Ref: CC File No. 160703

16025

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

DATE: October 5, 2016

TIME: 9:30 A.M.

PLACE: Committee Room 301-B

City Hall

SCHEDULE A: Vacancy Requests

SCHEDULE B: Fund Transfers

Vacancies listed were approved by the Finance & Personnel Committee unless otherwise indicated.

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PROPERTY TAX LEVY SUPPORTED POSITIONS	· ·				
PROPERTY TAX LEVY SUPPORTED POSITIONS			,		
DOA-INFORMATION & TECHNOLOGY MGMT. DIVISION	No.	Department and Position	Range	Vacant	Committee Action
DOA-INFORMATION & TECHNOLOGY MGMT. DIVISION		DDODEDTY TAY LEVY CURRORTED DOCITIONS			
BOARD OF ZONING APPEALS		PROPERTY TAX LEVY SUPPORTED POSITIONS			
BOARD OF ZONING APPEALS		DOA-INFORMATION & TECHNOLOGY MGMT. DIVISION			
2250 BOZA Administrative Coordinator 1CX 10/15/16	2264		2GX	9/17/16	
2250 BOZA Administrative Coordinator 1CX 10/15/16					
CITY ATTORNEY					
Assistant City Attorney V 2OX 9/24/16	2250	BOZA Administrative Coordinator	1CX	10/15/16	
Assistant City Attorney V 2OX 9/24/16		CITY ATTORNEY			
COMMON COUNCIL-CITY CLERK Document Services Manager 1DX 8/30/16	2249		2OX	9/24/16	
Document Services Manager		, ,			
CITY TREASURER Revenue Collection Manager 1DX 9/24/16 2239 Lead Teller 5FN 10/8/16 10/8/		COMMON COUNCIL-CITY CLERK			
2238	2229	Document Services Manager	1DX	8/30/16	
2238		CITY TREASI IRED			
Lead Teller SFN 10/8/16 10/8	2238		1DX	9/24/16	
Teller		_			
2246 Investment & Financial Serv. Spec. 2GX 10/8/16 2247 Accounting Assistant 6GN 10/8/16		Teller			
2247 Accounting Assistant 6GN 10/8/16	2245	Investment & Financial Serv. Coord.	2IX	10/6/16	
COMPTROLLER City Payroll Assistant-Sr. 5GN 9/25/16	2246	Investment & Financial Serv. Spec.	2GX	10/8/16	
City Payroll Assistant-Sr. 5GN 9/25/16	2247	Accounting Assistant I	6GN	10/8/16	
City Payroll Assistant-Sr. 5GN 9/25/16		COMPTROLLER			
HEALTH DEPARTMENT	2228		5GN	9/25/16	
LiBRARY	2220	only Fayron Assistant of	0011	3/23/10	
Library Technician II		HEALTH DEPARTMENT			
Library Technician II	2265	Health Project Assistant	5FN	9/25/16	
Library Technician II		LUDDADY			
2235 Librarian II 2CN 10/9/16	2224		6EN	0/17/16	
MUNICIPAL COURT			_		
2241 Accounting Assistant II 6HN 10/1/16 DEPT. OF NEIGHBORHOOD SERVICES 258 Plan Examiner III 2FN 10/9/16 2259 Plan Examiner Specialist 2EN 10/9/16 POLICE DEPARTMENT 1 Health & Safety Officer 1CX 8/21/16 2242 Chief Latent Print Examiner 4H-812 11/20/16 2248 Helpdesk Specialist II 3IN 3/13/16 DPW-INFRASTRUCTURE SERVICES Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 10/8/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16				10,0,10	
DEPT. OF NEIGHBORHOOD SERVICES Plan Examiner III 2FN 10/9/16 2259 Plan Examiner Specialist 2EN 10/9/16 2EN 10/9/16 2233 Health & Safety Officer 1CX 8/21/16 2242 Chief Latent Print Examiner 4H-812 11/20/16 2248 Helpdesk Specialist II 3IN 3/13/16 2248 DPW-INFRASTRUCTURE SERVICES 2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 8/17/16 2263 Engineering Drafting Tech. IV (3 pos.) 3BN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16		MUNICIPAL COURT			
2258 Plan Examiner III 2FN 10/9/16 2259 Plan Examiner Specialist 2EN 10/9/16 POLICE DEPARTMENT 2233 Health & Safety Officer 1CX 8/21/16 2242 Chief Latent Print Examiner 4H-812 11/20/16 2248 Helpdesk Specialist II 3IN 3/13/16 DPW-INFRASTRUCTURE SERVICES 2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 8/17/16 8/17/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16	2241	Accounting Assistant II	6HN	10/1/16	
2258 Plan Examiner III 2FN 10/9/16 2259 Plan Examiner Specialist 2EN 10/9/16 POLICE DEPARTMENT 2233 Health & Safety Officer 1CX 8/21/16 2242 Chief Latent Print Examiner 4H-812 11/20/16 2248 Helpdesk Specialist II 3IN 3/13/16 DPW-INFRASTRUCTURE SERVICES 2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 8/17/16 8/17/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16		DEDT. OF MEIGUROR MODE OF D. #050			
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POLICE DEPARTMENT Health & Safety Officer 1CX 8/21/16					
2233 Health & Safety Officer 1CX 8/21/16 2242 Chief Latent Print Examiner 4H-812 11/20/16 2248 Helpdesk Specialist II 3IN 3/13/16 DPW-INFRASTRUCTURE SERVICES 2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16	2200	Trail Examiner opedianst	ZLIV	10/3/10	
2233 Health & Safety Officer 1CX 8/21/16 2242 Chief Latent Print Examiner 4H-812 11/20/16 2248 Helpdesk Specialist II 3IN 3/13/16 DPW-INFRASTRUCTURE SERVICES 2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16		POLICE DEPARTMENT			
2248 Helpdesk Specialist II 3IN 3/13/16 DPW-INFRASTRUCTURE SERVICES 2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16	2233	Health & Safety Officer	1CX	8/21/16	
DPW-INFRASTRUCTURE SERVICES Civil Engineer III 2IN 9/25/16 3NN 8/12/16 8/17/16 8/17/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16					
2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16	2248	Helpdesk Specialist II	3IN	3/13/16	
2237 Civil Engineer III 2IN 9/25/16 2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16		DPW-INERASTRUCTURE SERVICES			
2261 Engineering Drafting Tech. IV (2 pos.) 3NN 8/12/16 2263 Engineering Drafting Tech. V 3QN 9/24/16 2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16	2237		2IN	9/25/16	
2263 Engineering Drafting Tech. V 2268 Engineering Drafting Tech. II (3 pos.) 2164 Street Repair Supervisor Sqn 9/24/16 3QN 9/27/16 9/27/16 10/8/16 10/8/16					
2268 Engineering Drafting Tech. II (3 pos.) 3BN 9/27/16 9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16					
9/27/16 10/8/16 2164 Street Repair Supervisor 1AX 6/19/16	2263	Engineering Drafting Tech. V	3QN	9/24/16	
2164 Street Repair Supervisor 1AX 6/19/16	2268	Engineering Drafting Tech. II (3 pos.)	3BN		
2164 Street Repair Supervisor 1AX 6/19/16					
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2 193 Maintellance recinican ii 3GN 6/29/10					
	2133	mantenance recimical II	JGIN	0/29/10	

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Req. I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
2232	DPW-OPERATIONS DIVISION Fleet Repair Supervisor	1BX	8/2/16	
	NON-PROPERTY TAX LEVY SUPPORTED POSITIONS (En	terprise Funds, G	rants) I	
2230	DOA-COMMUNITY BLOCK GRANT ADMIN. Grant Monitor	2GX	10/8/16	
2266	HEALTH DEPARTMENT Clinic Assistant (2 positions)	5BN	9/2/16 9/10/16	
2267	Clinic Assistant	5BN	9/24/16	
2257	DPW-SEWER MAINT. FUND Civil Engineer III	2IN	9/24/16	
2194	DPW-WATER WORKS Municipal Services Electrician	7JN	NA	
2244	Water Plant Maint. Supervisor	1CX	9/25/16	
2251	Machinery Technician (2 positions)	7GN	1/25/15	
2201	Madrinery Technician (2 positions)	7011	2/25/16	
2252	Water Steamfitter/HVAC Spec.	7JN	6/3/16	
2253	Sr. Water Treatment Plant Operator	3PN	9/25/16	
2254	Accounting Assistant II	6HN	10/8/16	
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SCHEDULE B - FUND TRANSFERS AND/OR EQUIPMENT REQUESTS

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

Finance and Personnel Committee Meeting: October 5, 2016

Department	Amount of Transfer		
Account Name	From	То	Reason
DEPT. OF EMPLOYEE RELATIONS 2016 Salaries 2016 Operating Expenditures	\$175,000	\$175,000	DER is transitioning to a third party administrator for Worker's Compensation (WC). 10 staff positions would be eliminated as a result of the change. To avoid layoffs, DER began working with individuals to find appropriate placements as they have become available. This required DER to use temporary employees to staff the WC section through the transition. The salaries budgeted for WC positions will be transferred to cover the cost of temporary staff who performed those duties.

SCHEDULE C - GENERAL MATTERS

1. Miscellaneous