

OVERVIEW

The personnel section of the city budget consists of two sections. The first section is a personnel summary that lists the number of positions approved in each department through the budget process in the prior 2 years, the current year and the need for new positions as projected by department heads for the next 2 years. A citywide position count is also listed. Elected officials are not listed as they are not full time employees of the city and their hours vary significantly.

The second section is the position classification plan, which is a listing of employee positions by department, by title, and salary or hourly rate for the current budget year and for the previous budget year. Most of the positions listed are unionized with the exception of 17 of the department head positions. Listed salaries do not include overtime or midyear pay changes.

For fiscal year 2002, department heads requested 11 new full time positions and one new part time position: 2 Ambulance and 2 Central Fire Station (Fire Department), 2 patrolmen and 1 police dispatcher/data entry clerk (Police Department), 1 City Hall Custodian (Building Maintenance), 1 Engineering Technician and 1 Transfer Station Operator (public Works Department), and 1 Information Technology Coordinator (Finance Department). It was also requested for an additional part time secretary for the Parks and Recreation Department.

The City Administrator and City Council reviewed the requests and after consultation with all department heads trimmed the requests to five full time positions and 1 part time position. Positions approved in the budget are: 2 patrolmen, 1 police dispatcher/data entry clerk, 1 Transfer Station Operator, 1 Custodian and the part time Recreation secretary.

Personnel Summary

Department	Position(s)	Staffing					
		2000	2001	2002	2003	2004	2005
Administration - 102	Executive Secretary	1					
	City Administrator	1					
	PersonelSecretary	0.5	1				
Finance – 103	Finance Director	1					
	Tax Collector	1					
	Asst. Finance Director	1					
	Account Rec. Clerk	1					
	Payroll Clerk	1					
	Billing Clerk	1					
	Information Technology (IT) Director				1		
	IT Assistant Director				1		
	IT Officer					1	
City Clerk – 104	Deputy City Clerk (GA)	1					
	City Clerk	1					
	Clerk	2.5					
Assessor's – 105	Admin. Asst.	1					
	Tax Assessor	1					
	Clerk	1					
Code Enforcement - 206	Admin. Asst.	1					
	Building Inspector	1					
	Asst. Code Enf.	1					
	Electrical Inspector	20 hrs	25 hrs				
	Custodian	25hrs		1			
Planning – 208	Economic Dev. Dir	1					
	City Planner'	1					
	Secretary	1					
Total City Hall		22	22.5	23.5	25.5	26.5	26.5
Police – 201	Dispatcher	8	1	1			
	Deputy Police Chief	1					
	Police Sergeant	5					
	Court Officer	1					
	Patrolman	17		2			
	Police Chief	1					
	Police Corporal	3					
	Detective	2	1				
	Secretary	1					
Total Police		39	41	44	44	44	44
Fire Department - 202	Deputy Fire Chief	2					
	Captain Fire	4					
	Fireman/EMT	16			4	4	
	Lieutennant	4					
	Chief	1					
	Secretary	1					
Total Fire		28	28	28	32	36	36
Public Works – 300	Director of PW	1					
	Admin. Asst.	1					

	Secretary		0.5				
	Engineer	1					
	Engineer Tech				1		
	Laborer	4			1		
	Forman	3	1				
	Truck Driver	12			2	2	
	Heavy Equip. Oper	1					
	Light Equip. Oper	1					
	Transfer Station Oper			1			
	Maint. Clerk	1					
	Garage Foreman	1					
	Mechanic	3	1				
Total Public Works		29.0	31.5	32.5	36.5	38.5	38.5
Parks & Recreation	Park Laborer	1					
	Foreman	1					
	Program Leader	1					
	602 Park/Rec Dir.	1					
	Secretary	25 hrs		.5			
	Park/Rec Tech	1				1	
Total Parks & Rec.		5	5	5.5	5.5	6.5	6.5
Wastewater TP - 3100	Superintendent	1					
	Mechanic	2					
	Operator	2					
	Lead Operator						
	Admin. Asst.	1					
	Clerk	0.5					
	Technician	1					
	Chief Operator	1					
	Mechanic	1					
	Mechanic 2					1	
	Instrumentation Specialist					1	
Total Wastewater		9.5	9.5	9.5	11.5	11.5	11.5
Total All Departments		132.5	137.5	143	155	163	163

EMPLOYEE WAGES-FY 2002 BUDGET

Department	Position	Current Wage Rate	Proposed Wage Rate
Administration - 102	Personnel Secretary	\$1,447.50	\$1,512.64
	City Administrator	\$2,575.00	\$2,652.25
	Executive Secretary	\$1,118.92	\$1,169.27
	Finance Director	\$2,216.51	\$2,316.25
Finance - 103	Account Rec. Clerk	\$8.97	\$10.64
	Asst. Finance Director	\$16.02	\$16.95
	Tax Collector	\$18.46	\$19.53
	Payroll Clerk	\$15.45	\$16.35
	Technology Director	\$0	\$1,538.46
	Billing Clerk	\$9.41	\$10.64
City Clerk - 104	Deputy City Clerk	\$16.07	\$17.00
	Clerk	\$8.99	\$10.22
	Clerk	\$8.99	\$10.22
	City Clerk	\$1,617.43	\$1,690.21
Assessor's - 105	Admin. Asst.	\$16.48	\$17.44
	Tax Assessor	\$1,955.06	\$2,068.45
	Clerk	\$8.99	\$10.22
Dispatch-200	Dispatcher	\$12.61	\$13.34
	Dispatcher	\$11.97	\$12.66
	Dispatcher	\$13.43	\$14.21
	Dispatch/Data clerk	\$11.80	\$12.48
	Dispatcher	\$14.23	\$15.06
	Dispatcher	\$13.96	\$14.77
	Dispatcher	\$11.80	\$12.48
	Dispatcher	\$11.80	\$12.48
	Dispatcher	\$13.43	\$14.21
	Dispatcher	\$13.43	\$14.21
Police - 201	Deputy Police Chief	\$2,032.91	\$2,124.39
	Police Sergeant	\$19.16	\$20.27
	Court Officer	\$16.11	\$17.04
	Patrolman	\$16.80	\$17.77
	Patrolman	\$17.21	\$18.21
	Patrolman	\$17.11	\$18.10
	Police Sergeant	\$19.52	\$20.65
	Police Sergeant	\$19.26	\$20.38
	Police Chief	\$2,388.27	\$2,495.74
	Patrolman	\$16.80	\$17.77
	Police Sergeant	\$19.69	\$20.83
	Police Corporal	\$18.43	\$19.50
	Police Corporal	\$19.26	\$20.38
	Patrolman	\$16.80	\$17.77
	Patrolman	\$16.80	\$17.77
	Patrolman	\$15.57	\$16.47
Patrolman	\$16.80	\$17.77	
Police Corporal	\$18.53	\$19.60	

	Detective	\$17.79	\$18.82
	Patrolman	\$16.48	\$17.44
	Patrolman	\$15.57	\$16.47
	Police Corporal	\$18.08	\$19.13
	Secretary	\$14.17	\$14.81
	Patrolman	\$16.27	\$17.21
	Patrolman	\$16.27	\$17.21
	Patrolman	\$15.57	\$16.47
	Patrolman	\$15.95	\$16.88
	Patrolman	\$15.95	\$16.88
	Patrolman	\$15.57	\$16.47
	Patrolman	\$15.57	\$16.47
	Detective	\$16.86	\$17.84
	Patrolman	\$15.57	\$16.47
	Patrolman	\$15.57	\$16.47
	Patrolman	\$15.61	\$16.52
Fire Department - 202	Deputy Fire Chief	\$1,973.11	\$2,061.90
	Captain Fire	\$16.32	\$17.27
	Deputy Fire Chief	\$1,973.11	\$2,061.90
	Fire Chief	\$2,227.59	\$2,327.83
	Captain Fire	\$16.02	\$16.95
	Fireman	\$14.71	\$15.56
	Captain Fire	\$16.02	\$16.95
	Fireman	\$13.66	\$14.45
	Fireman	\$14.31	\$15.14
	Fireman	\$14.06	\$14.87
	Fireman	\$14.80	\$15.66
	Fireman	\$14.06	\$14.87
	Fireman	\$14.71	\$15.56
	Captain Fire	\$16.42	\$17.37
	Fireman	\$13.24	\$13.94
	Fireman	\$13.24	\$13.94
Fire/Rescue -205	Fireman	\$14.06	\$14.87
	Fireman	\$14.06	\$14.87
	Fireman	\$13.49	\$14.27
	Fireman	\$13.79	\$14.59
	Fireman	\$13.49	\$14.27
	Secretary	\$12.19	\$12.90
	Fireman	\$13.49	\$14.27
	Fireman	\$13.24	\$14.01
	Fireman	\$13.41	\$14.19
	Fireman	\$13.41	\$14.19
	Fireman	\$13.50	\$14.28
	Fireman	\$13.24	\$14.01
	Fireman	\$14.06	\$14.87
	Fireman	\$13.41	\$14.19
	Fireman	\$13.24	\$13.94
	Fireman	\$13.24	\$13.94
Code Enforcement - 206	Admin. Asst.	\$16.80	\$17.77

	Building Inspector	\$1,806.64	\$1,911.43
	Asst. Code Enf.	\$1,396.87	\$1,459.73
Planning - 208	Economic Dev. Dir	\$1,971.33	\$2,060.04
	City Planner	\$1,749.46	\$1,828.19
	Secretary	\$11.64	\$12.32
Public Works - 300	Director of PW	\$2,272.39	\$2,374.65
	Admin. Asst.	\$1,084.65	\$1,133.46
	Engineer	\$1,538.46	\$1,607.69
	Engineering tech.	\$0	\$1,346.15
301	Laborer	\$11.20	\$11.85
	Forman	\$18.29	\$19.35
	Truck Driver	\$12.57	\$13.30
	Truck Driver	\$12.57	\$13.30
	Truck Driver	\$12.52	\$13.25
	Foreman	\$16.08	\$17.01
	Heavy Equip. Oper	\$15.04	\$15.91
	Truck Driver	\$12.52	\$13.25
	Truck Driver	\$12.52	\$13.25
	Truck Driver	\$12.52	\$13.25
	Truck Driver	\$12.52	\$13.25
	Truck Driver	\$12.29	\$13.00
	Truck Driver	\$12.29	\$13.00
	Light Equip. Oper	\$14.76	\$15.62
	Truck Driver	\$12.83	\$13.57
	Truck Driver	\$11.81	\$12.49
302	Truck Driver	\$11.81	\$12.49
	Supervisor	\$16.08	\$17.01
	Laborer	\$10.88	\$11.51
303	Foreman	\$15.17	\$16.05
	Operator	\$10.88	\$11.51
	Transfer Station Oper	\$0	\$10.88
305	Truck Driver	\$15.78	\$16.70
	Laborer	\$10.88	\$11.51
308	Maint. Clerk	\$13.99	\$14.80
	Mechanic	\$14.92	\$15.79
	Foreman	\$1,369.36	\$1,430.98
	Mechanic	\$14.92	\$15.79
	Mechanic	\$14.92	\$15.79
	Mechanic	\$14.92	\$15.79
601	Park Laborer	\$11.84	\$12.53
	Foreman	\$15.89	\$16.81
	Program Leader	\$10.88	\$11.51
602	Park/Rec Dir.	\$1,877.81	\$1,962.31
	Park/Rec Tech	\$13.09	\$13.85
Wastewater TP - 3100	Superintendent	\$2,180.34	\$2,278.46
	Mechanic	\$10.00	\$10.45
	Admin. Asst.	\$13.91	\$14.72
	Chief Operator	\$20.16	\$21.33
	Mechanic	\$16.66	\$17.41

