CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 12-10-14

Subject: Reorganization and creation of the Cultural Services Department with related Director grade change.

REQUEST:
Reorganization and creation of the Cultural Services Department.

DISCUSSION:
As per council request, the attached Schedule of Authorized Positions and Organizational Chart reflect the creation of a Cultural Services Department. This reorganization and creation of the Cultural Services Department has been previously discussed by council and is recommended by the City Manager.

All Directors are grade 21, except the two chiefs and the Economic Development Director/Civil Engineer who are grades 22.

FINANCIAL IMPACT:
No new financial impact. The positions being reorganized are currently budgeted for FY2015.

RECOMMENDATION:
The City Manager recommends the requested changes.

City Council may:
1) Approve the Reorganization and grade change as presented; or
2) Approve the Reorganization and grade change with changes; or
3) Reject the Reorganization and grade change 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 12/16/14

	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	13	1		
Detective Sergeant	2080	12	1		
Detective	2080	11	2		
Detective	2080	11	Unfunded (1)		
FBI Task Force Officer	2080	11	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	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)

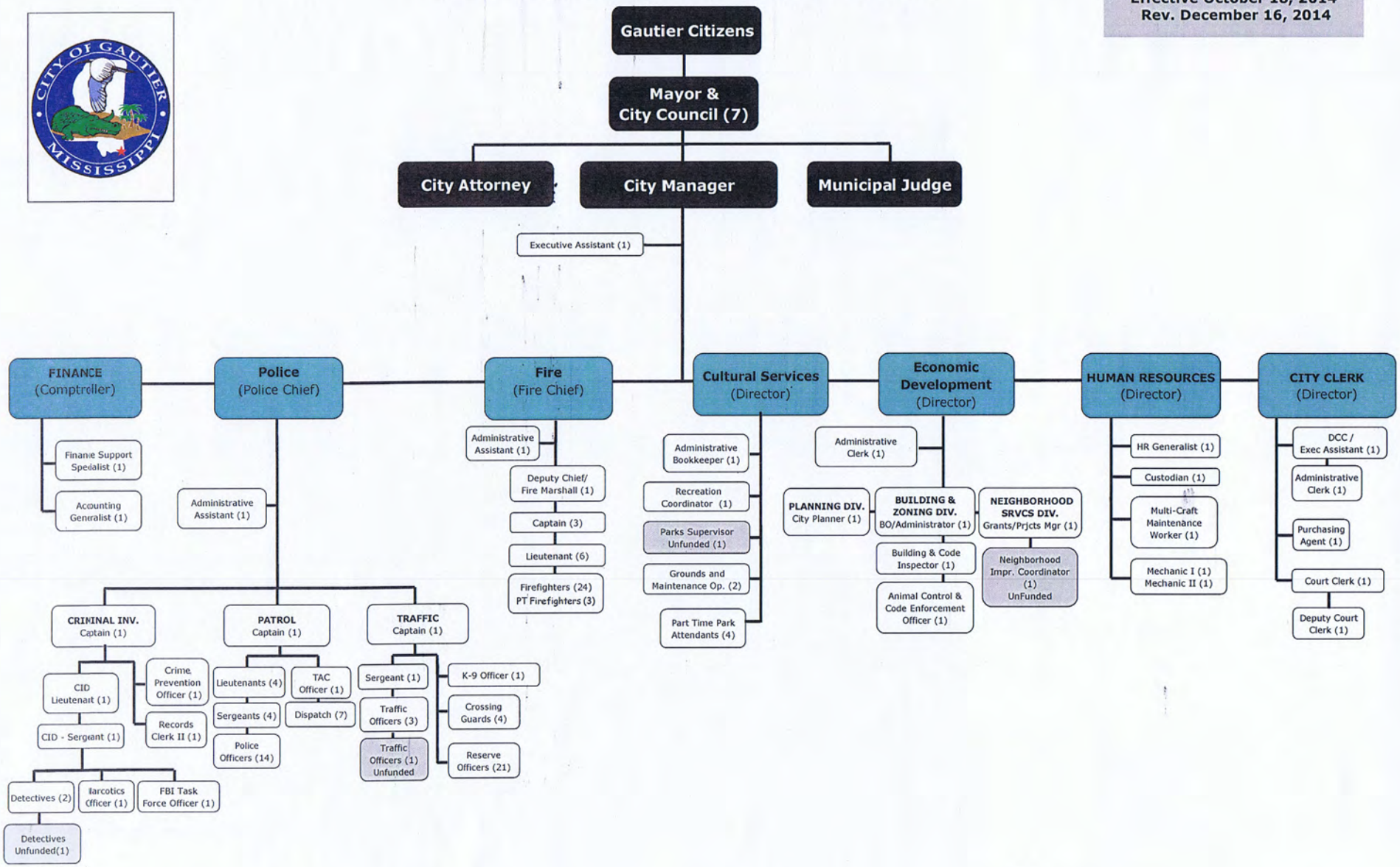
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
Administrative Clerk	2080	8	1		
Planning Division					
City Planner	2080	13	1		
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
Building & Code Inspector	2080	12	1		
Animal Control/Code Enforcement Officer	2080	9	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	Unfunded (1)		
Total Funded			**7**		
Total Non-Funded			**1**		
CULTURAL SERVICES DEPT					
Cultural Services Director	2080	21	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	Unfunded (1)		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	2		
Park Attendant *****	N/A	N/A		4	
Total Funded			**5**	**4**	
Total Non-Funded			**1**		

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

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	7	4	
Non-Funded	1		
Cultural Services Dept: Funded	5		
Non-Funded	1		
Total	**113**	**12**	**21**
Total Non Funded	**4**		

Approved by Council 12/16/14

CITY OF GAUTIER ORGANIZATION CHART

FY 2015

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