

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 09/09/15
Subject: Approval of the Schedule of Authorized Positions for FY 2016

REQUEST:

Consideration of the Schedule of Authorized Positions for FY 2016.

DISCUSSION:

With the start of the budget year, the Gautier City Council must approve the Schedule of Authorized Positions for FY 2016. With this approval are the following changes. Pursuant to Mississippi Annotated Code 21-9-45, the Council may create or eliminate positions based upon the recommendation of the City Manager. The City Manager recommends the following revisions, based on the Council's proposed budget for FY2016.

Additions:

One (1) Police Officer (Unfunded)
One (1) Dispatcher (Unfunded)
Three (3) Firefighter Lieutenants (Unfunded)

Based on the proposed budget, the Council anticipates reviewing the funding of these positions on April 1, 2016.

Other Changes:

Unfund Part Time Administrative Clerk in the Economic Development Dept.
Unfund Administrative Bookkeeper in the Cultural Services Dept.
Fund the Parks Supervisor position in the Cultural Services Dept.
Change the Custodian grade from 6 to 7.

FINANCIAL IMPACT:

Additions:

One (1) Police Officer	\$51,688.00
One (1) Dispatcher	\$45,443.00
Three (3) Firefighter Lieutenants	\$174,198.00
(Funding to be scheduled upon Council Authorization)	

Changes:

Unfund Part Time Administrative Clerk in the Economic Development Dept.	(\$12,377.00)
Unfund Administrative Bookkeeper in the Cultural Services Dept.	(\$41,105.00)
Fund the Parks Supervisor position in the Cultural Services Dept.	\$43,683.00
Change the Custodian grade from 6 to 7.	\$2,702.00

RECOMMENDATION:

The City Manager recommends the requested changes for FY 2016. The five (5) new unfunded positions will be reviewed in six (6) months to determine if funding is available.

City Council may:

- 1) Approve the Schedule as presented; or
- 2) Approve the Schedule with changes; or
- 3) Reject the Schedule as presented

ATTACHMENT(S):

Schedule of Authorized Positions
Organizational Chart

CITY OF GAUTIER
FY 2016
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)
<u>JUDICIAL</u>					
City Judge	N/A	N/A		1	
Total Funded				1	
Total Non-Funded					
<u>EXECUTIVE DEPT</u>					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			2		
Total Non-Funded					
<u>FINANCE DEPT</u>					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			3		
Total Non-Funded					
<u>HUMAN RESOURCES DEPT</u>					
Director	2080	21	1		
HR Generalist	2080	10	1		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6 -7	1		
<i>Fleet Maintenance</i>					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			6		
Total Non-Funded					
<u>CITY CLERK DEPT</u>					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
<i>Court Division</i>					
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		
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		
Patrol Officer	*** 2184	9/10	Unfunded (1)		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
Dispatcher	*** 2184	7	Unfunded (1)		
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	4	1

** probationary officer 9
certified officer 10

*** Review on 04/01/16 for funding availability

	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		
Fire Lieutenant	*** 2496	9	Unfunded (3)		
Firefighters	** 2496	9/10	24		
P/T Firefighters	N/A	N/A		3	
Total Funded			36	3	
Total Non-Funded			3		

** Probationary Firefighter 9
Firefighter 10

*** Review on 04/01/16 for funding availability

	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	2		
Administrative Clerk (Part Time)	N/A	N/A		Unfunded (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	4	
Total Non-Funded			1	1	
CULTURAL SERVICES DEPT					
Cultural Services Director	2080	21	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Administrative Bookkeeper	2080	10	Unfunded (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 4		
Fire Dept: Funded	36	3	
Non-Funded	3		
Econ Dev Dept: Funded	7	4	
Non-Funded	1	1	
Cultural Services Dept: Funded	5	4	
Non-Funded	1		
Total	113	13-12	21
Total Non Funded	4 9	1	



CITY OF GAUTIER ORGANIZATION CHART

FY 2016

Effective October 1, 2015

