

**City of Waukesha**  
**Staffing Resolution**  
**March 15, 2017**

	# Authorized Positions 2016	# Authorized Positions 2017	FTE Funded 2016	FTE Funded 2017
Regular Employees	499	503	473.63	475.45
Seasonal or Limited Term	478	478	49.54	49.79

Library	70	69	44.63	44.98
Water Utility	30	29	29.5	28.5

**NOTES:**

**U** = Union

**UG** = Ungraded

**E** = Elected

Extra Help: Number to be determined by the funding authority.

- Co-op Students
- Clerical Help
- Inspectors (Engineering)
- Youth Corps Workers
- Swimming Pool Employees
- Poll Workers

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
 Mayor

Attest: \_\_\_\_\_  
 City Clerk/Treasurer

**CITY OF WAUKESHA  
HUMAN RESOURCES POLICY/PROCEDURE**

**POLICY B-16 – CITY STAFFING RESOLUTION**

Policy

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:

Section 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.

Section 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 1<sup>st</sup>, ~~May 1~~, ~~August 1~~, and ~~November 1~~ of each year.

Section 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.

Section 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.

Section 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.

**WHEREAS**, Human Resources Policy/Procedure B-16, City Staffing requires the adoption of a Staffing Resolution to establish the maximum number of persons to be employed by the City; and

**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 for 2017:

## B-16 Staffing Resolution Totals by Department

	Authorized # of Positions 2016	Authorized # of Positions 2017	Authorized FTE 2016	Unfunded FTE 2016	Authorized FTE 2017	Unfunded FTE 2017
City Assessor	5.00	5.00	5.00	2.00	5.00	2.00
Cemetery	6.00	6.00	5.16	1.00	5.16	1.00
City Attorney	6.00	6.00	4.63	0.50	4.63	0.50
City Clerk/Treasurer	8.00	8.00	7.00	0.50	7.00	0.50
Community Development	16.00	17.00	15.50	1.00	15.75	1.00
Finance Department	8.00	8.00	7.25	0.00	7.38	0.00
Fire Dept.	107.00	107.00	105.50	0.00	105.50	0.00
Human Resources Department	3.00	4.00	2.70	0.00	3.70	0.00
Information Technology	12.00	12.00	11.70	0.00	11.70	1.00
Mayor's Office	3.00	3.00	3.00	0.00	3.00	0.00
Municipal Court	7.00	7.00	4.23	0.00	4.23	0.00
Parks and Rec.	49.00	49.00	43.24	4.00	43.24	4.00
Police	157.00	160.00	154.14	4.00	155.49	4.00
Public Library	70.00	69.00	44.63	0.00	44.98	0.00
Public Works Department	112.00	111.00	104.58	5.00	103.67	5.00
<b>TOTAL w/o Water Utility</b>	<b>569.00</b>	<b>572.00</b>	<b>518.26</b>	<b>18.00</b>	<b>520.43</b>	<b>19.00</b>
Water Utility	30.00	29.00	29.50	0.00	28.50	0.00

Department/Position

CITY ASSESSOR'S OFFICE	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
Assessor	14	1	1	1.00		1.00		
Appraiser-3- Senior Appraiser	8	1	1	1.00		1.00		
Appraiser-2 Appraiser	6	2	2	2.00	1.00	2.00	1.00	Appraiser I and II combined
Appraiser-1 Appraiser	6	0	0	0.00		0.00		
Cartographer Technician	4	1	1	1.00		1.00		
Clerk-Typist-III Clerical Assistant	4	0	0	0.00	1.00	0.00	1.00	
Total:		5	5	5.00	2.00	5.00	2.00	

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
<b>CEMETERY</b>								
Cemetery Manager <b>Director</b>	16	1	1	1.00		1.00		
Cemetery-Service-Specialist		1	0	0.00		0.00		Position eliminated
Cemetery Pre-Need Specialist		0	0		1.00		1.00	
<del>Admin Assistant</del> <b>Clerical Asst.</b> (16hrs/wk)	4	1	1	0.48		0.48		Extra hours due to elimination of Spec
Cemetery Crew Leader	11	1	1	1.00		1.00		
Groundskeeper <b>#</b>	8	1	1	1.00		1.00		
<b>Grounds Maintenance</b>	5	1	1	1.00		1.00		New position added
<del>Admin Assistant</del> <b>Clerical Asst.</b> (24 hrs/wk)	4	1	1	0.68		0.68		Extra hours due to elimination of Spec
Total:		6.00	6.00	5.16	1.00	5.16	1.00	

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

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
CITY ATTORNEY'S OFFICE								
City Attorney	E	1	1	1.00		1.00		
Asst. City Attorney	12	2	2	2.00		2.00		
Asst. City Attorney (PT)	12	2	2	0.63	0.50	0.63	0.50	1 PT increased to 29 hrs, then increased to 40 hrs/week
Legal-Assistant	6	1	1	1.00		1.00		
Confidential Secretary	10	0	0	0.00	0.00	0.00	0.00	Position eliminated to fund Asst City Atty.
Total:		6	6	4.63	0.50	4.63	0.50	

Department/Position\*\*

CITY CLERK/TREASURER'S OFFICE	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
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		
Clerk Typist-III-Clerical Assistant	4	2	2	2.00		2.00		
Account-Clerk-III Finance Analyst	6	1	1	1.00		1.00		
Account-Clerk-II Account Clerk	5	1	1	1.00		1.00		
Account-Clerk-II Account Clerk (20 hrs/wk)	5	1	1		0.50		0.50	
<b>Total:</b>		<b>8</b>	<b>8</b>	<b>7.00</b>	<b>0.50</b>	<b>7.00</b>	<b>0.50</b>	

\*\* Excludes part time workers and temporary tax help

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
<b>COMMUNITY DEVELOPMENT</b>								
Director of Community Development	17	1	1	1.00		1.00		
<i>Planning</i>								
City Planner	14	1	1	1.00		1.00		
Planner- Senior Planner-Planning & Zoning	11	1	1	1.00		1.00		
Comm-Dev-Spee-Senior Planner-Planning & Redevelop	11	1	1	1.00		1.00		
Rehabilitation Specialist (federally funded)		0	0	0.00	1.00	0.00	1.00	Federal funding ended
Admin-Assst- Special Projects Coordinator	10	1	1	1.00		1.00		Reclassified in 2015
Clerk-Steno- Clerical Assistant	4	1	1	1.00		1.00		
Clerk-Typist- Clerical Asst. (10 hrs Planning/10 hrs Bldg Insp)	4	1	1	0.50		0.50		
Planning Intern (10 hrs per week)			1			0.25		New position in 2017
<i>Building Inspection</i>								
Chief Building Inspector	12	1	1	1.00		1.00		
Carp/Masonry-Inspector Construction Inspector	9	2	2	2.00		2.00		
Plumbing/HVAC-Inspector Plumbing Inspector	9	1	1	1.00		1.00		
Electrical Inspector	9	1	1	1.00		1.00		
Housing-Inspector Property Maintenance Inspector	9	2	2	2.00		2.00		
Clerk-Steno-IV Clerical Assistant	4	1	1	1.00		1.00		
Clerk-Typist-IV Plan & Permit Review Tech	7	1	1	1.00		1.00		Reclassified
<b>Total:</b>		16	17	15.50	1.00	15.75	1.00	



Department/Position

FINANCE DEPARTMENT	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
Finance Director	18	1	1	1.00		1.00		
Assistant Finance Director	14	1	1	1.00		1.00		
Accountant+ Senior Acct	9	1	1	1.00		1.00		
Accountant+ Accountant	7	2	2	2.00		2.00		
Special Projects Accountant	11	1	1	0.62		0.75		Hours increased from 20 to 30/35 in 2017
Acct-Clerk-IV Finance Analyst	6	1	1	1.00		1.00		
Account Clerk III (25 hrs/wk)	5	1	1	0.63		0.63		
Total:		8	8	7.25		7.38		

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
<b>FIRE DEPARTMENT</b>								
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	1	1.00		1.00		
Lieutenant/Lieutenant Paramedic	U	15	15	15.00		15.00		
Fire Marshall	12	1	1	1.00		1.00		
Inspector	U	1	1	1.00		1.00		
Code Enforcement Inspector	9	1	1	1.00		1.00		
Firefighter/Para Med/Equip Op.	U	78	78	78.00		78.00		
Administrative-Assistant-II <b>Office Manager</b>	9	1	1	1.00		1.00		
Accounting-Clerk-IV <b>Account Clerk</b>	5	1	1	1.00		1.00		
Clerk-Steno-III <b>Clerical Assistant</b>	4	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		
<b>Total:</b>		<b>107</b>	<b>107</b>	<b>105.50</b>		<b>105.50</b>		
								3 FF positions budgeted 7/1/16 - Approved to fill 4/1/16 by City Admin & Finance

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
HUMAN RESOURCES DEPT.								
Human Resources Mgr. - Director	16	1	1	1.00		1.00		
HR Specialist Deputy Director	10	1	1	1.00		1.00		Title change only
HR Generalist	7		1			1.00		New position approved in 2017 Budget
Payroll Specialist (56 hrs/pay period)	4	1	1	0.70		0.70		
Total:		3	4	2.70		3.70		

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
Director of Information Systems	17	1	1	1.00		1.00		
IT Infrastructure Support Manager	13	1	1	1.00		1.00		
Sr. Project/Applications Support Manager	13	1	1	1.00		1.00		
Network Security & Project Manager	13	0	1	0.00		1.00		New job title - duties consolidated
Sr. App Software Admin Applications Developer	12	3	3	3.00		3.00		New job title - duties consolidated
Web-Chat Assurance Coord.		0	0	0.00		0.00		3 job titles combined to Applications Developer
Application Software Coord-Applications Developer		0	0	0.00		0.00		Duties consolidated into Applications Developer
Information Technology Tech Network & Sec Spec	12	1	0	1.00		0.00	1.00	2 positions in 2015, 1 position removed to fund outsourced services, remaining job duties now part of Network Security & Project Manager, 1 position remain unfunded
Enter-Bus-Sys-Integration Spec Sr. Business Analyst	11	1	1	1.00		1.00		
Sr-Net-&Sec-Admin Project/Application Supp Man.	11	1	1	1.00		1.00		
Help-Desk-Specialist Service Desk Coord/JIT Trainer	9	1	1	1.00		1.00		
TV-25-Broadcast Coord. Audio Visual Coordinator	9	2	2	1.70		1.70		Broadcast Coord & Tech Coord combined
Content Management Admin Applications Developer		0	0	0.00		0.00		Retitled to Applications Developer
Account Clerk-II		0	0	0.00		0.00		Removed to fund outsourced services
TV-25-Technical-Coordinator		0	0	0.00		0.00		
<b>Total:</b>		<b>12</b>	<b>12</b>	<b>11.70</b>		<b>11.70</b>	<b>1.00</b>	

**Department/Position**

<b>MAYOR'S OFFICE</b>	<b>Salary Grade</b>	<b>Authorized # of Positions 2016</b>	<b>Authorized # of Positions 2017</b>	<b>FTE Funded 2016</b>	<b>FTE Unfunded 2016</b>	<b>FTE Funded 2017</b>	<b>FTE Unfunded 2017</b>	<b>Change from 2016 to 2017</b>
Mayor	E	1	1	1.00		1.00		
City Administrator	UG	1	1	1.00		1.00		
<b>Executive-Asst. Asst to the Mayor &amp; City Administrator</b>	<b>9</b>	<b>1</b>	<b>1</b>	<b>1.00</b>		<b>1.00</b>		<b>Job title and pay grade change approved by Common Council on 8/2/16</b>
<b>Total:</b>		<b>3</b>	<b>3</b>	<b>3.00</b>		<b>3.00</b>		

Department/Position

MUNICIPAL COURT		Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
Judge (PT)	E	1	1	1	0.63		0.63		
Sr-Admtn-Asst <b>Office Manager</b>	9	1	1	1	1.00		1.00		
Administrative Assistant	6	1	1	1	1.00		1.00		
Court Clerk	5	1	1	1	1.00		1.00		
Clerk-Typist-# <b>Clerical Asst.</b> (20 hrs/week)	4	1	1	1	0.50		0.50		
Bailiff	2	1	1	1	0.05		0.05		
Interpreter	1	1	1	1	0.05		0.05		
Total:			7	7	4.23		4.23		

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
<b>Administration</b>								
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	6	1	1	0.63		0.63		
Administrative-Teelineleian Administrative Asst.	6	1	2	1.00		2.00		
Account-Clerk-H. Account Clerk (20 hrs/wk)	5	1	1	0.52		0.52		Update funding level
Customer Service Specialist	4	3	2	2.63		1.63		1 CSS reassessed to Admin Asst
<b>Total:</b>		9	9	7.78		7.78		
Seasonal/Limited Term		2	2	0.09		0.09		
<b>Grounds Maintenance Division</b>								
Grounds Supervisor	11	1	1	1.00		1.00		
Grew-Leader Assistant Supervisor	9	1	1	1.00		1.00		
Stockroom/Greeds-Maint Stockroom Attendant	4	1	1	1.00		1.00		
Maintenance	5	5	5	9.00	1.00	9.00	1.00	
Horticulture	4	3	3	0.00		0.00		Reclassified to Grounds Maintenance
Gardener	4	3	3	0.00		0.00		Reclassified to Grounds Maintenance
<b>Total:</b>		14	14	12.00	1.00	12.00	1.00	
Seasonal/Limited Term		23	24	5.60		5.85		1 Seasonal Grounds Maintenance position added
<b>Building Maintenance Division</b>								
Building Supervisor	11	1	1	1.00		1.00		
Grew-Leader Assistant Supervisor	9	1	1	1.00		1.00		
Maintenance	5	2	2	2.00		2.00		
Maintenance Specialist	7	2	2	2.00		2.00		
Gardener-Custodian	3	1	1	0.50		0.50		.50 Maintenance position was moved to Custodian
<b>Total:</b>		7	7	6.50		6.50		
Seasonal/Limited Term		8	8	1.30		1.30		
<b>Recreation Division</b>								
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	0.63		0.63		
Sports Coordinator	10	1	1	0.57		0.57		
Volunteer Coordinator	9	1	1	0.50		0.50		
Special Event Coordinator	9	1	1	1.00		1.00		
SPARS Coordinator	10	1	1	0.63		0.63		Hours increased from 20 to 40 per week
Before & Afterschool Program Coordinator	10	1	1	0.63		0.63		Hours increased from 20 to 25 per week
<b>Total:</b>		9	9	6.96		6.96		Hours increased from 20 to 25 per week - 2017
Seasonal/Limited Term		347	347	95.10		35.10		
<b>Forestry</b>								
Grew-Leader Forestry Supervisor	11	1	1	1.00		1.00		
Assistant Supervisor	9	1	1	1.00		1.00		Senior Arborist reclassified to Asst. Supervisor
Mechanic	6	1	1	1.00	1.00	1.00	1.00	
Arborist	6	8	8	7.00		7.00		
<b>Total:</b>		10	10	10.00	1.00	10.00	1.00	
Seasonal/Limited Term		2	2	0.22		0.22		
<b>Department Total (w/o Seasonal/Limited Term)</b>								
<b>Seasonal/Limited Term Total</b>		49	49	43.24	4.00	43.24	4.00	Includes Civic Band Members
<b>Seasonal/Limited Term Total</b>		457	457	42.31		42.56		

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
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	5	5	5.00		5.00		
Sergeant	14	8	8	8.00		8.00		
Community Relations Sgt.	14	1	1	1.00		1.00		
Detective	U	17	17	17.00		17.00		
Police Specialist	U	7	8	7.00		8.00		2 Patrol Officers currently Acting Detectives
Patrol Officer	U	75	75	75.00		75.00		9 Patrol Officers currently Acting Specialists-SRO added in 2017
Community Service Officers			2			0.35		2 PT positions approved year round - 14 hours per week
Dispatch Supervisor Emergency Comm Center S	12	1	1	1.00		1.00		
Dispatcher	7	15	15	15.00		15.00		
Parking Enf Agent-III Parking Enf Agt- Supr	8	1	1	1.00		1.00		
Parking Enforcement Agent-II	6	5	5	3.14		3.14		Agent I and II combined to Parking Enf Agent
Parking Agent-I		0	0	0.00		0.00		
Court Clerk		0	0	0.00		0.00		Title changed to Clerical Assistant
Administrative Assistant-II Office Manager	9	1	1	1.00		1.00		
Administrative Supervisor	13	1	1	1.00		1.00		
Clerk Typist-III Clerical Assistant	4	3	3	13.00	3.00	13.00	3.00	Clerk Typist and Steno positions combined to Clerical Asst.
Clerk Typist-II		2	2	0.00		0.00		
Clerk Steno-II		2	2	0.00		0.00		
Clerk Steno-I		6	6	0.00		0.00		
Custodian-III Building Maintenance Coord	7	2	2	1.00	1.00	1.00	1.00	
Total:		157	160	154.14	4.00	155.49	4.00	

Seasonal/Limited Term FTEs	2	2	2	0.50		0.50		Community Service Officers (non-sworn)
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Department/Position

LIBRARY	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
Director	17	1	1	1.00		1.00		
Deputy Director	14	0	0	0.00		0.00		Position eliminated
Assistant Library Director	13	1	1	1.00		1.00		
Head of Program Develop. & Comm. Engagement	12	1	1	1.00		1.00		
Librarian II	11	3	3	3.00		3.00		
Building & Operations Supervisor Head of Operations	11	1	1	1.00		1.00		New position created 7/15/16
Supervisor Circulation Services	11	1	1	1.00		1.00		
Information Technology Technician II (26 hrs/wk)	7	1	1	1.00		1.00		
Administrative Assistant Office Manager	9	1	1	1.00		1.00		
Confidential Bookkeeper Finance Analyst	8	1	1	1.00		1.00		
Librarian I	7	6	7	6.00		7.00		
Librarian I (26 hrs/wk)	7	1	0	0.65		0.00		Hours increased to 40 per week
Librarian I (20 hrs/wk)	7							
Librarian Associate I Library Associate	5	4	4	4.00		4.00		Lib Assoc I and II - combined
Librarian Associate II (26 hrs/week) Lib Assoc (25 hrs/wk)	5	3	3	1.88		1.88		
Librarian Associate II Library Associate (20 hrs/wk)	5	5	5	2.50		2.50		
Librarian Associate I Library Associate	5	0	0	0.00		0.00		Lib Assoc I and II - combined
Librarian Associate I Library Associate (20 hrs/wk)	5	0	0	0.00		0.00		
Library Assistant	2	3	3	3.00		3.00		
Library Assistant (20 hrs/wk)	2	10	10	5.00		5.00		
Custodian II Building Maintenance Coordinator	7	1	1	1.00		1.00		
Custodian I Custodian	3	1	1	1.00		1.00		
Custodian I Custodian (20 hrs/wk)	3	1	1	0.50		0.50		
Page/Shelvers (24 hrs/wk)	1	1	1	0.60		0.60		
Page/Shelvers (20 hrs/wk)	1	7	8	3.50		4.00		
Page/Shelvers (10 hrs/wk)	1	16	14	4.00		3.50		
Total:		70	69	44.63		44.98		

Department/Position

DEPARTMENT OF PUBLIC WORKS	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2015	FTE Unfunded 2015	FTE Funded 2017	FTE Unfunded 2017	Change from 2016 to 2017
<b>Administration</b>								
Director of Public Works	19	1	1	1.00		1.00		
GIS Coordinator	10	1	1	1.00		1.00		
Admin-Ass't Office Manager	9	1	1	1.00		1.00		
Account Clerk/Account Clerk	5	1	1	1.00		1.00		
Clerk-Typist/Clerical Assistant	4	1	1	1.00		1.00		
Custodian (City Hall)	3	1	1	1.00		1.00		
Custodian 16 hrs/week (City Hall)	3	1	1	0.40		0.40		PT Custodian not reflected in prior years
Municipal Parking Supervisor	3	1	1	1.00		1.00		
Municipal Parking Clerk	2	1	1	1.00		0.72		Hours reduced
Custodian (Parking Ramp)	3	1	0	0.63		0.00		Incumbent retiring Aug 2016, replaced by contracted services
<b>Total:</b>		10	9	9.03		8.12		
<b>Engineering Division</b>								
City Engineer	17	1	1	1.00		1.00		
Engineer III	12	4	4	3.00	1.00	3.00	1.00	
Engineer II	11	4	4	3.00	1.00	3.00	1.00	
Engineer I	9	1	1	1.00		1.00		
Eng-Tech-IV Eng Tech Supervisor	10	3	3	2.00		2.00		
Eng-Tech-IV Sr Eng Tech	8	3	3	3.00		3.00		
Eng-Tech-IV Solid Waste Coord.	10	1	1	1.00		1.00		[3] Eng Tech IV reclassified to Solid Waste Coord. Tech III and II combined to Eng Tech
Engineer-Tech-III Eng Tech	6	3	3	3.00		3.00		
Engineer-Tech-II	2	2	2	0.00		0.00		
Engineer-Tech-I	0	0	0	0.00		0.00		
Project Engineer	UG	1	1	0.80		0.80		
<b>Total:</b>		23	23	17.80	2.00	17.80	2.00	
<b>Seasonal/Limited Term</b>								
Transit System Utility Division								
Transit Director Manager	14	1	1	1.00		1.00		
<b>Total:</b>		1	1	1.00		1.00		
<b>Waste Water Treatment Plant</b>								
Superintendent 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		
Pretreatment Coordinator	10	1	1	1.00		1.00		
Lab-Tech Pretreatment/Lab Tech	7	2	2	2.00		2.00		
Pretreatment Sampling Tech	7	1	1	1.00		1.00		
Operator	7	13	13	13.00		13.00		
Engineer II	11	1	1	1.00		1.00		
Liftstation Maintainer	7	2	2	2.00		2.00		
Stockroom Attendant	5	1	1	1.00		1.00		
Admin-Tech Admin. Assistant	6	1	1	1.00		1.00		
SCADA Tech	9	1	1	1.00		1.00		
<b>Total:</b>		25	25	25.00		25.00		
<b>Seasonal/Limited Term</b>								
Streets Division								
Superintendent	15	1	1		1.00		1.00	
Asst-Clerk/Asst Clerk (80 hrs/wk)	5	1	1	0.75		0.75		
Supervisor	12	3	3	3.00		3.00		
Crew Leader	8	2	2	3.00	1.00	3.00	1.00	
Mech-Welder Mechanic/Welder	6	2	2	8.00		8.00		Mechanics & Welder combined to Mechanics/Welder
Mechanic	6	6	6	0.00		0.00		
Traffic Signal Maintenance	5	4	4	4.00		4.00		
Office-Stockroom Attendant	5	1	1	1.00		1.00		
Motor-Eq-Op-IV Heavy Eq Operator	7	2	2	6.00		6.00		
Motor-Eq-Op-III	4	4	4	0.00		0.00		
Motor-Eq-Op-IV Heavy Eq Operator	6	26	26	25.00	1.00	25.00	1.00	MEO III & IV combined to Heavy Equipment Operator
Motor-Eq-Op-III Laborer	5	1	1	0.00		0.00		
Mechanics Helper	4	1	1	1.00		1.00		
<b>Total:</b>		53	53	51.75	3.00	51.75	3.00	
<b>Seasonal/Limited Term</b>								
Recycling Center								
Drop Off Center Monitors	1	7	7	1.30		1.30		
<b>Department Total (w/o Seasonal)</b>		112	111	104.58	5.00	109.67	5.00	
<b>Seasonal Total</b>		14	14	5.35		5.35		

Department/Position

Department/Position	Salary Grade	Authorized # of Positions 2016	Authorized # of Positions 2017	FTE Funded 2016	FTE Unfunded 2016	FTE Funded 2017	FTE Unfunded 2017	Change from 2015 to 2016
General Manager	NU	1	1	1.00		1.00		
Human Resource Assistant	NU							
Assistant Manager/HR Administrator	NU	1	1	1.00		1.00		
Executive Administrative Assistant	NU	1	1	0.50		0.50		Full time to part time
Administrative Services Manager	NU	1	1	1.00		1.00		
Customer Service Assistant	NU	1	1	1.00		1.00		
Operations Support Person	NU							
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		
Technical Services Manager	NU	1	0	1.00		0.00		Position eliminated in 2017
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		
Utility Helper	NU							
Water Supply Operator II	NU	2	2	2.00		2.00		
Water Supply Operator I	NU	2	2	2.00		2.00		
System Maintenance Supervisor	NU	2	2	2.00		2.00		
Field Services Assistant	NU							
Water Resource Assistant	NU							
Distribution Operator I	NU	4	4	4.00		4.00		
Facilities Locator	NU	1	1	1.00		1.00		
Meter Service Worker	NU	2	2	2.00		2.00		
Distribution Operator II	NU	2	2	2.00		2.00		
Meter Repairer	NU							
Meter Service Technician	NU							
Customer Relations Assistant	NU	1	1	1.00		1.00		
Utility Engineer	NU	1	1	1.00		1.00		New position in 2016
<b>Total:</b>		<b>30</b>	<b>29</b>	<b>29.5</b>		<b>28.5</b>		