

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 2015-16**

Request #1:

Creation of Police Officer I (Detective) Position

Since 2009, due to deficits and layoffs, the Detective Unit was downsized by 43%. Since those reassignments, crime has fluctuated and recent spikes in homicides and fraud have taxed the current assigned Detectives. The caseloads for the existing Detectives is beyond what would be considered manageable and, as a result, some crime reports do not receive adequate follow-up. Adding one Detective would help assist with the caseloads for the existing Detectives and be an important first step to returning to pre-recession levels where most crimes that could be followed up can be addressed.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Police Officer	PO 28A-1	\$113,510	General Fund

**CITY OF MANTECA
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Request #2:

Creation of a Community Service Officer (Property) Position

Community Service Officers provide support to the crime scene investigation process by collecting and preserving evidence, controlling traffic and preparing reports as well as other related clerical duties. The addition of a Community Service Officer will allow the Department to assign an individual to property. Currently, there are more than 55,000 individual pieces of property that must be maintained and accounted for.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Community Service Officer	Police NS 28A-4	\$87,285	General Fund

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Request #3:

Creation of Booking Officer Position

There is currently one full-time Booking Officer and a second position being filled per diem by Reserve Officers. Adding another full-time Booking Officer would generate a savings and provide dedicated coverage. If this position is approved, it will be offset by the budgeted part-time funding. Otherwise, the part-time funding will need to remain intact.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Booking Officer	Police NS 28A-4	\$89,785 (\$45,000)	General Fund General Fund

**CITY OF MANTECA
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BUDGET YEAR 2015-16**

Request #4:

Creation of Firefighter Position (2)

In an effort to fully staff Fire Station No. 4, two Firefighter positions have been requested. The station has been fully staffed 56% of the time since being opened on September 11, 2013.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Firefighter	Aa	\$224,840	Public Safety Sales Tax

**CITY OF MANTECA
PERSONNEL REQUEST FORM
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Request #5:

Reclassification of Fire Marshal back to a Sworn Position

In 2009, upon the retirement of the long-time Fire Marshal and Assistant Chief, the Fire Department collaborated with City Administration to reduce costs and save jobs Citywide. This collaboration consisted of reclassifying the Fire Marshal position to a non-sworn status. The disadvantage was the loss of an emergency responder and Fire Investigator. The current Fire Marshal completed five years of extensive training, including completion of the Firefighter Academy and EMT program, as well as the full State Fire Marshal Training Fire Prevention Series and Arson Investigation training conducted at the United States Fire Administration. This reclassification will allow the expansion of this role to respond to emergencies and conduct fire investigations.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact	Impacted Fund
Fire Marshal – Non Sworn	Fire Marshal - Sworn	MM 49A (Non-sworn)	MM 51A (Sworn)	\$13,035	General Fund

**CITY OF MANTECA
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Request #6:

Creation of a Program Analyst Position to be combined with the closing of one Senior Administrative Analyst Position

The Parks & Recreation Department is in great need of additional analytical and management support. The Department is currently in the process of a comprehensive Parks & Recreation Master Plan, and the Program Analyst would play a vital role by providing detailed internal analytical/specialized reporting, as well as assisting with securing grants for additional funding. Additionally, with development greatly increasing in Manteca, this position would facilitate numerous Community Facilities District (CFD) formations, which require extreme detail and organization. This position will be internally recruited and the selected individual's current position will be closed.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact	Impacted Fund
Senior Admin Analyst	Program Analyst	TS 40	MM 41	\$2,620 \$1,835 \$ 260 \$ 525	General Fund Recreation Fund Golf Fund Parks Fees

**CITY OF MANTECA
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Request #7:

Creation of Parks/Golf Maintenance Technician Position

In 2014, several water mandates were put in place to reduce water usage due to the drought. To address these issues, the City has been in the process of converting from potable water to irrigation wells to irrigate the City's parks. The addition of the wells has increased the need for routine maintenance. This position would assist the Parks & Recreation Department in meeting the increasing needs of water conservation while maintaining park demands.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Parks/Golf Maintenance Technician	GS 30	\$90,770	General Fund

**CITY OF MANTECA
PERSONNEL REQUEST FORM
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Request #8:

Reclassification of Parks/Golf Maintenance Worker II to Parks/Golf Maintenance Technician

The Parks & Recreation Department has been without an Irrigation Technician since 2012. To provide continued support, a maintenance worker was assigned this responsibility. With the aging irrigation systems in place, the addition of several new ground water wells and new water restriction requirements due to the drought, the department wishes to reclassify the Maintenance Worker II position to a Maintenance Technician. This reclassification will allow the department the opportunity to maintain, repair, troubleshoot and manage the system as well as take preventative measures to reduce water waste.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact	Impacted Fund
Parks/Golf Maintenance worker II	Parks/Golf Maintenance Technician	GS 26	GS 30	\$3,750	General Fund

**CITY OF MANTECA
PERSONNEL REQUEST FORM
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Request #9:

Reclassification of an Engineering Technician II to Associate Civil Engineer

Due to increased regulatory requirements, Public Works current staffing levels are insufficient to develop and implement CIP Public Works projects in a timely manner. Current staff is involved with regulatory and development issues. To improve project delivery, staff is requesting the open Technician position be reclassified to an Associate position, which can carry out projects with minimal supervision. This position would be distributed evenly between the Water and Wastewater Maintenance and Operation Funds to focus on the current back-log of Water and Wastewater projects.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact	Impacted Fund
Engineering Technician II	Associate Civil Engineer	TS 34	MM 46	\$18,400 \$18,400	Wastewater Water

**CITY OF MANTECA
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Request #10:

Reclassification of GIS Assistant position from part time to full time

GIS staff has taken on additional responsibilities as GIS data continues to grow in the City. The I.T. Division is requesting to reclassify the part-time GIS Assistant position to a full-time position due to the increased scope of GIS responsibilities and to keep up with internal/external customer requests.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
GIS Assistant - Full Time	TS 24	\$77,480	Information Technology

Request #11:

Creation of Customer Service Representative Position

The Finance Department continues to experience increasing customer service levels and needs related to our utility customers. As the City continues to grow, so does the number of customers looking for support from our customer service staff. This position will help relieve customers of long hold times on the phones as well as long lines in the lobby.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Customer Service Representative	TS 24	\$27,500 \$27,500 \$28,325	Water M&O Wastewater M&O Solid Waste

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>GENERAL FUND</u>			
<u>Legislative</u>			
Mayor	1	1	
Councilmembers	4	4	
City Clerk	1	1	
Assistant City Clerk	1	1	
Admin Assistant III	1	1	
Admin Tech	1	1	
	<u>1</u>	<u>1</u>	
Elected Positions	<u>5</u>	<u>5</u>	<u>0</u>
Regular City Positions	<u>4</u>	<u>4</u>	<u>0</u>
<u>City Attorney</u>			
City Attorney (Contracted)	<u>1</u>	<u>1</u>	<u>0</u>
<u>Administration</u>			
City Manager	1	1	
Economic Development Manager	1	1	
Management Analyst	1	1	
	<u>1</u>	<u>1</u>	
Regular City Positions	<u>3</u>	<u>3</u>	<u>0</u>
<u>Human Resources and Risk Management</u>			
Administrative Services Director	1	1	
Human Resources Manager	1	1	
Administrative Assistant	2	1	(1)
Human Resources Admin Technician	1	1	
	<u>1</u>	<u>1</u>	
Regular City Positions	<u>5</u>	<u>4</u>	<u>(1)</u>

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	

Finance

Finance Director	1	1	
Deputy Director Finance	1	1	
Accounting Manager	1	1	
Project Analyst	2	2	
Accountant	1	1	
Payroll Technician	1	1	
Utilities Coordinator	1	1	
Senior Accounting Technician	2	2	
Senior Customer Service Representative	1	1	
Customer Service Representative	4	5	1
Administrative Assistant	1	1	
	16	17	1
Regular City Positions	16	17	1

Law Enforcement

Police Chief	1	1	
Police Captain	1	2	1
Police Sergeant	9	9	
Police Officer	33	34	1
Booking Officer	1	2	1
Community Service Officer I & II	4	5	1
Lead Public Safety Dispatcher	2	2	
Lead Police Records Clerk	1	1	
Police Records Clerk I & II	5	5	
Public Safety Dispatcher	9	9	
Code Enforcement Officer	1	1	
Code Enforcement Supervisor	1	1	
Administrative Assistant	0	1	1
	68	73	5
Regular City Positions	68	73	5

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<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	
Fire Marshall	1	1	
Fire Captain	9	9	
Firefighter/Engineer	9	9	
Firefighter	9	9	
Fire Inspector	1	1	
Administrative Assistant	1	1	
Regular City Positions	31	31	0
<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	2	2	
Associate Civil Engineer	1	2	1
Assistant Engineer	1	1	
Engineering Technician I/II/III	3	2	(1)
Construction Inspector I & II	1	1	
Landscape Planning Technician	1	1	
Senior Administrative Analyst	1	1	
Administrative Assistant III	1	1	
Regular City Positions	14	14	0

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>Street Maintenance</u>			
Street Maintenance Coordinator	1	1	
Street Maintenance Equipment Operator I/II/III	6	6	
Traffic Signs & Marking Specialist	1	1	
Regular City Positions	8	8	0
<u>Storm Drain</u>			
Storm Drain Maintenance Worker I/II	0	0	
Regular City Positions	0	0	0
<u>Fleet Maintenance</u>			
Lead Vehicle & Equipment Technician	1	1	
Vehicle & Equipment Technician I & II	5	5	
Parts Inventory Specialist	1	1	
Administrative Assistant III	1	1	
Regular City Positions	8	8	0
<u>Facilities Maintenance</u>			
Facilities Maintenance Superintendent	1	1	
Senior Building Maintenance Technician	1	1	
Building Maintenance Technician I/II	1	1	
Lead Custodian	1	1	
Custodian I	3	3	
Regular City Positions	7	7	0

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>Parks and Recreation</u>			
Parks and Recreation Director	1	1	
Deputy Director Parks and Recreation	1	1	
Parks Planning/Project Supervisor	1	1	
Landscape Operation Supervisor	1	1	
Lead Parks/Golf Maintenance Worker	1	1	
Equipment Mechanic I/II	1	1	
Parks/Golf Maintenance Technician	1	3	2
Parks/Golf Maintenance Worker I & II	14	13	(1)
Recreation Program Coordinator ¹	2	2	
Senior Administrative Analyst	1	1	
Program Analyst	0	1	1
Administrative Assistant	2	2	
	26	28	2
Regular City Positions			
<u>Senior Citizen Center</u>			
Recreation Supervisors	1	1	
Recreation Program Coordinator ¹	1	1	
Recreation Services Technician ¹	0	0	
	2	2	0
Regular City Positions			
TOTAL GENERAL FUND POSITIONS	195	202	7

¹ R2015-6

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>SPECIAL REVENUE FUNDS</u>			
<u>Transit</u>			
Project Analyst	1	1	
Regular City Positions	1	1	0
<u>Police Grants</u>			
Police Officer	0	0	
Regular City Positions	0	0	0
<u>Public Safety Endowment</u>			
Police Officer II	3	3	
Police Sergeant (Gang)	1	1	
Captain	1	0	(1)
Regular City Positions	5	4	(1)
<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	4	6	2
Firefighter/Engineer	3	3	
Fire Captain	3	3	
Battalion Chief	3	3	
Regular City Positions	13	15	2

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>Community Development</u>			
Community Development Director	1	1	
Planning Manager	1	1	
Senior Planner	2	2	
Associate Planner	1	1	
Assistant Planner	1	1	
Development Services Technician	2	2	
Administrative Assistant	1	1	
Planning Commissioners (includes alternate)	6	6	
Appointed Positions	6	6	0
Regular City Positions	9	9	0
<u>Building Safety</u>			
Chief Building Inspector	1	1	
City Engineer	1	1	
Senior Plan Check Engineer	1	1	
Building Inspector I & II	3	3	
Regular City Positions	6	6	0
TOTAL SPECIAL REVENUE FUND POSITIONS	49	50	1

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	

ENTERPRISE FUNDS

Golf Course

Golf Course Maintenance Supervisor	1	1	
Lead Parks/Golf Maintenance Worker	1	1	
Parks/Golf Maintenance Worker I	2	2	
	4	4	0

Regular City Positions

Wastewater Quality Control Facility

Wastewater System Superintendent	1	1	
Wastewater Maintenance Supervisor	1	1	
Wastewater Operations Supervisor	1	1	
Wastewater Collection Systems Supervisor	1	1	
Permit Compliance Coordinator	1	1	
Lab Supervisor	1	1	
Lead Laboratory Technician	1	1	
Laboratory Technician I / II / III	4	4	
Wastewater Plant Operator	10	10	
Wastewater Operator in Training	0	0	
Utilities Mechanic	3	3	
Instrument Technician/Electrician	2	2	
Lead Maintenance Worker	1	1	
Wastewater Maintenance Worker I/II	5	5	
Administrative Assistant II	1	1	
	33	33	0

Regular City Positions

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>Solid Waste</u>			
Solid Waste Superintendent	1	1	
Solid Waste Supervisor	1	1	
Solid Waste Coordinator	1	1	
Leadworker	3	3	
Solid Waste Collection Worker I/II/III	26	26	
Utility Worker	1	1	
Customer Service Representative	4	4	
Administrative Assistant	0	0	
	37	37	0
Regular City Positions	37	37	0
 <u>Water System Maintenance & Operations</u>			
Water System Superintendent	1	1	
Water Treatment Operations Supervisor	1	1	
Water Distribution Supervisor	1	1	
Water Distribution Operator II & III	8	8	
Water Treatment Operator	1	1	
Water System Maintenance Worker I & II	4	4	
Water Resources Coordinator ²	1	1	
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	
	24	24	0
Regular City Positions	24	24	0
 R2015-58			
TOTAL ENTERPRISE FUND POSITIONS	98	98	0

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2014-15	Proposed FYE 2015-16	
<u>INTERNAL SERVICE FUNDS</u>			
<u>Information Technology</u>			
Information Technology Manager	1	1	
Systems Engineer	2	2	
GIS Assistant	0	1	1
GIS Analyst	1	1	
GIS Specialist I/II	1	1	
Applications Specialist/Public Safety	2	2	
Network Technician I/ II	1	1	
	<hr/>	<hr/>	<hr/>
Regular City Positions	8	9	1
	<hr/>	<hr/>	<hr/>
TOTAL INTERNAL SERVICE FUNDS	8	9	1
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
TOTAL REGULAR POSITIONS	350	359	9
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
TOTAL ELECTED OR APPOINTED POSITIONS	11	11	0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>