

Personnel Summary

OVERVIEW

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

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #1:

Reclassification of Vehicle Maintenance Technician, Ordinance Enforcement Technician, and Administrative Assistant I (City Clerk's Office)

In order to better equate similar positions and responsibilities within the current salary schedule, adjustments and reclassification of positions are being requested. In each proposed reclassification, the incumbent has met the requirements of the new proposed change. Each incumbent, in part, is currently performing some of the duties and responsibilities of the proposed change. These adjustments will financially align the incumbents with current positions. All of these adjustments have been evaluated for the financial ability of the City to fund the proposed salary adjustments.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact
Vehicle Maintenance Service Technician	Vehicle & Equipment Tech I	GS 23	GS27	\$3,075
Ordinance Enforcement Technician (Solid Waste)	Customer Service Rep	TS 20-1	TS 24	\$4,790
Admin Asst I (City Clerk)	Admin Asst III	TS 20-1	TS 28	<u>\$2,890</u>

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #2:

Reclassification of open Assistant Planner position to newly created position of Development Services Technician.

Since July 2011, front counter operations in Development Services have been provided by Assistant Planners. Recently a vacancy has occurred. The model of having personnel capable of handling both the building and planning work at the counter has been beneficial to both the City's operations and customers. With the current vacancy, the department has been given an opportunity to look at greater efficiencies. As such, staff is proposing the creation of a Development Services Technician that can process and issue building permits, and resolve entry-level planning issues at a lower cost.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact
Assistant Planner (vacant position only)	Development Services Tech	TS 39A	TS 35A	(\$6,450)

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #3:

Creation of a Senior Building Inspector position to be combined with the closing of one Building Inspector II position.

In the past, the City had the position of Senior Building Inspector. With the staff reorganizations that have occurred in recent years, the position was reclassified to a Building Inspector II position. With the current level of building inspection activity, the need has arisen to reclassify the position back to Senior Building Inspector. The current role of Chief Building Inspector is currently being filled by the Community Development Director. In the future, there will be a need to transition this role to another staff position. The position of Senior Building Inspector will create a platform for this position. In order to avoid adding the full cost of a new position to the currently budget, staff is proposing an internal recruitment process. The position of the selected individual will then be closed, once the promotional opportunity is filled.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact
Building Technician II	Senior Building Inspector	TS 38	TS 45	\$6,465

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #4:

Creation of Recreation Services Assistant

Currently, the City provides funding for two permanent part-time positions in the Senior Services Division. Staff is proposing to close those two positions and consolidate them into a single full-time position. Staff believes this will allow the City to provide better support for the Senior Center and those individuals it serves.

Proposed Position	Proposed Level	Financial Impact
Recreation Services Technician	TS	(\$300)

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #5:

Creation of Police Sergeant position to be combined with the “soft close” of 1 vacant Police Officer I position.

In November 2009, the Police Traffic Division was reduced from 5 direct Traffic Enforcement Officers to 2. There has been a steady increase in traffic collisions, both injury and non-injury, as a result, in part, of less enforcement and direct supervision. The Traffic Unit is currently supervised by the Administrative Sergeant, which is not a uniformed position. Staff is requesting that a current open Police Officer I position be closed to allow for funding the requesting Sergeant position. The Police Officer I position would remain “soft” closed until such time that additional funding for the position can be established. In addition, staff would request that the additional cost of the Sergeant position be covered by the savings currently being received in the Public Safety Endowment Fund, as a result of the funding being received for the City’s participation in the Community Corrections Partnership (CCP) Task Force, until such time that fees received from traffic violations offsets the additional cost of the position. This will allow for no impact to the General Fund.

Proposed Position	Proposed Level	Financial Impact
Police Sergeant	PO 46A-2	\$48,105

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #6:

Creation of Administrative III position to support the Maintenance Services Division.

The Public Works Maintenance Division, comprised of Facilities Maintenance, Fleet Maintenance and Streets, does not currently have a dedicated full-time administrative support position. Currently, assistance is being provided part time from personnel in the Finance and Parks divisions. With the consolidation of management positions overseeing these programs, it is critical for efficient and cohesive operations to have a full-time, dedicated position. Funding for this position will be provided by the reallocation of funding from an existing administrative support position that initially provided partial support for the Streets Division, combined with new funding from the enterprise funds that will directly receive the support from this position.

Proposed Position	Proposed Level	Financial Impact
Administrative Assistant III	TS 28	\$3,075

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #7:

Creation of Engineer Technician I position

The Engineering Division has been without a technician for two years. The lack of technical support limits the effectiveness and efficiency of staff, as they are required to spend more time on technical work that would be optimally performed by a qualified technician. This position will directly support the water and waste water engineering staff.

Proposed Position	Proposed Level	Financial Impact
Engineering Technician I/II	TS 30/34	\$79,138

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #8:

Creation of Collections Systems Supervisor position combined with closure of an existing position.

Collection system maintenance is currently the responsibility of the Plant Maintenance Supervisor. A separate Collections System group is needed to improve compliance with the City's NPDES permit and Sanitary Sewer Management Plan. Staff is recommending the creation of a Collections System Group to be led by Collections Systems Supervisor. The proposed reorganization is to create a Collections Systems Group by conducting an internal recruitment for this position. The incumbent's position would then be closed upon promotion. Additionally, a Wastewater Maintenance Worker I position would be added to this group via reclassification of a vacant Wastewater Plant Operator position (see request #9).

Proposed Position	Proposed Level	Financial Impact
Collections Systems Supervisor	MM 42	\$105,600

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #9:

Reclassify 1 Plant Operator I/II position to Wastewater Maintenance Worker I/II.

Collection system maintenance is currently the responsibility of the Plant Maintenance Supervisor. A separate Collections System group is needed to improve compliance with the City's NPDES permit and Sanitary Sewer Management Plan. Staff is recommending the creation of a Collections System Group to be led by Collections Systems Supervisor. A Wastewater Maintenance Worker I position would be added to this group via reclassification of a vacant Wastewater Plant Operator position.

Proposed Position	Proposed Level	Financial Impact
Wastewater Plant Operator I/II	GS 22/26	\$0

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2013-14**

Request #10:

Creation of Water Distribution Supervisor position combined with closure of an existing Water Distribution Operator I/II position.

Within the next two years, the Water Division staff will be taking on additional responsibility to operate several new facilities, including a new permanent pump station at Louise Avenue, a new 3.6 million gallon tank with pump station, two new wells and other facilities. To ensure that all facilities are able to be operated and maintained appropriately, staff suggests dividing the crew into production and distribution teams with each under a supervisor. The Superintendent will then have two supervisors and four other support staff, which will allow the oversight of the entire division to operate more efficiently. In combination with this request, staff is recommending the closure of one vacant Water Distribution I/II position.

Proposed Position	Proposed Level	Financial Impact
Water Distribution Supervisor	MM 44	\$109,640

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	

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	
	5	5	0
Elected Positions			
	4	4	0
Regular City Positions			

City Attorney

City Attorney (Contracted)	1	1	0
	1	1	0

Administration

City Manager	1	1	
Assistant City Manager	0	0	
Park Facility Maintenance Superintendent ¹	1	0	(1)
Economic Development Manager	1	1	
Project Analyst - Housing	1	1	
	4	3	(1)
Regular City Positions			

¹ On special assignment returned to home division

Human Resources and Risk Management

Administrative Services Director	1	1	
Human Resources Manager	1	1	
Administrative Assistant	2	2	
Human Resources Admin Technician	1	1	
	5	5	0
Regular City Positions			

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>Finance</u>			
Finance Director	1	1	
Deputy Director Finance	1	1	
Accounting Manager	1	1	
Project Analyst	2	2	
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	
	<hr/>	<hr/>	<hr/>
Regular City Positions	15	15	0
	<hr/>	<hr/>	<hr/>
<u>Law Enforcement</u>			
Police Chief	1	1	
Police Captain	1	1	
Police Lieutenant	0	0	
Police Sergeant	8	8	
Police Officer	32	32	
Booking Officer	1	1	
Community Service Officer I & II	4	4	
Public Affairs Officer	0	0	
Property Evidence Officer	0	0	
Crime Analyst	0	0	
Lead Public Safety Dispatcher	2	2	
Lead Police Records Clerk	1	1	
Police Records Clerk I & II	5	5	
Public Safety Dispatcher	8	8	
Code Enforcement Officer	1	1	
Code Enforcment Supervisor	1	1	
Administrative Assistant	0	0	
	<hr/>	<hr/>	<hr/>
Regular City Positions	65	65	0
	<hr/>	<hr/>	<hr/>

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>Animal Services</u>			
Animal Service Officer	2	2	
Lead Animal Service Officer	1	1	
Regular City Positions	3	3	0
<u>Fire Prevention and Suppression</u>			
Fire Chief	1	1	
Assistant Fire Chief	0	0	
Fire Division Chief	0	0	
Fire Marshall	1	1	
Fire Captain	9	9	
Firefighter/Engineer	9	9	
Firefighter ²	10	9	(1)
Fire Inspector	1	1	
Administrative Assistant	1	1	
Regular City Positions	32	31	(1)
² Postion part of negotiated reductions through attrition			
<u>Engineering</u>			
Public Works Director/City Engineer	1	1	
Public Works Deputy Director/Engineering	1	1	
Public Works Deputy Director/Utilities	1	1	
Senior Civil Engineer	3	4	1
Associate Civil Engineer	1	0	(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	0	0	
Landscape Planning Specialist	1	1	
Administrative Assistant	1	1	
Regular City Positions	13	13	0

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>Street Maintenance</u>			
Street Maintenance Superintendent	0	0	
Street Maintenance Coordinator	1	1	
Street Maintenance Equipment Operator	6	6	
Traffic Signs & Marking Specialist	1	1	
	8	8	0
Regular City Positions			
 <u>Storm Drain</u>			
Storm Drain Maintenance Worker I/II	0	0	
	0	0	0
Regular City Positions			
 <u>Fleet Maintenance</u>			
Fleet Superintendent	0	0	
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	0	0	
	7	7	0
Regular City Positions			
 <u>Facilities Maintenance</u>			
Facilities Maintenance Superintendent	1	1	
Senior Building Maintenance Technician	1	1	
Building Maintenance Technician	0	0	
Lead Custodian	1	1	
Custodian I	3	3	
	6	6	0
Regular City Positions			

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>Parks and Recreation</u>			
Parks and Recreation Director	1	1	
Deputy Director Parks and Recreation	1	1	
Parks Facility Maintenance Superintendent ¹	0	1	1
Parks Operations/LMD Manager	1	1	
Lead Parks/Golf Maintenance Worker	2	2	
Equipment Mechanic I/II	1	1	
Parks/Golf Maintenance Technician	0	0	
Parks Maintenance/Irrigation Worker	1	0	(1)
Parks Staff Service Technician	0	0	
Parks/Golf Maintenance Worker I & II	13	14	1
Recreation Program Coordinator	1	1	
Recreation Supervisors	2	2	
Administrative Analyst	1	1	
Administrative Assistant	2	2	
	26	27	1
Regular City Positions			
¹ On special assignment returned to home division			
<u>Senior Citizen Center</u>			
Community Services Manager	0	0	
	0	0	0
Regular City Positions			
	0	0	0
TOTAL GENERAL FUND POSITIONS	188	187	(1)

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>SPECIAL REVENUE FUNDS</u>			
<u>Transit</u>			
Project Manager	1	1	
Regular City Positions	1	1	0
<u>Police Grants - CHRP</u>			
Police Officer	0	0	
Regular City Positions	0	0	0
<u>Public Safety Endowment</u>			
Police Officer II	1	4	3
Police Sergeant (Gang)	0	1	1
Captain	1	1	
Lieutenant	0	0	
<u>Public Safety Endowment</u>			
<u>Fire Prevention and Suppression</u>			
Firefighter ³	0	1	1
Regular City Positions	2	7	5
 ³ FY13 budget adoption R2012-119			
<u>Public Safety Sales Tax</u>			
<u>Law Enforcement</u>			
Police Sergeant	1	1	
Police Sergeant (Traffic)	1	1	
Police Officer II/Detective Gang	1	1	
Police Officer II/ Property Crimes	1	1	
Police Officer II	11	11	
Regular City Positions	15	15	0
<u>Public Safety Sales Tax</u>			
<u>Fire Prevention and Suppression</u>			
Firefighter	3	3	
Firefighter/Engineer	3	3	
Fire Captain	3	3	
Battalion Chief	3	3	

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
Regular City Positions	<u>12</u>	<u>12</u>	<u>0</u>

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>Community Development</u>			
Community Development Director	1	1	
Planning Manager	1	1	
Economic Development Specialist	0	0	
RDA Specialist	0	0	
Senior Planner	2	2	
Associate Planner	0	0	
Assistant Planner	2	2	
Planning Technician	0	0	
Administrative Assistant	1	1	
Planning Commissioners (includes alternate)	6	6	
	<u>6</u>	<u>6</u>	<u>0</u>
Appointed Positions	<u>6</u>	<u>6</u>	<u>0</u>
Regular City Positions	<u>7</u>	<u>7</u>	<u>0</u>
<u>Building Safety</u>			
Chief Building Inspector	0	0	
Senior Civil Engineer	1	1	
Building Inspector I & II	4	4	
Senior Building Inspector	0	0	
Permit Technician	0	0	
	<u>5</u>	<u>5</u>	<u>0</u>
Regular City Positions	<u>5</u>	<u>5</u>	<u>0</u>
TOTAL SPECIAL REVENUE FUND POSITIONS	<u><u>42</u></u>	<u><u>47</u></u>	<u><u>5</u></u>

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	

ENTERPRISE FUNDS

Golf Course

Golf Course Maintenance Supervisor	1	1	
Lead Parks/Golf Maintenance Worker	1	1	
Parks/Golf Maintenance Worker I	2	2	
Equipment Mechanic II	0	0	
	4	4	0
Regular City Positions			

Wastewater Quality Control Facility

Wastewater System Superintendent	1	1	
Assistant Wastewater System Superintendent	1	1	
Wastewater Maintenance Supervisor	1	1	
Wastewater Operations Treatment Supervisor	0	0	
Environmental Compliance Inspector	1	1	
Lab Supervisor	1	1	
Laboratory Technician I & II	3	3	
Wastewater Plant Operator	11	10	1
Wastewater Operator in Training	0	1	(1)
Utilities Mechanic	3	3	
Instrument Technician/Electrician	2	2	
Lead Waste Water Operator	1	1	
Lead Maintenance Worker	2	2	
Wastewater Maintenance Worker I/II	4	4	
Administrative Assistant	1	1	
	32	32	0
Regular City Positions			

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>Solid Waste</u>			
Solid Waste Superintendent	1	1	
Solid Waste Supervisor	1	1	
Solid Waste Route Supervisor	0	0	
Leadworker	3	3	
Solid Waste Collection Worker	24	24	
Streets Sweeper Operator	2	2	
Utility Worker	1	1	
Ordinance Enforcement	1	1	
Customer Service Representative	2	2	
Administrative Assistant	1	1	
	<hr/>	<hr/>	<hr/>
Regular City Positions	36	36	0
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<u>Water System Maintenance & Operations</u>			
Water System Superintendent	1	1	
Water Treatment Operations Supervisor	1	1	
Water Distribution Operator II & III ⁴	8	6	(2)
Water Treatment Operator	1	1	
Water System Maintenance Worker I & II	3	3	
Regulatory Compliance Technician	1	1	
Water Regulatory Specialist	1	1	
Meter Reader I/II	2	2	
Well Mechanic Operator	2	2	
Administrative Assistant	1	1	
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Regular City Positions	21	19	(2)
	<hr/>	<hr/>	<hr/>
TOTAL ENTERPRISE FUND POSITIONS	93	91	(2)
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⁴ Reduction part of FY13 budget adoption R2012-120

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2012-13	Proposed FYE 2013-14	
<u>INTERNAL SERVICE FUNDS</u>			
<u>Information Technology</u>			
Information Technology Manager	1	1	
Data Base Administrator	0	0	
Systems Engineer	2	2	
GIS Analyst	1	1	
GIS Specialist I/II	1	1	
Applications Specialist/Public Safety	1	1	
Network Technician I/ II	1	1	
Regular City Positions	7	7	0
TOTAL INTERNAL SERVICE FUNDS	7	7	0
TOTAL REGULAR POSITIONS	330	332	2
TOTAL ELECTED OR APPOINTED POSITIONS	11	11	0