

### OVERVIEW

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This section provides information regarding approved personnel by department. It also includes department justifications for new personnel requests or reclassifications.

## PERSONNEL REQUEST

<b>Department: Administration/I.T. Division</b>		
<b>Request is for:</b> Systems Engineer - Database Assignment	<b>Grade</b> <u>41</u>	<b>Effective Date</b> <u>7/1/2010</u>
	<b>Addition</b> <input type="checkbox"/>	<b>Reclassification</b> <input checked="" type="checkbox"/>
	<b>Full-Time</b> <input checked="" type="checkbox"/>	<b>Part-time</b> <input type="checkbox"/>
<b>Source of Funding:</b>	<b>General Fund</b> <input type="checkbox"/>	<b>Grant</b> <input type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/>
<b>Cost of Position:</b> This reclassification request has an associated reduction in cost of \$6,000.		
<b>Additional Equipment/Furniture Required:</b>	<b>Quantity:</b>	<b>Estimated Cost:</b>
<u>Level III Computer</u>	<u>1</u>	<u>\$6,500</u>
<u>Database Development Software</u>	<u>1</u>	<u>\$10,000</u>
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<b>Position Description:</b> This position is a reclassification of the previous Database Administrator position. This position would perform analytical and technical work with the City's database systems.		
<b>Position Justification:</b> There is a great need for an individual to work with the City's ERP software system and integrate its data with the City's other database systems such as Microsoft SQL Server, Firehouse, and New World Systems. This position would utilize various software packages to develop reports, forms and queries that link the City's existing systems together and produce scripts to automate common tasks.  Common duties: Designs databases and resolves database management problems to ensure data availability and integrity. Implements and maintains database security; defines, allocates and loads physical databases; controls and executes system utilities to create and modify database structure and establishes standards for database performance. Coordinates interfaces with other databases to facilitate data sharing and ensure compatibility. Analyzes system failures and executes procedures to restore system and database operations. Funding should be allocated on an F.T.E. ratio equivalent to the distribution of city employees per each department.		

**PERSONNEL REQUEST**

**Department: Administration/I.T. Division**

**Request is for:** Systems Engineer - Network Assignment      **Grade** 41      **Effective Date** 7/1/2010

**Addition**            **Reclassification**     

**Full-Time**            **Part-time**     

**Source of Funding:**      **General Fund**       **Grant**       **Other**

**Cost of Position:**

This reclassification request has an associated cost of \$6,000. This would be offset from the savings from the reclassification the Dtabase Administrator Position.

<b>Additional Equipment/Furniture Required:</b>	<b>Quantity:</b>	<b>Estimated Cost:</b>
None		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Position Description:**

This position would perform analytical and technical work with the City's data network systems.

**Position Justification:**

There is a need for an individual to perform complex work with the City's network and server systems. Over the last few years the City's has become more complex, due to server virtualization, Voice over IP, and requirements to provide a greater deal of security. Recommend adding position and freezing one Network Technician position.

Common duties: Installs Network Operating Systems (NOS) as needed. Configures WAN/LAN equipment in a complex, multi-site environment. Manages VPN connections to the network. Monitors the overall performance of network switches, routers and firewalls. Prepares project status reports for the IT Manager. Creates backup and recovery plans; thoroughly tests backup plans. Creates and maintains users, permissions, system privileges, and passwords. Reviews log files on a regular basis. Funding should be allocated on an F.T.E. ratio equivalent to the distribution of city employees per each department.

**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

**GENERAL FUND**

**Legislative**

Mayor	1	1	
Councilmembers	4	4	
City Clerk	1	1	
Project Analyst	1	1	
Admin Assistant I	1	1	
Admin Tech	1	1	
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**Elected Positions** 

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5 

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5 

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0

**Regular City Positions** 

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4 

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4 

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0

**City Attorney**

City Attorney (Contracted)	1	1	0
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**Administration**

City Manager	1	1	
Assistant City Manager	1	1	
Economic Development Specialist	1	1	
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**Regular City Positions** 

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3 

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3 

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0

**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

**Administrative Services**

Administrative Services Director	1	1	
Human Resources Manager	1	1	
Administrative Assistant	2	2	
Human Resources Admin Technician	1	1	
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<b>Regular City Positions</b>	<b>5</b>	<b>5</b>	<b>0</b>
	<hr/>	<hr/>	<hr/>

**Finance**

Finance Director	1	1	
Deputy Director Finance	1	1	
Accounting Manager	1	1	
Project Analyst	3	3	
Accountant	1	1	
Payroll Technician	1	1	
Senior Accounting Technician	2	2	
Senior Customer Service Representative	1	1	
Customer Service Representative	4	4	
Administrative Assistant	1	1	
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<b>Regular City Positions</b>	<b>16</b>	<b>16</b>	<b>0</b>
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**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

**Law Enforcement**

Police Chief	1	1	
Police Captain	1	1	
Police Lieutenant	0	0	
Police Sergeant	9	9	
Police Officer	31 <sup>(1)</sup>	31	
Booking Officer	1	1	
Community Service Officer I & II	5	5	
Public Affairs Officer	1	1	
Property Evidence Officer	1	1	
Crime Analyst	1	1	
Lead Public Safety Dispatcher	2	2	
Lead Police Records Clerk	1	1	
Police Records Clerk I & II	6	6	
Public Safety Dispatcher	8	8	
Code Enforcement Officer	1	1	
Code Enforcment Supervisor (approved mid-ye	1	1	
Administrative Assistant	1	1	
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<b>Regular City Positions</b>	<b>71</b>	<b>71</b>	<b>0</b>

<sup>(1)</sup> 12 position layoff reduction effective 10/10/09

**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

**Animal and Rabies Control**

Animal Service Officer	3	3	
<b>Regular City Positions</b>	<b>3</b>	<b>3</b>	<b>0</b>

**Fire Prevention and Suppression**

Fire Chief	1	1	
Assistant Fire Chief	0	0	
Fire Division Chief	0	0	
Fire Marshall	1	1	
Fire Captain	8	8	
Firefighter/Engineer	11	11	
Firefighter	10	10	
Fire Inspector	2	2	
Administrative Assistant	2	2	
<b>Regular City Positions</b>	<b>35</b>	<b>35</b>	<b>0</b>

**Engineering**

Public Works Director/City Engineer	1	1	
Public Works Assistant Director	1	1	
Public Works Deputy Director/Engineering	1	1	
Public Works Deputy Director/Utilities	1	1	
Senior Civil Engineer	4	4	

**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	
<b><u>Engineering continued</u></b>			
Associate Civil Engineer	1	1	
Assistant Engineer	1	1	
Permit Compliance Coordinator	1	1	
Traffic Engineer	0	0	
Engineering Technician II	1	1	
Construction Inspector I & II	1	1	
Senior Engineering Technician	1	1	
Landscape Planning Specialist	1	1	
Administrative Assistant	1	1	
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<b>Regular City Positions</b>	<b>16</b>	<b>16</b>	<b>0</b>
	<hr/>	<hr/>	<hr/>
<b><u>Street Maintenance</u></b>			
Street Maintenance Superintendent	0	0	
Street Maintenance Coordinator	1	1	
Street Maintenance Equipment Operator	7	7	
Traffic Signs & Marking Specialist	1	1	
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<b>Regular City Positions</b>	<b>9</b>	<b>9</b>	<b>0</b>
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<b><u>Storm Drain</u></b>			
Storm Drain Maintenance Worker I/II	0	0	
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<b>Regular City Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

**Vehicle Maintenance**

Fleet Superintendent	1	1	
Lead Vehicle & Equipment Technician	1	1	
Vehicle & Equipment Technician I & II	4	4	
Vehicle Maintenance Service Technician	1	1	
Parts Inventory Specialist	1	1	
Admin Assistant I	1	1	
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<b>Regular City Positions</b>	<b>9</b>	<b>9</b>	<b>0</b>

**Building Maintenance**

Facilities Maintenance Superintendent	1	1	
Senior Building Maintenance Technician	1	1	
Building Maintenance Technician	2	2	
Lead Custodian	1	1	
Custodian I	3	3	
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<b>Regular City Positions</b>	<b>8</b>	<b>8</b>	<b>0</b>

**Parks and Recreation**

Parks and Recreation Director	0	0	
Deputy Director Parks and Recreation	1	1	
Deputy Director Parks and Recreation/Facilities	1	1	
Parks Facility Maintenance Superintendent	1	1	
Parks Operations/LMD Manager	1	1	
Community Services Manager	0	0	

**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	
<b><u>Parks and Recreation continued</u></b>			
Lead Parks/Golf Maintenance Worker	2	2	
Equipment Mechanic I/II	1	1	
Parks/Golf Maintenance Technician	1	1	
Parks Staff Service Technician	1	1	
Parks/Golf Maintenance Worker I & II	15	15	
Recreation Program Coordinator	1	1	
Recreation Supervisors - hire second FY11	2	2	
Administrative Analyst	1	1	
Administrative Assistant	2	2	
	<hr/>	<hr/>	<hr/>
<b>Regular City Positions</b>	<b>30</b>	<b>30</b>	<b>0</b>
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		*	
<b><u>Senior Citizen Center</u></b>			
Community Services Manager	0	0	
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<b>Regular City Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<hr/>	<hr/>	<hr/>
<b>TOTAL GENERAL FUND POSITIONS</b>	<b>209</b>	<b>209</b>	<b>0</b>
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## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	
<b><u>SPECIAL REVENUE FUNDS</u></b>			
<b><u>Transit</u></b>			
Project Manager	1	1	
<b>Regular City Positions</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b><u>Police Grants - CHRP</u></b>			
Police Officer	4	4	
<b>Regular City Positions</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b><u>Public Safety Endowment</u></b>			
Police Officer II	1	1	
Captain	1	1	
Lieutenant	0	0	0
<b>Regular City Positions</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b><u>Public Safety Sales Tax</u></b>			
<b><u>Law Enforcement</u></b>			
Police Sergeant (Gang)	1	1	0
Police Sergeant (Traffic)	1	1	
Police Officer II/Detective Gang	1	1	0
Police Officer II/ Property Crimes	1	1	0
Police Officer II	7	7	0
<b>Regular City Positions</b>	<b>11</b>	<b>11</b>	<b>0</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

### Public Safety Sales Tax

#### **Fire Prevention and Suppression**

Firefighter	3	3	
Firefighter/Engineer	3	3	
Fire Captain	3	3	
Battalion Chief	3	3	
	<b>12</b>	<b>12</b>	<b>0</b>

#### **Regular City Positions**

### Community Development

Community Development Director	1	1	
Deputy Community Development/RDA Director	1	1	
Planning Manager	1	1	
RDA Specialist	0	0	
Senior Planner	2	2	
Associate Planner	0	0	
Assistant Planner	2	2	
Planning Technician	2	0	(2)
Administrative Assistant	1	1	
Planning Commissioners	5	5	
	<b>5</b>	<b>5</b>	<b>0</b>
<b>Appointed Positions</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>Regular City Positions</b>	<b>10</b>	<b>8</b>	<b>(2)</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	
<b><u>Building Regulation &amp; Inspection</u></b>			
Chief Building Inspector	1	1	
Senior Civil Engineer	1	1	
Building Inspector I & II	4	4	
Senior Building Inspector	0	0	
Permit Technician	3	2	(1)
<b>Regular City Positions</b>	<b>9</b>	<b>8</b>	<b>(1)</b>
<b>TOTAL SPECIAL REVENUE FUND POSITIONS</b>	<b>49</b>	<b>46</b>	<b>(3)</b>
<b><u>ENTERPRISE FUNDS</u></b>			
<b><u>Golf Course</u></b>			
Golf Course Maintenance Supervisor	1	1	
Lead Parks/Golf Maintenance Worker	1	1	
Parks/Golf Maintenance Worker I	2	2	
Equipment Mechanic II	1	1	
<b>Regular City Positions</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b><u>WQCF/Sewer Maintenance &amp; Operations</u></b>			
Wastewater System Superintendent	1	1	
Assistant Wastewater System Superintendent	1	1	
Wastewater Maintenance Supervisor	1	1	
Wastewater Operations Treatment Supervisor	1	1	
Environmental Compliance Inspector	1	1	
<b><u>WQCF/Sewer Maintenance &amp; Operations continued</u></b>			
Lab Supervisor	1	1	
Laboratory Technician I & II	3	3	
Wastewater Plant Operator	10	10	
Wastewater Operator in Training	1	1	
Utilities Mechanic	3	3	
Instrument Technician/Electrician	2	2	
Lead Maintenance Worker	2	2	
Wastewater Maintenance Worker I/II	4	4	
Administrative Assistant	1	1	
<b>Regular City Positions</b>	<b>32</b>	<b>32</b>	<b>0</b>

**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	

**Solid Waste**

Solid Waste Superintendent	1	1	
Solid Waste Supervisor	1	1	
Solid Waste Route Supervisor	1	1	
Leadworker	1	1	
Solid Waste Collection Worker	28	28	
Streets Sweeper Operator	2	2	
Utility Worker	1	1	
Ordinance Enforcement	1	1	
Customer Service Representative	3	3	0
<b>Regular City Positions</b>	<b>39</b>	<b>39</b>	<b>0</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2009-10	Proposed FYE 2010-11	
<b><u>Water System Maintenance &amp; Operations</u></b>			
Water System Superintendent	1	1	
Water Treatment Operations Supervisor	1	1	
Water Distribution Operator II & III	9	9	
Water System Maintenance Worker I & II	2	2	
Regulatory Compliance Technician	1	1	
Meter Reader I/II	3	3	
Well Mechanic Operator	2	2	
Administrative Assistant	1	1	
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<b>Regular City Positions</b>	<b>20</b>	<b>20</b>	<b>0</b>
	<hr/>	<hr/>	<hr/>
<b>TOTAL ENTERPRISE FUND POSITIONS</b>	<b>96</b>	<b>96</b>	<b>0</b>
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<b><u>INTERNAL SERVICE FUNDS</u></b>			
<b><u>Information Technology</u></b>			
Information Technology Manager	1	1	
Data Base Administrator	1	0	(1)
Systems Engineer	0	2	2
GIS Analyst	1	1	
GIS Specialist I/II	1	1	
Applications Specialist/Public Safety	1	1	
Network Technician I/ II	2	1	(1)
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<b>Regular City Positions</b>	<b>7</b>	<b>7</b>	<b>0</b>
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<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>7</b>	<b>7</b>	<b>0</b>
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<b>TOTAL REGULAR POSITIONS</b>	<b>361</b>	<b>358</b>	<b>(3)</b>
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<b>TOTAL ELECTED OR APPOINTED POSITIONS</b>	<b>10</b>	<b>10</b>	<b>0</b>
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