

**CITY OF GAUTIER  
Business Item #7  
Fact Sheet**

Council Meeting:  
Title:

February 4, 2014  
Approval of a revised Schedule of Authorized  
Positions

Introduced by:  
Contact Person/Telephone

Jason Pugh 497-8000 Ext. 308

Summary Explanation: Approval of a revised Schedule of Authorized Positions

**EXHIBITS FOR REVIEW**

Resolution	<input checked="" type="checkbox"/>
Ordinance	<input type="checkbox"/>
Contract	<input type="checkbox"/>
Minutes	<input type="checkbox"/>
Plan Maps	<input type="checkbox"/>
Order	<input type="checkbox"/>
Other	<input type="checkbox"/>
Submittal Authorization	City Manager

Staff Recommendation:

Approval

<b>Motion Made by:</b>													
Gollott	<input type="checkbox"/>	Martin	<input type="checkbox"/>	Jones	<input type="checkbox"/>	Guillotte	<input type="checkbox"/>	Vaughan	<input type="checkbox"/>	Anderson	<input type="checkbox"/>	Colledge	<input type="checkbox"/>

<b>Second Made by:</b>													
Gollott	<input type="checkbox"/>	Martin	<input type="checkbox"/>	Jones	<input type="checkbox"/>	Guillotte	<input type="checkbox"/>	Vaughan	<input type="checkbox"/>	Anderson	<input type="checkbox"/>	Colledge	<input type="checkbox"/>

Voted as follows:		Ayes	Nays	Abstained	Absent
Mayor	Gollott	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Large	Martin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward 1	Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward 2	Guillotte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward 3	Vaughan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward 4	Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward 5	Colledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Taken:

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

**RESOLUTION NUMBER 000-2014**

**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 February 4, 2014 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)
<b><u>JUDICIAL</u></b>					
City Judge	N/A	N/A		1	
<b>Total Funded</b>				<b>1</b>	
<b>Total Non-Funded</b>					
<b><u>EXECUTIVE DEPT</u></b>					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
<b>Total Funded</b>			<b>2</b>		
<b>Total Non-Funded</b>					
<b><u>FINANCE DEPT</u></b>					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
<b>Total Funded</b>			<b>3</b>		
<b>Total Non-Funded</b>					
<b><u>HUMAN RESOURCES DEPT</u></b>					
Director	2080	21	1		
HR Generalist	2080	10	1		
Custodian	2080	6	1		
Multi-Craft Maintenance Worker	2080	10	1		

<b>Fleet Maintenance</b>					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
<b>Total Funded</b>			<b>6</b>		
<b>Total Non-Funded</b>					
<b>CITY CLERK DEPT</b>					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
<b>Court Division</b>					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
<b>Total Funded</b>			<b>6</b>		
<b>Total Non-Funded</b>					
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<b>POLICE DEPT</b>					
Police Chief	2080	22	1		
Executive Assistant	2080	9	1		
<b>CID</b>					
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	8	1		
<b>Patrol</b>					
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		
<b>Traffic/Admin</b>					
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
<b>Total Funded</b>			<b>50</b>	<b>4</b>	<b>21</b>
<b>Total Non-Funded</b>					

\*\* 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)
<b>FIRE DEPT</b>					
Fire Chief	2080	22	1		
Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	<del>48</del> 24		
P/T Firefighters ****	N/A	N/A		3	
<b>Total Funded</b>			<b>30</b> 36	3	
<b>Total Non-Funded</b>					

\*\*\* 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)
<b>ECONOMIC DEV DEPT</b>					
Director	2080	22	1		
Planning Tech	2080	11	1		
Administrative Clerk	2080	8	1		
<b>Building &amp; Zoning</b>					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
<b>Neighborhood Services</b>					
Grants and Projects Manager	2080	13	1		
Code Enforcement Officer	2080	10	1		
Animal Control/ Code Enforcement Officer	2080	9	1		
Neighborhood Improv Coord	2080	10	unfunded		
<b>Cultural Services</b>					
Cultural Services Manager	2080	14	1		
Administrative Bookkeeper	2080	10	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Equipment Operator-Grounds and Maintenance Operator	2080	8	4 2		
<b>Total Funded</b>			<b>13</b> 14		
<b>Total Non-Funded</b>			<b>1</b>		

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<b>PUBLIC WORKS DEPT</b>					
<b>Utility Services</b>					
Division Manager	2080	14	1		
Field Supervisor *	2080	13	4		
<b>Total Funded</b>			<b>2</b> 1		
<b>Total Non-Funded</b>					

\* 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		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	<del>30</del> 36	3	
Econ Dev Dept: Funded	<del>13</del> 14		
Public Works Dept: Funded	<del>2</del> 1		
Non-Funded	1		
<b>Total</b>	<b>442 118</b>	<b>8</b>	<b>21</b>
<b>Total Non-Funded</b>	<b>1</b>		

**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 February 4, 2014.