CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 09/10/13

Subject: Approval of Schedule of Authorized Positions and revised Job Descriptions

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REQUEST:
The Human Resources Department requests that the Gautier City Council approve the attached Schedule of Authorized Positions and modified job descriptions.

BACKGROUND:
Prior the start of FY2014, the Gautier City Council must approve a Schedule of Authorized Positions. This approval is required at the start of each budget year and any time during the year that changes are made to the Schedule.

DISCUSSION:
The attached Schedule of Authorized Positions and modified job descriptions require council approval prior to the start of FY2014. Revisions to the Schedule of Authorized Positions needing approval are:

1. Police Records Clerk changed from Grade 7 to Grade 8. The salary for this position will remain the same. The position is currently vacant and the grade change is for parity as this is the lowest grade in the city, save one. No financial impact.

2. Police and Fire Department Administrative Assistants title changed to Executive Assistant. The title change is for position parity interdepartmentally. No financial impact.

3. Remove the City Attorney from the Schedule of Authorized Positions as a part-time employee.

4. Public Works Field Supervisor will only be funded through January 31, 2014 as notated on the Schedule. (Due to retirement)

5. The planning technician job description is being revised to change who the position directly reports to on the job description. This position is currently reporting to the Grants and Project Manager and should be reporting directly to the Department Director. No financial impact.

There are no other changes to this Schedule of Authorized Positions and no financial impact to the city from any of the changes.

RECOMMENDATION:
Mississippi Code Annotated 21-9-45 establishes that the City Council may authorize positions upon recommendation of the City Manager. The City Manager recommends approval of the attached Schedule of Authorized Positions and revised job descriptions.

ATTACHMENT(S):
Schedule of Authorized Positions
Organizational Chart
Executive Assistant (Police Chief) Job Description
Executive Assistant (Fire Chief) Job Description
Records Clerk Job Description
Planning Technician Job Description

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

RESOLUTION NUMBER 000-2013

A RESOLUTION APPROVING THE SCHEDULE OF AUTHORIZED POSITIONS AND ORGANIZATION CHART

WHEREAS, it is the desire of the Mayor and Council to approve the FY 2014 Schedule of Authorized Positions and Organizational Chart on September 17, 2013 as presented by the City Manager in accordance with Mississippi Code of 1972 Section 21-9-45.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GAUTIER, MISSISSIPPI, THAT:

SECTION 1. The schedule of authorized funded full-time, part-time, and reserve positions listed below is hereby adopted, as amended.

CITY OF GAUTIER
FY 2014
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
JUDICIAL					
City Judge	N/A	N/A		1	
~~City Attorney~~	~~N/A~~	~~N/A~~		~~1~~	
Total Funded				**~~2~~ 1**	
Total Non-Funded					
EXECUTIVE DEPT					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			**2**		
Total Non-Funded					
FINANCE DEPT					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			**3**		
Total Non-Funded					
HUMAN RESOURCES DEPT					
Director	2080	21	1		
HR Generalist	2080	10	1		
Custodian	2080	6	1		
Multi-Craft Maintenance Worker	2080	10	1		

Fleet Maintenance					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			**6**		
Total Non-Funded					
CITY CLERK DEPT					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
Court Division					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			**6**		
Total Non-Funded					
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
POLICE DEPT					
Police Chief	2080	22	1		
~~Admin Asst.~~ Executive Assistant	2080	9	1		
CID					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	3		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	~~7~~ 8	1		
Patrol					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
Traffic/Admin					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	13	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			**~~51~~ 50**	**4**	**21**
Total Non-Funded					

** Probationary officer 9
Certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
FIRE DEPT					
Fire Chief	2080	22	1		
Fire Marshal	2080	15	1		
~~Admin Asst.~~ Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	18		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			**30**	3	
Total Non-Funded					

*** Probationary firefighter 9
Firefighter 10
**** PT Firefighters ($10.00/hr.)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
~~Administrative Bookkeeper~~	~~2080~~	~~10~~	~~1~~		
Planning Tech	2080	11	1		
Administrative Clerk	2080	8	1		
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Code Enforcement Officer	2080	10	1		
~~Planning Tech~~	~~2080~~	~~11~~	~~1~~		
Animal Control/ Code Enforcement Officer	2080	9	1		
Neighborhood Improv Coord	2080	10	unfunded		
Cultural Services					
Cultural Services Manager	2080	14	1		
Administrative Bookkeeper	2080	10	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Equip Operator	2080	8	1		
Total Funded			**13**		
Total Non-Funded			**1**		

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
PUBLIC WORKS DEPT					
Utility Services					
Division Manager	2080	14	1		
Field Supervisor *	2080	13	1		
Total Funded			**2**		
Total Non-Funded					

* Field Supervisor budgeted through Jan. 31, 2014

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		~~2~~ 1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	50	4	21
Non-Funded			
Fire Dept: Funded	30	3	
Econ Dev Dept: Funded	13		
Public Works Dept: Funded	2		
Non-Funded	1		
Total	**112**	**~~9~~ 8**	**21**
Total Non-Funded	**1**		

SECTION 2. The City Manager is authorized and encouraged to supplement authorized personnel strength with voluntary workers, community service workers, and prisoners labor from any available source.

SECTION 3. The City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by BLANK seconded by BLANK and the following vote was recorded:

AYES:

NAYS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

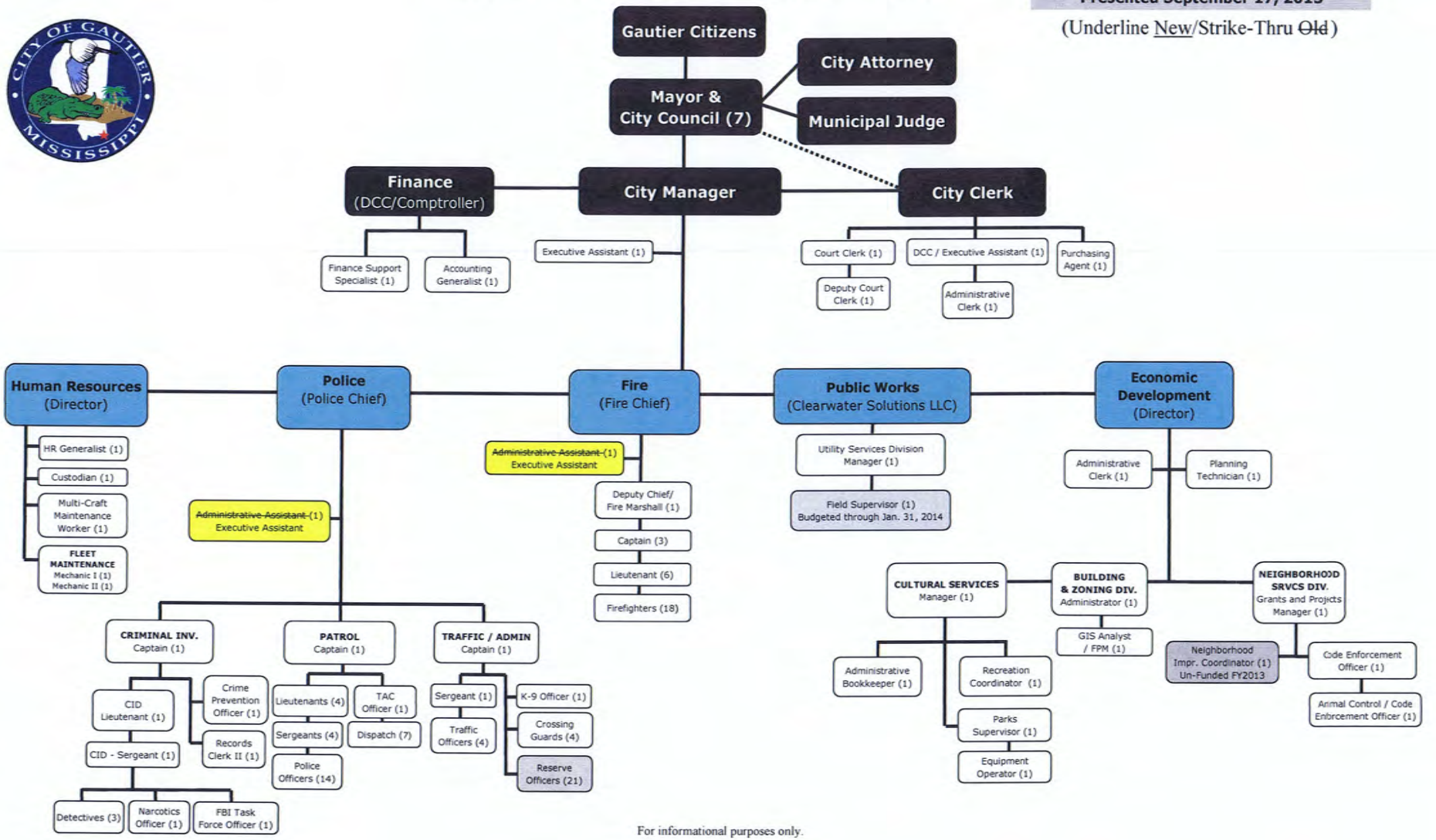
BLANK by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 17, 2013.

CITY OF GAUTIER ORGANIZATION CHART

FY 2013 - 2014

Presented September 17, 2013

(Underline New/Strike-Thru ~~Old~~)



For informational purposes only.

~~ADMINISTRATIVE ASSISTANT~~ EXECUTIVE ASSISTANT
(Police Department)

Department:	Police Department	**Pay Grade:**	09 (Schedule 2080)
Reports To:	Police Chief	**Exempt (Y/N):**	N
Competitive (Y/N):	Y		

SUMMARY:

Employ in this class performs secretarial tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment and discretion is expected as experience is gained. Work is subject to general supervision and is usually reviewed for content, accuracy and adherence to established standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Acts as receptionist and performs routine secretarial functions for a superior; meets the public, provides information, takes messages, schedules appointments, reserves accommodations, transmits orders and instructions with the authority of a superior; and relieves a superior of varied and routine details.
- Prepares purchase requisitions for the department.
- Answers a variety of inquiries from citizens and employees, in person, by letter and by telephone, on City services; on policies and procedural matters.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Types forms, letters, memorandum, reports, tabulations, statements and other materials from rough draft or detailed instructions.
- Checks, spelling, punctuations, grammar, format, etc. in draft or final form.
- Prepares budget estimates; assists in controlling expenditures of departmental operations.
- Assists in the development and maintenance of departmental policies and procedures, rules and regulations.
- Implements policies and procedures approved by department director.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Performs special projects and other duties as assigned by the Department Head.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to write professional reports and correspondence.
- Ability to post entries from supporting documents to ledgers, journals and other computer files/software and make mathematical computations rapidly and accurately.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to operate standard office equipment and must possess strong Microsoft Office skills, specifically in Word, Excel.
- Knowledge of occupational hazards involved in the work place and the proper safety precautions for the safe performance of the job.
- Must be able to come to work promptly and regularly.
- Must be able to work under stress and deadlines.
- Must be able to concentrate and perform accurately.
- Must be able to react to change productively and to handle other tasks as assigned.