CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 08/27/14

Subject: Approval of Schedule of Authorized Positions for FY 2015.

REQUEST:
The Human Resources Department requests council approval of the Schedule of Authorized Positions for FY 2015.

DISCUSSION:
The attached Schedule of Authorized Positions reflects the current list of funded and unfunded positions for the City of Gautier for the start of FY2015.

The major changes for this year are:

Economic Development Department
(1) Cultural Services Manager – No funding approved for FY2015
(1) Grounds and Maintenance Operator – No Funding approved for FY2015

Police Department
(1) Traffic Officer – Unfunded. Funding for this position has been either/or for the K9 position. Funding is being diverted to fund the new K9 officer.
(1) Detective – Unfunded. Funding for this position is being diverted to fund the Narcotics Officer. The Narcotics Officer was previously funded by a grant but that funding is no longer available.

Public Works
(1) Utility Services Division Manager – Position eliminated due to retirement.

FINANCIAL IMPACT:
Combined approximately $230,000

RECOMMENDATION:
The City Manager recommends the approval of the attached Schedule of Authorized Positions for FY2015.

City Council may:
1) Approve the Schedule of Authorized Positions as presented; or
2) Approve the Schedule of Authorized Postions with changes; or
3) Reject the Schedule of Authorized Positions as presented

ATTACHMENT(S):
Schedule of Authorized Positions
Organizational Chart

CITY OF GAUTIER
FY 2015
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	
Total Funded				**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		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6	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					

Approved by Council 09/02/14

	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		
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~~ 2		
Detective	2080	11/13	Unfunded (1)		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	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	10	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	~~4~~ 3		
Traffic Officer	2184	10	Unfunded (1)		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			**48**	**4**	**21**
Total Non-Funded			**2**		

** 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		
Deputy Fire Chief/Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	24		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			**36**	3	
Total Non-Funded					

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

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	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		
City Planner	2080	13	1		
Administrative Clerk	2080	8	1		
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	Unfunded (1)		
Code Enforcement Officer	2080	10	1		
Animal Control/ Code Enforcement Officer	2080	9	1		
Cultural Services					
Cultural Services Manager	2080	14	Unfunded (1)		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	Unfunded (1)		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	~~2~~ 1		
Grounds and Maintenance Oper	2080	8	Unfunded (1)		
Park Attendant *****	N/A	N/A		4	
Total Funded			~~12~~ 10	4	
Total Non-Funded			**4**		

***** PT Park Attendant ($7.25 per hour)

	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~~	Eliminated	
Total Funded			~~1~~		
Total Non-Funded			**0**		

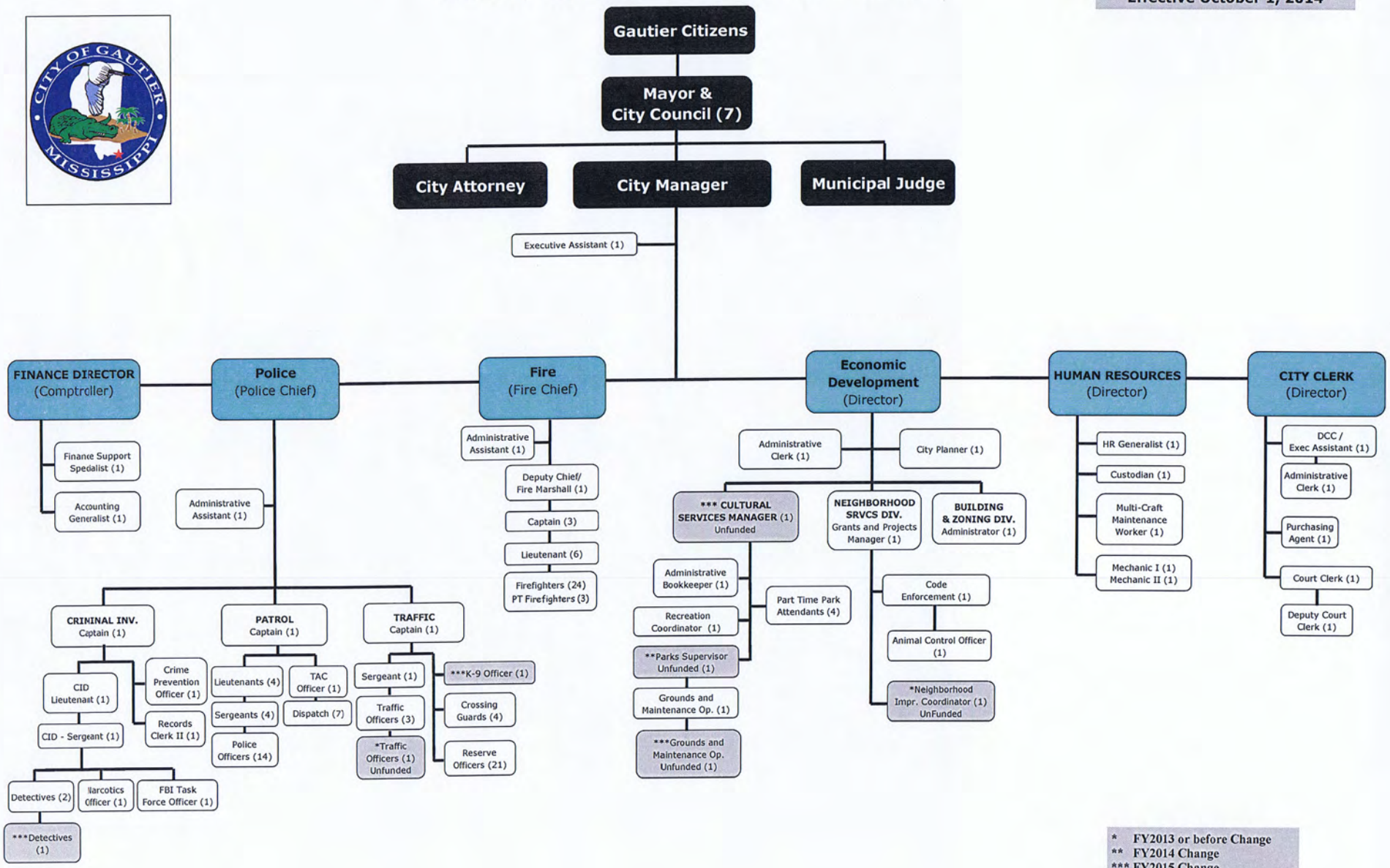
Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	48	4	21
Non-Funded	2		
Fire Dept: Funded	36	3	
Econ Dev Dept: Funded	~~12~~ 10	4	
Non-Funded	~~2~~ 4		
Public Works Dept: Funded	~~1~~ 0	Position Eliminated	
Total	**~~116~~ 111**	**12**	**21**
Total Non Funded	**6**		

Approved by Council 09/02/14

CITY OF GAUTIER ORGANIZATION CHART

FY 2015

Effective October 1, 2014



* FY2013 or before Change
** FY2014 Change
*** FY2015 Change