

Staffing Counts by Department - 2024

	Authorized # of Positions 2023	Authorized # of Positions 2024	Authorized FTE 2023	Authorized FTE 2024
Administration CA/Mayor	7.00	7.00	6.45	6.45
City Assessor	5.00	5.00	5.00	5.00
City Attorney	5.00	5.00	5.00*	5.00*
Cemetery	6.00	6.00	5.50	5.50
Clerk/Treasurer	7.00	7.00	6.50	6.50
Community Development	19.00	19.00	17.25	17.25
Finance	7.00	7.00	7.00	7.00
Fire	112.00	112.00	110.50	110.50
Human Resources	4.00	4.00	4.00	4.00
Information Technology	9.00	9.00	8.50	8.50
Library	68.00	67.00	46.48	46.38
Municipal Court	8.00	8.00	4.28	4.28
Parks, Recreation & Forestry	51.00	51.00	47.28	47.85
Police	168.00	169.00	160.39	161.39
Public Works	124.00	124.00	108.34	108.34
TOTAL w/o Water Utility	600.00	600.00	537.47	538.94
Water Utility	29.00	28.00	29.00	28.00

*Temporary increase

Please refer to each specific department page for details.

Seasonal employees were removed 1-1-2023

ADMINISTRATION- CITY ADMINISTRATOR/MAYOR	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Mayor	E	1	1	1.00	1.00	
City Administrator	UG	1	1	1.00	1.00	
<i>Communications and Engagement Division</i>						
Communications and Engagement Manager	12	1	1	1.00	1.00	
Video Production Coordinator	9	1	1	1.00	1.00	
UI Designer	9	1	1	1.00	1.00	
Administrative Assistant	6	1	1	1.00	1.00	
AV Tech (18 hours/week)	2	1	1	0.45	0.45	
Total:		7	7	6.45	6.45	

<u>ASSESSOR</u>	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Assessor	14	1	1	1.00	1.00	
Senior Appraiser	8	1	1	1.00	1.00	
Real Property Lister	8	1	1	1.00	1.00	
Appraiser	6	2	1	1.00	1.00	
Clerical Assistant	4	1	1	1.00	1.00	
Total:		5	5	5.00	5.00	

ATTORNEY	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
City Attorney	E	1	1	1.00	1.00	
Asst. City Attorney	12	3	3	3.00	3.00	
Asst. City Attorney (PT)	12	0	0	0.00	0.00	Approved by Council 11/7/23 to temporarily increase PT position to full time/1 FTE for recruitment efforts
Legal Admin Assistant	6	1	1	1.00	1.00	
Total:		5	5	5.00	5.00	

CEMETERY	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Cemetery Director	16	1	1	1.00	1.00	
Cemetery Crew Leader	11	1	1	1.00	1.00	
Groundskeeper	8	2	2	2.00	2.00	Reclassified from Grounds Maintenance 12/27/23
Cemetery Services Specialist	7	1	1	1.00	1.00	Reclassified to Administrative Assistant 12/27/23
Administrative Assistant	6	0	0	0.00	0.00	Reclassified to Cemetery Services Specialist 12/27/23
Administrative Assistant (20 hrs/wk)	6	1	1	0.50	0.50	
Grounds Maintenance	5	0	0	0.00	0.00	Reclassified to Groundskeeper 12/27/23
Department Total (w/out seasonal and temporary employees):		6.00	6.00	5.50	5.50	

<u>CLERK/TREASURER</u>	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
City Clerk/Treasurer	14	1	1	1.00	1.00	
Deputy Clerk/Treasurer	10	1	1	1.00	1.00	
Administrative Assistant	6	2	2	2.00	2.00	Reclassified 1 clerical asst to Administrative Asst; lowered 2nd clerical asst to part time .5 fte eff 11/7/23
Finance Analyst	6	1	1	1.00	1.00	
Account Clerk	5	1	1	1.00	1.00	
Clerical Assistant	4	1	1	0.50	0.50	Reclassified 1 clerical asst to Administrative Asst; lowered 2nd clerical asst to part time .5 fte eff 11/7/23
Department Total (w/out seasonal and temporary employees):		7	7	6.50	6.50	

COMMUNITY DEVELOPMENT	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Director of Community Development	17	1	1	1.00	1.00	
Planning						
Deputy Community Development Director	15	1	1	1.00	1.00	
Principal Planner	12	1	1	1.00	1.00	
Economoc Development Project Manager	11	1	1	1.00	1.00	Reclassified Sr Redevelopment & Economic Planner
Sr. Redevelopment & Economic Dev Plr — Senior Planner	11	1	1	1.00	1.00	Reclassified one Associate Planner / updated title to Senior Planner
Associate Planner	7	1	1	1.00	1.00	
Administrative Assistant	6	1	1	1.00	1.00	Adjusted grade to 6 (was always a 6, but recorded here incorrectly)
Clerical Assistant (10 hrs Planning/10 hrs Bldg Insp)	4	0	0	0.00	0.00	Moved clerical asst to building inspection
Planning Intern (10 hrs per week)		1	1	0.25	0.25	
Building Inspection						
Chief Building Inspector	12	1	1	1.00	1.00	
Construction Inspector	9	2	2	2.00	2.00	
Plumbing Inspector	9	1	1	1.00	1.00	
Electrical Inspector	9	1	1	1.00	1.00	
Property Maintenance Inspector	9	3	3	3.00	3.00	
Permit Review Technician	4	1	1	1.00	1.00	
Clerical Assistant - Part Time	4	2	2	1.00	1.00	New PT clerical added 2023 per Council approval 8/1/23; moved Planning clerical asst to building inspection
Total:		19	19	17.25	17.25	

FINANCE	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Finance Director	18	1	1	1.00	1.00	
Financial Proj Mgr	12	1	1	1.00	1.00	Added .1 FTE effective 11/7/23
Senior Accountant	9	1	1	1.00	1.00	
Accountant	7	2	2	2.00	2.00	
Procurement Control Analyst	7	1	1	1.00	1.00	Reclassified from Sr Financial & Accounting Administrator
Finance Analyst	6	1	1	1.00	1.00	
Accounting Clerk (25 hrs/wk)	5	0	0	0.00	0.00	Transferred .5 FTE to IT / .1 FTE to Mgr position / removed clerk position approved by Council 8/1/23
Total:		7	7	7.00	7.00	

<u>FIRE</u>	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Lieutenant/Lieutenant Paramedic	U	15	15	15.00	15.00	
Inspector	U	1	1	1.00	1.00	
Firefighter/Para Med/Equip Op.	U	81	81	81.00	81.00	
Fire Chief	19	1	1	1.00	1.00	
Assistant Fire Chief	17	1	1	1.00	1.00	
Battalion Fire Chief	16	3	3	3.00	3.00	
Division Fire Chief Training (Fire/Rescue/Safety)	15	1	1	1.00	1.00	
Division Fire Chief Training (EMS and Health/Wellness)	15	1	1	1.00	1.00	
Fire Marshall	12	1	1	1.00	1.00	
Code Enforcement Inspector	9	1	1	1.00	1.00	
Office Manager	9	1	1	1.00	1.00	
Quality Assurance Coordinator (Part Time)	9	1	1	0.27	0.27	
EMS Educator (Part Time)	9	1	1	0.23	0.23	
Case Manager	9	1	1	1.00	1.00	ARPA Funded position approved by HR Committee/Council 11/7/23
Financial Analyst	6	1	1	1.00	1.00	
Administrative Assistant	6	1	1	1.00	1.00	
Department Total (w/out seasonal and temporary employees):		112	112	110.50	110.50	

<u>HUMAN RESOURCES</u>	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Human Resources Director	16	1	1	1.00	1.00	
Assistant HR Director	11	1	1	1.00	1.00	
Human Resources Generalist	8	1	1	1.00	1.00	
Payroll Specialist	7	1	1	1.00	1.00	
Total:		4	4	4.00	4.00	

INFORMATION TECHNOLOGY	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Director of Information Systems	17	1	1	1.00	1.00	
Technical Operations Manager	14	1	1	1.00	1.00	
Sr. ERP & Database Administrator	13	1	1	1.00	1.00	
Sr. Systems Engineer	12	1	1	1.00	1.00	
Business Solutions Architect	12	1	1	1.00	1.00	
ERP & Database Administrator	11	1	1	1.00	1.00	
System Engineer	11	1	1	1.00	1.00	
Public Safety Applications Administrator	11	1	1	1.00	1.00	
Administrative Assistant - Part Time	6	1	1	0.50	0.50	Transferred .5 FTE from Finance account clerk 8/1/23
Total:		9	9	8.50	8.50	

LIBRARY	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Library Director	17	1	1	1.00	1.00	
Technology Manager	12	1	1	1.00	1.00	
Community and Engagement Manager	12	1	1	1.00	1.00	
Materials Collection Services Manager	12	1	1	1.00	1.00	
Public Services Manager	12	1	1	1.00	1.00	
Administrative Services Manager	12	1	1	1.00	1.00	
Marketing and Communications Manager	11	1	1	1.00	1.00	
Maker Space Coordinator and Team Lead	10	1	1	1.00	1.00	
Special Projects Coordinaor	9	1	1	1.00	1.00	
Finance Planning Analyst	8	1	1	1.00	1.00	
Information Technology Technician II	7	1	1	1.00	1.00	
Librarian I	7	7	7	7.00	7.00	
Librarian I - Liaison	7	1	1	1.00	1.00	
Building Maintenance Coordinator	7	1	1	1.00	1.00	
Library Associate	5	5	5	5.00	5.00	Correcting error from 1/1/2021 moved 1 assistant to associate
Graphic Designer (25 hrs/week)	5	1	1	0.63	0.63	Reclassified from one library associate (25 hrs/wk)
Library Associate (25 hrs/wk)	5	2	2	1.25	1.25	
Library Associate (20 hrs/wk)	5	5	5	2.50	2.50	
Patron Relations Specialist	4	0	1	0.00	1.00	*New Position Request* Using library assistant/page funding and other reductions to create new position. Approved with 1/1/2024 budget
Custodian	3	2	3	2.00	2.50	Add .5 FTE with 24hour page/shelver funding
Library Assistant	2	2	2	2.00	2.00	Correcting error from 1/1/2021 moved 1 assistant to associate
Library Assistant (24 hrs/wk)	2	5	5	3.00	3.00	
Library Assistant (20 hrs/wk)	2	4	3	2.00	1.50	Reducing library assistant .5 FTE to partially fund Patron Relations Specialist
Page/Shelvers (24 hrs/wk)	1	1	0	0.60	0.00	Removed .6 FTE page/shelver and move funds to hire .5 FTE custodian
Page/Shelvers (20 hrs/wk)	1	9	8	4.50	4.00	Removed .5FTE page/shelver to partially fund Patron Relations Specialist
Page/Shelvers (10 hrs/wk)	1	12	12	3.00	3.00	
Total:		68	67	46.48	46.38	

Funded by computer consortium.

Bridges ILS Manager	10					Formerly UNICORN systems manager
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<u>MUNICIPAL COURT</u>	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Judge (PT)	E	1	1	0.63	0.63	
Office Manager	9	1	1	1.00	1.00	
Administrative Assistant	6	1	1	1.00	1.00	
Court Clerk	5	1	1	1.00	1.00	
Clerical Assistant (20 hrs/week)	4	1	1	0.50	0.50	
Bailiff	2	2	2	0.10	0.10	
Interpreter	1	1	1	0.05	0.05	
Total:		8	8	4.28	4.28	

PARKS, RECREATION, & FORESTRY	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Administration						
Parks, Recreation and Forestry Director	17	1	1	1.00	1.00	
Parks and Forestry Operations Manager	13	1	1	1.00	1.00	
Customer and Administrative Services Mgr.	12	1	1	1.00	1.00	
Office Supervisor	8	1	1	1.00	1.00	Reclassified from one admin asst/1 FTE
Marketing Coordinator (25 hrs/wk)	6	1	1	0.63	0.63	
Administrative Assistant	6	1	1	1.00	1.00	Reclassified one admin asst to office supervisor
Account Clerk (25 hrs/wk)	5	1	1	0.63	0.63	
Customer Service Specialist	4	2	2	1.63	1.63	
Total:		9	9	7.89	7.89	
Grounds Maintenance Division						
Grounds Supervisor	11	1	1	1.00	1.00	
Assistant Supervisor	9	1	1	1.00	1.00	
Grounds Maintenance	5	10	10	9.63	10.00	Increased PT Grounds in budget to FT eff 1/1/24
Total:		12	12	11.63	12.00	
Building Maintenance Division						
Building Supervisor	11	1	1	1.00	1.00	
Assistant Supervisor	9	1	1	1.00	1.00	
Maintenance Specialist	9	2	2	2.00	2.00	
Building Maintenance	5	3	3	2.50	2.70	Increased PT Building Maintenance in budget from .5 FTE to .7 FTE
Custodian	3	1	1	0.63	0.63	
Total:		8	8	7.13	7.33	
Recreation Division						
Recreation Services Manager	12	1	1	1.00	1.00	
Recreation Supervisor	11	2	2	2.00	2.00	
Recreation Programmer	10	1	1	1.00	1.00	
Recreation Facilities Coordinator	10	1	1	1.00	1.00	
Sports Coordinator	10	1	1	1.00	1.00	
SPARS Coordinator	10	1	1	1.00	1.00	
Community Learning Center Coordinator	10	1	1	0.63	0.63	Grant funded position
Volunteer Coordinator	9	1	1	0.50	0.50	
Special Event Coordinator	9	1	1	1.00	1.00	
Total:		10	10	9.13	9.13	
Forestry						
Forestry Supervisor	11	1	1	1.00	1.00	
Assistant Supervisor	9	1	1	1.00	1.00	
Arborist	6	8	8	7.50	7.50	
Total:		10	10	9.50	9.50	
Maintenance Support Operations						
Mechanic	6	1	1	1.00	1.00	
Stockroom Attendant	6	1	1	1.00	1.00	
Total:		2	2	2.00	2.00	
Department Total (w/out seasonal and temporary employees):		51	51	47.28	47.85	

<u>POLICE</u>	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Detective	U	17	17	17.00	17.00	1 Patrol Officer assigned as an Acting Detective in 2022
Police Specialist	U	7	7	7.00	7.00	
Patrol Officer	U	78	78	78.00	78.00	13 Patrol Officers assigned as Acting Specialists (7 NEU's, 6 SRO's)
Chief of Police	19	1	1	1.00	1.00	
Assistant Chief	17	2	2	2.00	2.00	
Captain	16	3	3	3.00	3.00	
Lieutenant	15	6	6	6.00	6.00	
Sergeant	14	9	9	9.00	9.00	
Community Relations Sgt.	14	1	1	1.00	1.00	
Emergency Communications Center Supervisor- Manager	12	1	1	1.00	1.00	Title was adjusted in 2022, but not reflective on B16
Office Manager	9	1	1	1.00	1.00	
Dispatcher Supervisor	9	0	2	0.00	2.00	Approved by HR Committee to hire 2 dispatch supervisors in lieu of using budget approved funds for 3 new dispatcher positions
Parking Enforcement Agent Supervisor	8	1	1	1.00	1.00	
Dispatcher	8	15	15	15.00	15.00	
Building Maintenance Coordinator	7	2	2	1.00	1.00	
Parking Enforcement Agent	6	6	6	2.39	2.39	
Clerical Assistant	4	12	11	12.00	11.00	Filling one FT clerical assistant as 2 PT; Using 1 FT funds for new dispatcher
Community Service Officers (20 hrs/wk)	2	6	6	3.00	3.00	
Department Total (w/out seasonal and temporary employees):		168	169	160.39	161.39	

PUBLIC WORKS	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
Administration						
Director of Public Works	19	1	1	1.00	1.00	
GIS Coordinator	10	1	1	1.00	1.00	
Office Manager	9	1	1	1.00	1.00	
Municipal Parking Supervisor	9	1	1	1.00	1.00	
Building Maintenance Coordinator	7	1	1	1.00	1.00	
GIS Specialist	7	1	1	1.00	1.00	Reclassified from GIS Analyst
Account Clerk	5	1	1	1.00	1.00	
GIS Analyst	4	0	0	0.00	0.00	Reclassified to GIS Specialist
Clerical Assistant	4	1	1	1.00	1.00	
Municipal Parking Clerk	2	1	1	0.50	0.50	
Total:		9	9	8.50	8.50	
Engineering Division						
City Engineer/Deputy Director	17	1	1	1.00	1.00	Title change
Engineer III	12	4	4	4.00	4.00	
Engineer II	11	3	3	3.00	3.00	One EII working as EI until PE is obtained
Engineering Technician Supervisor	10	1	1	1.00	1.00	Moved Engineering Tech Supervisor to EI
Solid Waste Coordinator	10	1	1	1.00	1.00	
Engineer I	8	2	2	2.00	2.00	Moved Engineering Tech Supervisor to EI
Sr. Engineering Technician	8	2	2	2.00	2.00	
Storm Water Technician	8	1	1	1.00	1.00	
Engineering Technician	6	2	2	2.00	2.00	
Project Engineer	UG	1	1	0.80	0.80	
Total:		18	18	17.80	17.80	
Transit System Utility Division						
Transit Manager	14	1	1	1.00	1.00	
Security Guard	2	5	5	1.90	1.90	
Total:		6	6	2.9	2.9	
Clean Water Plant						
CWP Manager	15	1	1	1.00	1.00	
Maintenance Supervisor	12	1	1	1.00	1.00	
Process Control Supervisor	12	1	1	1.00	1.00	
Engineer III	12	1	1	1.00	1.00	
Pretreatment Coordinator	10	1	1	1.00	1.00	
SCADA Tech	9	1	1	1.00	1.00	
Pretreatment/Laboratory Technician	7	2	2	2.00	2.00	
Pretreatment Sampling Technician	7	1	1	1.00	1.00	
Operator	7	14	14	14.00	14.00	
Administrative Assistant	6	1	1	1.00	1.00	
Stockroom Attendant	5	1	1	1.00	1.00	
Total:		25	25	25.00	25.00	
Streets Division						
Streets Supervisor	12	3	3	3.00	3.00	
Streets Crew Leader	8	3	3	3.00	3.00	
Heavy Equipment Operator	7	6	6	6.00	6.00	
Mechanic/Welder	6	8	8	8.00	8.00	
Equipment Operator	6	30	30	30.00	30.00	
Account Clerk (30 hrs/wk)	5	1	1	0.75	0.75	
Stockroom Attendant	5	1	1	1.00	1.00	
Mechanics Helper	4	1	1	1.00	1.00	
Total:		53	53	52.75	52.75	
Recycling Center						
Drop Off Center Monitors	1	13	13	1.39	1.39	
Department Total (w/out seasonal and temporary employees):		124	124	108.34	108.34	

WATER UTILITY	Salary Grade	Authorized # of Positions 2023	Authorized # of Positions 2024	FTE Funded 2023	FTE Funded 2024	Change from 2023 to 2024 / Notes
General Manager	NU	1	1	1.00	1.00	
Assistant Manager/HR Administrator	NU	1	1	1.00	1.00	
Administrative Services Manager	NU	1	1	1.00	1.00	
Customer Service Assistant	NU	2	1	2.00	1.00	Removed one customer service position
Accounting Assistant	NU	1	1	1.00	1.00	
Billing Coordinator	NU	1	1	1.00	1.00	
Senior Accountant	NU	1	1	1.00	1.00	
Engineering Technician/GIS	NU	1	1	1.00	1.00	
Operations Assistant	NU	1	1	1.00	1.00	
Engineering Technician/Operations	NU	1	1	1.00	1.00	
Operations Manager	NU	1	1	1.00	1.00	
Lead Operator	NU	2	2	2.00	2.00	
Operator I	NU	7	7	7.00	7.00	
Locations Tech	NU	1	1	1.00	1.00	
Meter Service Worker	NU	2	2	2.00	2.00	
Operator II	NU	3	3	3.00	3.00	
Customer Relations Assistant	NU	1	1	1.00	1.00	
Technical Services Manager	NU	1	1	1.00	1.00	
Total:		29	28	29.00	28.00	