Consumer Env. Health Supv.   1DX   4/24/16   1   0   1   0   0   Int/Ext   x   1999   Office Assistant II   6EN   5/7/16   8   6   1   0   1   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/21/16   8   3   1   0   4   Int/Ext   x   1994   Int/Ext   x   1995   Int/Ext   x   1995   Int/Ext   x   1996   Int/Ext   x   1997   Int/Ext   x   1997   Int/Ext   x   1998   Int/Ext	1994	Human Resources Rep.	ZHX	5/8/16	4	3	1	U	0		int/Ext	x-3
1971   Microbiologist II   2DN   4/9/16   5   3   1   0   1   Int/Ext   x   1986   Consumer Env. Health Supv.   1DX   4/24/16   1   0   1   0   0   Int/Ext   x   1999   Office Assistant II   6EN   5/7/16   8   6   1   0   1   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   8   3   1   0   4   Int/Ext   x   1999   Environ. Health Spec. (2 pos.)   3LN   5/21/16   8   3   1   0   4   Int/Ext   x   1994   Int/Ext   x   1995   Int/Ext   x   1995   Int/Ext   x   1996   Int/Ext   x   1997   Int/Ext   x   1997   Int/Ext   x   1998   Int/Ext		HEALTH DEPT.										
1986	1971		2DN	4/9/16	5	3	1	0	1		Int/Ext	x-2b
1999		=			1							x-2b
1999   Environ. Health Spec. (2 pos.)   3LN   5/22/16   19   17   2   0   0   0   Int/Ext   x   1964   Office Assistant II   6EN   4/23/16   8   3   1   0   4   Int/Ext   x   1   1   1   2   2   2   2   2   3   3   3   4   4   2   3   4   4   2   3   4   4   2   3   4   4   2   3   4   4   4   4   4   4   4   4   4						-		-	_			x-2b
1964   Office Assistant II					-			-	•			x-2b
1964   Office Assistant II	1555	Environ. Ficality Opec. (2 pos.)	JEIN		10	.,		U	U		III LX	X-20
2006   Fire Lieutenant (2 positions)	1964	Office Assistant II	6EN		8	3	1	0	4		Int/Ext	x-2
2006   Fire Lieutenant (2 positions)												
2/11/16												
Description	2006	Fire Lieutenant (2 positions)	4E		158	156	2	0	0		Int	x-1
LiBRARY												
1974   Library Technology Specialist   5DN   5/1/16   6   5   1   0   0   0   1   1   1   1   1   1	2007	Office Coordinator II	5EN	4/30/16	1	0	1	0	0		Int	x-2b
1974   Library Technology Specialist   5DN   5/1/16   6   5   1   0   0   0   1   1   1   1   1   1		LIRDADY										
1974   Librarian II (3 positions)   2CN   4/10/16   11   7   3   0   1   Int/Ext   x   x   x   x   x   x   x   x   x	964	· · · · · · · · · · · · · · · · · · ·	5DN	5/1/16	6	5	1	0	0		Int/Evt	x-2b
1976   Librarian III (2 positions)   2DN   5/8/16   47   40   2   0   5   Int/Ext   x					_							x-2b
1976   Librarian III (2 positions)   2DN   5/8/16   47   40   2   0   5	1974	Librarian ii (3 positions)	ZON		''	,	3	U	'		IIIV EX	X-2D
1976   Librarian III (2 positions)   2DN   5/8/16   47   40   2   0   5   Int/Ext   x												
MUNICIPAL COURT	1976	Librarian III (2 positions)	2DN	.,	47	40	2	0	5		Int/Ext	x-2b
1979   Accounting Assistant II   6HN   5/7/16   4   2   1   1   0   0												
1979   Accounting Assistant II   6HN   5/7/16   4   2   1   1   0   0		•										
2010   Court Services Asst. III   6FN   5/21/16   6   5   1   0   0   Int/Ext   x												
POLICE DEPARTMENT           957         Administrative Asst. I         6GN         5/7/16         2         1         1         0         0         Int/Ext         x           958         Emergency Vehicle Equip. Installer         7EN         2/17/16         5         4         1         0         0         Ext         x           1966         Custodial Worker II/City Laborer         8DN         4/16         39         36         1         0         2         Int/Ext         x           1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x												x-2b
957         Administrative Asst. I         6GN         5/7/16         2         1         1         0         0         Int/Ext         x           958         Emergency Vehicle Equip. Installer         7EN         2/17/16         5         4         1         0         0         Ext         x           1966         Custodial Worker II/City Laborer         8DN         4/16         39         36         1         0         2         Int/Ext         x           1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x	2010	Court Services Asst. III	6FN	5/21/16	6	5	1	0	0		Int/Ext	x-2b
957         Administrative Asst. I         6GN         5/7/16         2         1         1         0         0         Int/Ext         x           958         Emergency Vehicle Equip. Installer         7EN         2/17/16         5         4         1         0         0         Ext         x           1966         Custodial Worker II/City Laborer         8DN         4/16         39         36         1         0         2         Int/Ext         x           1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x		POLICE DEPARTMENT										
958         Emergency Vehicle Equip. Installer         7EN         2/17/16         5         4         1         0         0         Ext         x           1966         Custodial Worker II/City Laborer         8DN         4/16         39         36         1         0         2         Int/Ext         x           1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x	957		6GN	5/7/16	2	1	1	Λ	Λ		Int/Evt	x-2b
1966         Custodial Worker II/City Laborer         8DN         4/16         39         36         1         0         2         Int/Ext         x           1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x												x-2b x-2b
DPW-ADMINISTRATIVE SERVICES   1985   Business Operations Mgr.   1EX   4/23/16   2   1   1   0   0   0   Int   x   1987   Management Accountant Sr.   2EX   5/24/16   1   0   1   0   0   0   Int   x   1988   Human Resources Asst.   5IN   5/24/16   1   0   1   0   0   0   Int   x   1   1   1   2   1   1   2   1   1   2   1   1								-				x-2b x-2b
1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x	1900	Gustoulai vvoikei II/Gity Laborei	אוטס	4/10	39	30	'	U			IIIV⊏X[	X-ZD
1985         Business Operations Mgr.         1EX         4/23/16         2         1         1         0         0         Int         x           1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x		DPW-ADMINISTRATIVE SERVICES										
1987         Management Accountant Sr.         2EX         5/24/16         1         0         1         0         0         Int         x           1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x	1985		1EX	4/23/16	2	1	1	0	0		Int	x-2a
1988         Human Resources Asst.         5IN         5/24/16         1         0         1         0         0         Int         x		Management Accountant Sr.	2EX		1	0	1	0	0		Int	x-3
	1988	<u> </u>		5/24/16	1	0	1	0	0		Int	x-2b
Trada Francisco India Nost III   DEN 19/24/10   a   O   I   U   U   III/EXL X	1989	Personnel Payroll Asst. III	5EN	5/24/16	9	8	1	0	0		Int/Ext	x-2b
		·										

Finance & Personnel Committee Meeting: May 18, 2016

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

Funding Source - 100% Operating Budget Unless Otherwise Indicated

				Number of Positions							
				With Same Title							
Reg.					Filled	Recomm.	Vac.		CSC Status	Int/	
I.D.		Pay	Date		excl.	Authori-	Prev.	Other	and/or	Ext	
No.	Department and Position	Range	Vacant	Auth.	this pos.	zation	Appr.	Vac.	Funding Source	Fill	Code
	DPW-INFRASTRUCTURE SERVICES										
944	Electrical Mechanic (2 positions)	7MN	3/13/16	84	75	2	2	5		Int/Ext	x-2b
1978	Management Civil Engineer Sr.	1IX	3/27/16 4/23/16	4	3	1	0	0	80% Capital	Int	x-2b
1995	Bridge Operator	8GN	5/1/16	22	20	1	0	1	0070 Capitai	Int/Ext	x-2b
1997	Engineer Technician II (3 pos.)	3FN	4/24/16	10	6	3	1	0	100% Capital	Int/Ext	x-2b
1007	Engineer reominidarin (o poo.)	0111	4/24/16	10			l '	Ŭ	10070 Capital	III LX	X 25
			4/24/16								
1998	Engineering Technician IV (2 pos.)	3NN	12/19/13	11	5	2	0	4	100% Capital	Int	x-2b
	gg (_ p ,		2/3/14						, o o , o o o p		
	DPW-OPERATIONS DIVISION										
952		8FN	5/11/15	4	3	1	0	0		Int	x-2b
954	Self-Help Yard Attendant Urban Forestry Manager	1DX	4/8/16	10	8	1	0	1	partial Capital	Int/Ext	x-20 x-3
962	Tire Repair Worker I	8FN	4/0/16	3	2	1	0	0	partiai Capitai	Int/Ext	x-3 x-2b
963	Vehicle Services Technician I	7FN	4/1/16	57	48	1	3	5		Int/Ext	x-2b x-2b
2003	Communications Asst. III	6HN	4/15/16	2	1	1	0	0		Int	x-2b x-2b
2003	Communications Asst. III	OFFIN	4/13/10	_	'	'		U		IIIC	X-20
				l	l <u> </u>						
	NON-PROPERTY TAX LEVY SUPPORTE	<u>D POSITI</u>	ONS (Ente	rprise F	unds, Grar	<u>nts)</u> I					
	COMPTROLLER										
936	Accountant II	2DN	5/4/16	1	0	1	0	0	40% CDBG, 35% HOME	Int	x-3
	HEALTH DEPT.										
2005	Public Health Nurse Supv.	1DX	4/30/16	2	1	1	0	0	Maternal Child Hlth Grnt	Int/Ext	x-6
	DPW-PARKING										
1967	Parking Enforcement Mgr.	1GX	7/19/16	1	0	1	0	0	Parking Fund	Int	x-6
1970	Parking Meter Technician-Lead	3GN	5/24/16	1	0	1	0	0	Parking Fund	Int/Ext	x-6
	DPW-WATER WORKS										
1965	Water Distribution Repair Worker	8FN	10/20/14	12	11	1	0	0	Water Works	Int/Ext	x-6
1975	Water Meter Specialist	7EN	11/261/5	6	5	1	0	0	Water Works	Int/Ext	x-6
1977	Water Treatment Plant Operator	3GN	10/13/14	30	25	1	2	2	Water Works	Int/Ext	x-6
1984	Water Chemist II	2CN	4/24/16	9	6	1	2	0	Water Works	Int/Ext	x-6
1.504	Tator Online II		1,2 1,10		<b>l</b>	'			TTALOT TTOTALO		Α Θ
		·				<u> </u>	·			<u> </u>	

## SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

Finance and Personnel Committee Meeting: May 18, 2016

Department	Amount of	Transfer			
Account Name	From	То	Reason		
FIRE & POLICE COMMISSION Pre-Employment Screening Salaries Operating Expenditures	\$53,000 \$35,000	\$88,000	Funds were carried over from 2015 to cover hearing examiners and outside raters for testing completed in 2016.		
CITY ATTORNEY Outside Counsel/Expert Witness Insurance Fund SPA Account	\$55,000	\$55,000	Transfer is needed due to the increase in Crime Insurance Premium policies. These policies cover losses due to criminal acts that occur within city departments, for example the City Treasurer and MPD.		

## SCHEDULE C - GENERAL MATTERS

1. Miscellaneous