

Position	Department	Cost	Status	Department Recommendation	Interim CA Recommendation
NEW REQUESTS					
Fire Prevention Specialist	Fire	\$87,850	NEW: Recruitment Requested	The position receives direction from Fire Command staff subject to performing fire prevention inspections and administrative tasks. This position supports compliance with fire and life safety codes; assists in hazardous materials investigations; researches complaint investigations; assists with fire and life safety educational programs and the annual fire prevention open house and related events.	Recommend immediate recruitment to maintain fire prevention support services to the community.
Records Coordinator	City Clerk/Management Services	\$89,612	NEW: Recruitment Requested	The position retrieves documentation; responds to citizens' requests; provides passport and notary services; prepares documents for scanning and archiving; maintains the City's Internet homepage; maintains the document database; and supports a variety of department-related activities.	Recommend immediate recruitment to maintain appropriate administrative and event support services to the community.