CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 06/10/15

Subject: Elimination of the City Planner position and creation of Administrative Clerk positions.

REQUEST:
The Human Resources Dept. requests council approval to eliminate the vacant City Planner position in the Economic Development/Planning Department and create one (1) full-time Administrative Clerk and one (1) part-time Administrative Clerk in the Economic Development/Planning Department. These position changes will be added to the Schedule of Authorized Positions.

DISCUSSION:
The Economic Development/Planning Department is operating below the required staffing levels to meet the needs of the public and immediate help in the department is needed. The City Planner position has been filled three (3) times in the past year and is currently vacant. Staff has reviewed the needs of the department and feels that administrative positions would provide the most help to the understaffed department to meet the demands of the public. The salary from the City Planner position would be used to fund the two (2) new positions.

FINANCIAL IMPACT:
None. The newly created positions will be funded by the salary from the City Planner position that is being eliminated.

RECOMMENDATION:
The City Manager recommends that the City Council approve the proposed changes.

City Council may:
1) Approve the request as presented; or
2) Approve the request with changes; or
3) Reject the request as presented

ATTACHMENT(S):
Revised Schedule of Authorized Positions
Revised Organizational Chart
New Job Description for a Part-Time Administrative Clerk

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 06/16/15

	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

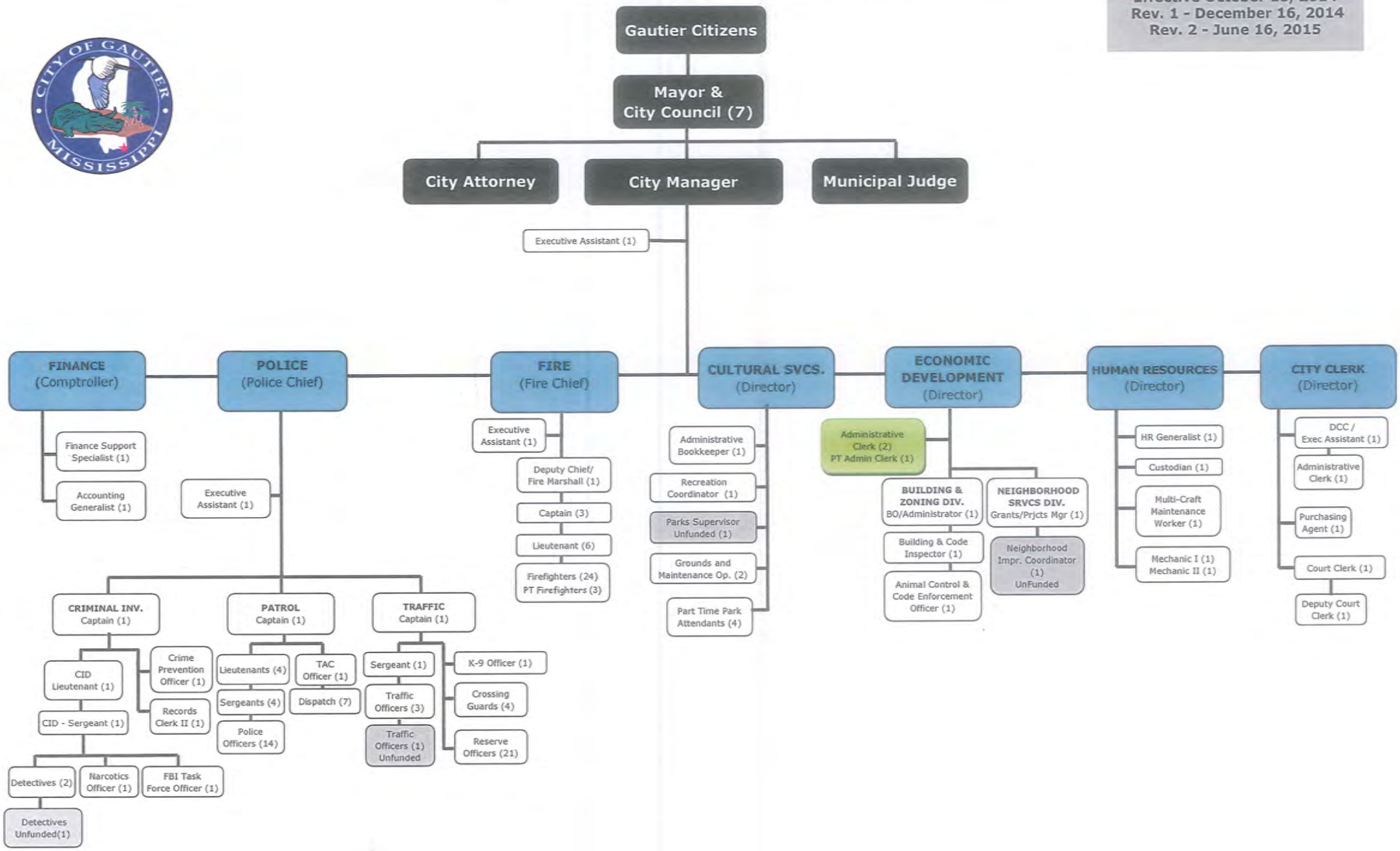
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
Administrative Clerk	2080	8	~~1~~ 2		
Administrative Clerk	N/A	N/A		1	
Planning Division					
~~City Planner~~	~~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**	1	
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**		

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	1	
Non-Funded	1		
Cultural Services Dept: Funded	5	4	
Non-Funded	1		
Total	**113**	**~~12~~ 13**	**21**
Total Non Funded	**4**		

CITY OF GAUTIER ORGANIZATION CHART

FY 2015

Effective October 18, 2014
Rev. 1 - December 16, 2014
Rev. 2 - June 16, 2015



ADMINISTRATIVE CLERK
(Part–Time)

Department:	Economic Development / Planning Department	**Pay Grade:**	$15.00 hour
Reports To:	Director of Economic Development / Planning	**Exempt (Y/N):**	N
Competitive (Y/N):	N		

SUMMARY:

This is clerical & technical work involving support to the Economic Development/Planning Department. Employee in this class performs tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and on 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 reviewed by the Director of Economic Development/Planning Department, through observation and evaluated on the basis of accuracy, and 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 meets the public, provides information, takes messages, schedules appointments, reserves accommodations, and relieves a superior of varied and routine details.
- Answers variety of inquiries from citizens and employees, in person, by letter, and by telephone, on City services; on policies; and procedural matters.
- Assist with issuance of licenses and permits.
- Types forms, letters, memorandum, reports, tabulations, statements, various card records, minutes, and other materials from rough draft, dictating machine, or detailed instructions.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Operates word processors, calculators, copying machines, typewriters, fax machine, and other office equipment.
- Checks spelling, punctuation, grammar, format, etc. in draft or final form.
- Performs clerical duties on a daily basis such as filing, copying, faxing, etc.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Knowledge of English, spelling, punctuation, grammar, and arithmetic; and modern office practices, procedures, systems, and equipment.
- Ability to communicate effectively in English both orally and in writing.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Ability to handle cash transactions, issue receipts, and balance deposits.
- Ability to meet and deal with people tactfully and courteously.
- Ability to take direction and work well with others.
- Ability to react to change productively and to handle other tasks as assigned.
- Ability to write reports and business correspondence.
- Skilled in operation of computers, calculators, typewriters, fax machines, copier, and other office machines.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to establish and maintain effective working relations as necessitated by work assignments.

- Ability to understand and follow oral and written instructions; and compose effective and accurate correspondence to transmit them.
- Skill in operating a computer.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is largely a sedentary role; however, some filing is required which would require the ability to lift files, open filing cabinets and bend or stand as necessary.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or (GED) equivalent. Two (2) years experience in general clerical work and customer service. An Associate's degree (A.A.) may be substituted for work experience. Must be proficient in Microsoft Excel and Microsoft Word.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.

CIVIL SERVICE MINIMUM QUALIFICATIONS:

N/A