

City of Waukesha
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Committee: Human Resources	Date: 2/16/2022
Common Council Item Number: ID# 21-3273	Date: 2/16/2022
Submitted By: Marquise Vasquez	City Administrator Approval: 11/30/2021
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Request to review and approve amendments to HR Policy B16 Staffing Resolution.	

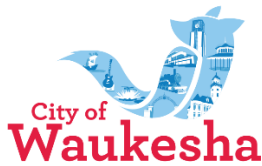
Details:

Redlined policy updates and revised staffing counts attached for 2022.

Options & Alternatives:
[Click here to enter text.](#)

Financial Remarks:
[Click here to enter text.](#)

Executive Recommendation:
[Click here to enter text.](#)



City of Waukesha HR Policy

B16 City Staffing Resolution

I. Purpose (**This section was moved up from bottom of the document*)

It is the responsibility of the Common Council of the City of Waukesha to establish the maximum level of personnel to be staffed in each department of the City. This determination shall be made annually in conjunction with the adoption of the Annual Budget or at such other time as may be appropriate. The method of establishing this staffing level shall be a “Staffing Resolution” in the following format and according to the following policies and procedures:

II. Summary (**This section was moved up from bottom of the document*)

~~WHEREAS, Human Resources Policy/Procedure B16, City Staffing~~ **This policy** requires the adoption of a Staffing Resolution to establish **es** the maximum number of persons to be employed by the City. ~~WHEREAS, Fiscal integrity and the maintenance of a suitable workforce requires that the staffing needs of the City be examined by the policy making body of the City on a periodic basis. NOW THEREFORE, BE IT RESOLVED~~ by the Common Council of the City of Waukesha that there be and hereby is established in the City ~~the following positions and levels of staffing~~ **have been established** for **2022**. ~~2019 and 2020:~~

III. Guidelines

- 1) The staffing resolution shall be for the purpose of establishing the maximum level of personnel permitted in each department of the City. It shall not be for the purpose of establishing minimum staffing, salary grades, classifications, or wages, which are subject of additional policies and procedures. City departments may only employ those persons needed to staff authorized positions.
- 2) The staffing resolution shall be in standard format and contain, sorted by each department of the City, the job title of each position authorized, the number of persons authorized to be employed in each position and the salary grade or classification of each position. The resolution will be submitted to Human Resources Committee and the Council on or about February 1st of each year **if changes have been made**.
- 3) A revised Staffing Resolution shall be submitted where the reorganization of a department of the City results in additions to the number of authorized staff in any position in a department or where a new position is proposed. Where such reorganization results in a reduction in the number of persons employed in authorized position, no revision is required. When any reorganization occurs, the final reorganization plan and the revised staffing resolution shall be submitted to Council members thirty (30) days prior to its formal presentation to the Common Council to permit a review and comment period.
- 4) A revision of the Staffing Resolution is not required when a change in classification or salary grade of any authorized position is made pursuant to other policies or procedures. Such changes shall be incorporated into the annual Staffing Resolution or any other required revision at the time of its occurrence.

- 5) Funding for all positions in the staffing resolution is subject to the appropriations of the Annual Budget and no position shall be staffed without funding.

Passed this X day of February, 2022.
Approved this X day of February, 2022.

Mayor

ATTEST:

City Clerk

Staffing Counts by Department - 2022

	Authorized # of Positions 2021	Authorized # of Positions 2022	Authorized FTE 2021	Authorized FTE 2022
Assessor	5.00	5.00	5.00	5.00
Attorney	5.00	5.00	4.63	4.63
Cemetery	6.00	6.00	5.00	5.00
Clerk/Treasurer	7.00	7.00	7.00	7.00
Community Development	18.00	18.00	16.75	16.75
Finance	8.00	8.00	7.53	7.53
Fire	107.00	108.00	105.50	106.50
Human Resources	4.00	4.00	3.70	4.00
Information Technology	12.00	12.00	11.45	11.45
Library	68.00	69.00	45.98	46.48
Mayor	3.00	3.00	3.00	3.00
Municipal Court	8.00	8.00	4.28	4.28
Parks, Recreation & Forestry	47.00	48.00	44.65	45.15
Police	167.00	167.00	159.39	159.39
Public Works	111.00	111.00	106.95	106.95
TOTAL w/o Water Utility	576.00	579.00	530.81	533.11
Water Utility	29.00	29.00	28.50	29.00

Department/Position

ASSESSOR	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022		Change from 2021 to 2022 / Notes
Assessor	14	1	1	1.00	1.00		
Senior Appraiser	8	1	1	1.00	1.00		
Appraiser	6	2	2	2.00	2.00		
Clerical Assistant	4	1	1	1.00	1.00		
Total:		5	5	5.00	5.00		

Department/Position

ATTORNEY	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
City Attorney	E	1	1	1.00	1.00	
Asst. City Attorney	12	2	2	2.00	2.00	
Asst. City Attorney (PT)	12	1	1	0.63	0.63	
Legal Admin Assistant	6	1	1	1.00	1.00	
Total:		5	5	4.63	4.63	

Department/Position

CEMETERY	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
Cemetery Director	16	1	1	1.00	1.00	
Cemetery Crew Leader	11	1	1	1.00	1.00	
Groundskeeper	8	1	1	1.00	1.00	
Grounds Maintenance	5	1	1	1.00	1.00	
Administrative Assistant (20 hrs/wk)	4	2	2	1.00	1.00	
Total:		6.00	6.00	5.00	5.00	

Seasonal/Limited Term FTEs		5	5	1.38	1.38	
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Department/Position**

CLERK/TREASURER	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
City Clerk/Treasurer	14	1	1	1.00	1.00	
Deputy Clerk/Treasurer	10	1	1	1.00	1.00	
Administrative Assistant	6	1	1	1.00	1.00	
Finance Analyst	6	1	1	1.00	1.00	
Account Clerk	5	1	1	1.00	1.00	
Clerical Assistant	4	2	2	2.00	2.00	
Total:		7	7	7.00	7.00	

**Excludes poll workers and temporary tax help

Department/Position

COMMUNITY DEVELOPMENT	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
Director of Community Development	17	1	1	1.00	1.00	
<i>Planning</i>						
Deputy Community Development Director	15	1	1	1.00	1.00	
Principal Planner	12	1	1	1.00	1.00	
Sr. Redevelopment & Economic Dev Plr	11	1	1	1.00	1.00	
Associate Planner	7	2	2	2.00	2.00	
Administrative Assistant	5	1	1	1.00	1.00	
Clerical Assistant (10 hrs Planning/10 hrs Bldg Insp)	4	1	1	0.50	0.50	
Planning Intern (10 hrs per week)		1	1	0.25	0.25	
<i>Building Inspection</i>						
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	
Clerical Assistant	4	1	1	1.00	1.00	
Total:		18	18	16.75	16.75	

Department/Position

FINANCE	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
Finance Director	18	1	1	1.00	1.00	
Sr. Financial & Accting Admin	15	1	1	1.00	1.00	
Financial Proj Mgr	11	1	1	0.90	0.90	
Senior Accountant	9	1	1	1.00	1.00	
Accountant	7	2	2	2.00	2.00	
Finance Analyst	6	1	1	1.00	1.00	
Accounting Clerk (25 hrs/wk)	5	1	1	0.63	0.63	
Total:		8	8	7.53	7.53	

Department/Position

FIRE	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	78	78	78.00	78.00	
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-EMS/Training	15	1	2	1.00	2.00	Adding position
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	
Account Clerk	5	1	1	1.00	1.00	
Clerical Assistant	4	1	1	1.00	1.00	
Total:		107	108	105.50	106.50	

Department/Position

HUMAN RESOURCES	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	0.70	1.00	move to FT
Total:		4	4	3.70	4.00	

Department/Position

INFORMATION TECHNOLOGY	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	
Audio Visual 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:		12	12	11.45	11.45	

Department/Position

LIBRARY	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
Director	17	1	1	1.00	1.00	
Technology Manager	12	1	1	1.00	1.00	Formerly Assistant Director
Community and Engagement Manager	12	1	1	1.00	1.00	Formerly Librarian II--Children's Services
Materials Collection Services Manager	12	1	1	1.00	1.00	Formerly Librarian II--Technical Services
Public Services Manager	12	1	1	1.00	1.00	Formerly Supervisor - Circulation Services
Marketing and Communications Manager	11	1	1	1.00	1.00	Formerly Head of Program Development and Community Engagement
Head of Operations	11	1	1	1.00	1.00	
Maker Space Coordinator and Team Lead	10	1	1	1.00	1.00	Formerly Librarian II--Information Services
Office Manager	9	1	1	1.00	1.00	
Finance 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	4	4	4.00	4.00	
Library Associate (25 hrs/wk)	5	3	3	1.88	1.88	
Library Associate (20 hrs/wk)	5	5	5	2.50	2.50	
Custodian	3	1	1	1.00	1.00	
Custodian (20 hrs/wk)	3	1	2	0.50	1.00	Moved funds from cleaning services to employ additional .5 FTE
Library Assistant	2	3	3	3.00	3.00	
Library Assistant (24 hrs/wk)	2	5	5	3.00	3.00	
Library Assistant (20 hrs/wk)	2	4	4	2.00	2.00	
Page/Shelvers (24 hrs/wk)	1	1	1	0.60	0.60	
Page/Shelvers (20 hrs/wk)	1	9	9	4.50	4.50	
Page/Shelvers (10 hrs/wk)	1	12	12	3.00	3.00	
Total:		68	69	45.98	46.48	

Bridges ILS Manager*

10

Formerly UNICORN systems manager

*Funded by computer consortium.

Department/Position

MAYOR	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
Mayor	E	1	1	1.00	1.00	
City Administrator	UG	1	1	1.00	1.00	
Assistant to the Mayor & City Administrator	9	1	1	1.00	1.00	
Total:		3	3	3.00	3.00	

Department/Position

MUNICIPAL COURT	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	

Department/Position

PARKS, RECREATION, & FORESTRY	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	
Marketing Coordinator (25 hrs/wk)	6	1	1	0.63	0.63	
Administrative Assistant	6	2	2	2.00	2.00	
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	
Seasonal/Limited Term		2	2	0.09	0.09	
Grounds Maintenance Division						
Grounds Supervisor	11	1	1	1.00	1.00	
Assistant Supervisor	9	1	1	1.00	1.00	
Maintenance	5	9	10	9.00	9.50	.50 FTE added 2022 with budget neutral impact
Total:		11	12	11.00	11.50	
Seasonal/Limited Term		25	25	6.19	6.19	
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	
Maintenance	5	2	2	2.00	2.00	
Custodian	3	1	1	0.63	0.63	
Total:		7	7	6.63	6.63	
Seasonal/Limited Term		8	8	1.30	1.30	
Recreation Division						
Recreation Services Manager	12	1	1	1.00	1.00	
Recreation Supervisor	11	1	1	1.00	1.00	
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	
Before & Afterschool Program Coordinator	10	1	1	0.63	0.63	
Volunteer Coordinator	9	1	1	0.50	0.50	
Special Event Coordinator	9	1	1	1.00	1.00	
Total:		9	9	8.13	8.13	
Seasonal/Limited Term		347	347	35.10	35.10	
Forestry						
Forestry Supervisor	11	1	1	1.00	1.00	
Assistant Supervisor	9	1	1	1.00	1.00	
Arborist	6	7	7	7.00	7.00	
Total:		9	9	9.00	9.00	
Seasonal/Limited Term		2	3	0.22	0.33	
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/o Seasonal/Limited Term)		47	48	44.65	45.15	
Seasonal/Limited Term Total		457	457	42.90	43.01	Includes Civic Band Members

Department/Position

POLICE	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	
Deputy Chief	17	1	1	1.00	1.00	
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	12	1	1	1.00	1.00	
Office Manager	9	1	1	1.00	1.00	
Parking Enforcement Agent Supervisor	8	1	1	1.00	1.00	
Dispatcher	7	15	15	15.00	15.00	3 positions Lead Dispatchers
Building Maintenance Coordinator	7	2	2	1.00	1.00	
Parking Enforcement Agent	6	6	6	2.39	2.39	
Clerical Assistant	4	12	12	12.00	12.00	
Community Service Officers (20 hrs/wk)	2	6	6	3.00	3.00	
Total:		167	167	159.39	159.39	
Seasonal/Limited Term FTEs		2	2	0.50	0.50	Community Service Officers (non-sworn)

Department/Position

PUBLIC WORKS	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / 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	
Account Clerk	5	1	1	1.00	1.00	
GIS Analyst	4	1	1	1.00	1.00	
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	17	1	1	1.00	1.00	
Engineer III	12	3	3	3.00	3.00	
Engineer II	11	4	4	4.00	4.00	Changed from 3FTE to 4FTE in 2018 but wasn't updated on B16
Engineering Technician Supervisor	10	2	2	2.00	2.00	
Solid Waste Coordinator	10	1	1	1.00	1.00	
Engineer I	9	1	1	1.00	1.00	
Sr. Engineering Technician	8	2	2	2.00	2.00	
Engineering Technician	6	3	3	3.00	3.00	
Project Engineer	UG	1	1	0.80	0.80	
Total:		18	18	17.80	17.80	
Seasonal/Limited Term		3	3	2.30	2.30	
Transit System Utility Division						
Transit Manager	14	1	1	1.00	1.00	
Security Guard	2	5	5	1.90	1.90	Changed from 1.14FTE to 1.90 FTE in 2020 to account for parking structure but wasn't updated on B16
Total:		6	6	2.9	2.9	
Clean Water Plant						
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 II	11	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	
Seasonal/Limited Term		3	3	0.77	0.77	
Streets Division						
Supervisor	12	3	3	3.00	3.00	
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	28	28	28.00	28.00	
Account Clerk (30 hrs/wk)	5	1	1	0.75	0.75	
Traffic Signal Maintenance	5	2	2	2.00	2.00	
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	
Seasonal/Limited Term		2	2	1.25	1.25	
Recycling Center						
Drop Off Center Monitors	1	13	13	1.34	1.34	
Department Total (w/o Seasonal)		111	111	106.95	106.95	
Seasonal Total		21	21	5.66	5.66	

Department/Position

WATER UTILITY	Salary Grade	Authorized # of Positions 2021	Authorized # of Positions 2022	FTE Funded 2021	FTE Funded 2022	Change from 2021 to 2022 / Notes
General Manager	NU	1	1	1.00	1.00	
Assistant Manager/HR Administrator	NU	1	1	1.00	1.00	
Executive Administrative Assistant	NU	1	0	1.00	0.00	Removed
Administrative Services Manager	NU	1	1	1.00	1.00	
Customer Service Assistant	NU	1	1	1.00	1.00	
Accounting Assistant	NU	1	1	1.00	1.00	
Billing & Customer Service Supervisor	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	3	3	3.00	3.00	
Operator I	NU	2	5	2.00	5.00	Add positions
Asst Mgr/Operations	NU	1	1	1.00	1.00	
Distribution Operator I	NU	3	0	3.00	0.00	Removed
Facilities Locator	NU	1	1	1.00	1.00	
Meter Service Worker	NU	1	2	1.00	2.00	Add position
Operator II	NU	2	3	2.00	3.00	Add position
Customer Relations Assistant	NU	1	1	1.00	1.00	
Technical Services Manager	NU	1	1	1.00	1.00	
Utility Technician	NU	1	1	1.00	1.00	
Total:		28	29	28	29	