

## Personnel Summary

### 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.

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**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #1:**

**MID-YEAR: Police Lieutenant**

The Lieutenant position is the first line of mid-management within most police agencies. Lieutenants are critical for the oversight of first line supervisors and specific units within the agency, the department currently has an Operations Division Lieutenant but there has not been a Services Division Lieutenant for the past 10 years. This position is critical to maintain the proper oversight necessary for the Services Division units, which includes Dispatch, Records, Jail Services, Investigations, Gang Suppression Unit, Street Crimes Unit and Animal Services. Over the past several years, Services Division has increased in size and responsibilities this increase has created a larger workload for the current Services Division Captain and resulted in significant time away from other duties. This position will be a mid-year addition allowing for salary savings from a recent promotion and will be internally recruited with selected individual's current position will be closed.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Lieutenant	PSMM 56A-2	\$0	General Fund

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #2:**

**(2) Police Officers – One to be Mid-Year**

These position would be assigned to the Patrol Division. Currently there are 32 officers assigned to patrol and while this allows the department to maintain our current minimum staffing, there are far too many times that patrol is at minimum staffing. It is often necessary to back fill vacancies in order to maintain this minimum staffing level. The addition of two additional officers, allows for more coverage to the City and will reduce the amount of overtime needed to cover staffing levels. With the addition of proposed new homes and businesses, our response times will continue to increase with additional calls generated. These officers would relieve some of the increased response times to level 2, which are at 27 minutes and 3 calls which now sometimes exceed 1 hour.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Police Officer I	MPOA 32A-2	\$199,500	General Fund

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #3:**

**Public Safety Dispatcher I**

Current staffing levels only allow for a minimum of two dispatchers per shift. In 2009, two of our 12 dispatchers were laid off. In 2014, one position was added back to get the department to our current staffing level of 11. We have remained at this level, however each year our call volume has increased. During 2017, the dispatch center received over 185,000 calls which represents an increase of \$61,000 calls over 2012. This number does not include the other duties required of the City's dispatchers, such as responding to officers on the radio, entering information into the CAD system, running inquiries, processing warrants, collecting data for use by the DA's office and many other tasks. As the City continues to grow, the increase burden on the dispatchers is a concern for the department.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Public Safety Dispatcher I	MPEA 26A-3	\$89,300	General Fund

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #4:**

**Engineering Technician I**

Engineering Technician I performs a variety of technical duties to assist in the planning, design and construction of Public Works projects; provides technical advice and assistance to City personnel concerning installation and construction projects and related issues; and compile, assemble and prepare a variety of bid documents including drawings, calculations, specifications, plans and support materials; distribute bid documents, notifications and related materials to appropriate contractors, outside agencies and personnel according to established time lines.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Engineering Tech I	TS 30A	\$22,235 \$44,465 \$44,465	LTF Sewer M&O Water M&O

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #5:**

**Lead Wastewater Maintenance Worker with the closure of an existing position**

Currently the Collection Supervisor supervises 8 Wastewater Maintenance Workers. These workers are typically divided into three crews of two. The first two man crew is responsible for cleaning the sewer lines. The second two man crew is responsible for the camera inspection of the Sewer lines. The third two man crew is responsible for maintenance and repair of sewage lift stations, and inspection of lift station generators. The remaining two Wastewater Maintenance Workers are responsible for loading and hauling Biosolids, responding to the citizen’s emergency calls and USA’s. Supervising the Wastewater Collection crew is complex due to the various tasks spread across the City while complying with all federal, state, and local rules and regulations. The addition of a Lead Wastewater Maintenance Worker will improve the quality of customer service, and greater level of employee accountability due to an increase level of supervision of staff. This position will be internally recruited and the selected individual’s current position will be closed.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Lead Wastewater Maintenance Worker	GS 36	\$4,115	Sewer M&O

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #6:**

**Utilities Mechanic with the elimination of vacant Wastewater Operator III position**

WQCF has aging equipment and has additional systems coming on-line within the next year (digesters, CNG facilities, Food Waste Receiving Station, FOG receiving station, storm and sewer stations) resulting in more responsibilities and equipment to maintain. WQCF average monthly maintenance backlog of 25 work orders exceeds the average 23 work orders completed by a worker demonstrating maintenance is already understaffed and additional equipment and instrumentation will onlyacerbate the issue. The recommendation is to eliminate a vacant Operator III position (GS40) and create an Utilities Mechanic (GS32). This would result in an annual cost savings of \$20,615.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Utilities Mechanic	GS 32	(20,615)	Sewer M&O



**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #7:**

**Wastewater Maintenance Worker I**

With WQCF's aging infrastructure and additional systems coming on-line in the coming year (digesters, Food Waste and FOG receiving stations, and CNG facilities), it is necessary to have the maintenance staff to properly maintain the facility and stay in compliance with the State. Many of the maintenance activities require two people which means pulling either a second mechanic or an instrumentation technician off another job to assist with the activity. This is not an efficient use of WQCF's skilled labor and would be better suited for a lesser skilled Maintenance Worker. The average monthly PM/CM backlog of 25 exceeds the 23 work orders completed per maintenance employee demonstrating the Maintenance group is already under staffed without the additional systems coming on line within the next year.

With the elimination of a vacant Wastewater Operator III / creation of a Utilities Mechanic the Sewer Fund will realized a savings of \$20,615 annually. This savings will be used to partially fund a Wastewater Maintenance Worker I dedicated to plant maintenance activities.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Wastewater Maintenance Worker I	GS 22	\$90,300	Sewer M&O

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #8:**

**Reclassification of Administrative Assistant I**

The Parks and Recreation Department has an Administrative Assistant I position that has job responsibilities that better align with a Customer Service Representative. In order to better equate with similar positions in other departments and match responsibilities within the current salary schedule, this equity adjustment and reclassification is being requested.

Current Position	Proposed Position	Current Level	Proposed Level	Financial Impact	Impacted Fund
Administrative Assistant I	Customer Service Representative	TS 20-1	TS 24	\$4,195 \$1,400	General Fund Recreation

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #9:**

**Parks Operations \$122,000**

In 2007 the Parks & Rec Department had a total of 51 full time employees and approximately 350 acres maintained, with contractors maintaining all LMD's. Between fiscal years 2009 and 2010 the department lost numerous staff members & assumed all LMD maintenance from contractors due to the economic downturn. Today we have 37 full time employees and maintain over 600 acres with additional programming. The Parks Division is currently lacking a Parks Field Supervisor & has only 1 Lead worker. We are requesting reclassifying an existing Lead Worker to a Park Maintenance Coordinator to help facilitate/coordinate the daily operations of the Park/Facility/Urban Forestry divisions, including, but not limited to, daily crew assignments, training, purchasing, contractor oversight, mandated record keeping, permit compliance, customer service and perform general field tasks/equipment operation/inspection. With the reclassification, Parks will be able to use this position to assist current staff in completing repair and maintenance projects throughout the City's parks facilities. The internal candidate's position would close with the promotion.

The PT Project Coordinator position would help expedite various park projects, plan reviews, submittals and perform general drafting responsibilities. This position would report directly to the new Parks Planning and Project Superintendent and would work no more than 1400 hours per year.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Add 1 - 1400 hour Parks Ops Coordinator		\$63,000	General Fund
Reclass Lead Parks Maintenance Worker to Parks Maintenance Coordinator	GS 33 to GS 36	\$8,000	General Fund
Increase 2 PT Maintenance Workers from 1,000 to 1,400 hours		\$24,000	General Fund
Add 1 - 1,400 hour PT Parks Maintenance Worker		\$27,000	General Fund

**CITY OF MANTECA  
PERSONNEL REQUEST FORM  
BUDGET YEAR 2018-19**

**Request #10:**

**(2) Measure M Police Officers**

These position would be assigned to the Patrol Division. Currently there are 32 officers assigned to patrol and while this allows the department to maintain our current minimum staffing, there are far too many times that patrol is at minimum staffing. It is often necessary to back fill vacancies in order to maintain this minimum staffing level. The addition of two additional officers, allows for more coverage to the City and will reduce the amount of overtime needed to cover staffing levels. With the addition of proposed new homes and businesses, our response times will continue to increase with additional calls generated. These officers would relieve some of the increased response times to level 2, which are at 27 minutes and 3 calls which now sometimes exceed 1 hour.

Proposed Position	Proposed Level	Financial Impact	Impacted Fund
Police Officer I	MPOA 32A-2	\$272,400	Measure M

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	

### **GENERAL FUND**

#### **Legislative**

Mayor	1	1	
Councilmembers	4	4	
City Clerk	1	1	
Assistant City Clerk	1	1	
Admin Assistant III	1	1	
Admin Tech	1	1	
	5	5	0
<b>Elected Positions</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>Regular City Positions</b>	<b>4</b>	<b>4</b>	<b>0</b>

#### **City Attorney**

City Attorney (Contracted)	1	1	0
	1	1	0

#### **Administration**

City Manager	1	1	
Economic Development Manager	1	1	
Management Analyst	1	1	
Senior Management Analyst	1	1	
	4	4	
<b>Regular City Positions</b>	<b>4</b>	<b>4</b>	<b>0</b>

#### **Human Resources and Risk Management**

Administrative Services Director	1	1	
Human Resources Manager	1	1	
Administrative Assistant	1	1	
HR Coordinator	1	1	
ADA/Risk Coordinator	1	1	
	5	5	
<b>Regular City Positions</b>	<b>5</b>	<b>5</b>	<b>0</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b>Finance</b>			
Finance Director	1	1	
Deputy Director Finance	1	1	
Accounting Supervisor	1	1	
Senior Financial Analyst	1	1	
Senior Accountant	1	1	
Financial Analyst	1	1	
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	5	5	
Administrative Assistant	1	1	
	<b>18</b>	<b>18</b>	<b>0</b>
<b>Regular City Positions</b>			
<b>Law Enforcement</b>			
Police Chief	1	1	
Police Captain	2	2	
Police Lieutenant	1	2	1
Police Sergeant	9	8	(1)
Police Officer	39	41	2
Booking Officer	2	2	
Community Resource Officer	2	2	
Community Service Officer I & II	6	6	
Lead Police Records Clerk	1	1	
Police Records Clerk I & II	5	5	
Public Safety Dispatch Coordinator	1	1	
Public Safety Dispatcher	10	11	1
Code Enforcement Officer	1	1	
Code Enforcement Supervisor	1	1	
Administrative Assistant	1	1	
	<b>82</b>	<b>85</b>	<b>3</b>
<b>Regular City Positions</b>			

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b><u>Animal Services</u></b>			
Animal Service Officer	2	2	
Lead Animal Service Officer	1	1	
<b>Regular City Positions</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b><u>Fire Prevention and Suppression</u></b>			
Fire Chief	1	1	
Administrative Chief	1	1	
Fire Captain	9	9	
Firefighter/Engineer	9	9	
Firefighter	9	9	
Fire Inspector	2	2	
Administrative Assistant	1	1	
<b>Regular City Positions</b>	<b>32</b>	<b>32</b>	<b>0</b>
<b><u>Engineering</u></b>			
Public Works Director	1	1	
Public Works Deputy Director/Engineering	1	1	
Senior Civil Engineer	1	1	
Associate Civil Engineer	1	1	
Assistant Engineer	3	3	
Engineering Technician I/II/III	1	2	1
Field Inspector	1	1	
Senior Administrative Analyst	1	1	
Administrative Assistant III	1	1	
<b>Regular City Positions</b>	<b>11</b>	<b>12</b>	<b>1</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	

### **Street Maintenance**

Streets Maintenance Supervisor	1	1	
Street Maintenance Coordinator	1	1	
Street Maintenance Equipment Operator I/II/III	8	8	
Traffic Signs & Marking Specialist	1	1	
	<b>11</b>	<b>11</b>	<b>0</b>

**Regular City Positions**

### **Fleet Maintenance**

Vehicle Maintenance Supervisor	1	1	
Lead Vehicle & Equipment Technician	1	1	
Vehicle & Equipment Technician I & II	5	5	
Parts Inventory Specialist	1	1	
Administrative Analyst	0	0	
Administrative Assistant III	1	1	
	<b>9</b>	<b>9</b>	<b>0</b>

**Regular City Positions**

### **Facilities Maintenance**

Public Works Manager	1	1	
Senior Building Maintenance Technician	1	1	
Building Maintenance Technician I/II	2	2	
Lead Custodian	1	1	
Custodian I	3	3	
	<b>8</b>	<b>8</b>	<b>0</b>

**Regular City Positions**



## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b><u>Parks and Recreation</u></b>			
Parks and Recreation Director	1	1	
Deputy Director Parks and Recreation	1	1	
Parks Planning/Project Supervisor	1	1	
Landscape Operation Superintendent	1	1	
Landscape Operation Supervisor	1	1	
Landscape Planning Technician	1	1	
Lead Parks/Golf Maintenance Worker	1	0	(1)
Equipment Mechanic I/II	1	1	
Parks Maintenance Coordinator	0	1	1
Parks/Golf Maintenance Technician	3	3	
Parks/Golf Maintenance Worker I & II	15	15	
Recreation Program Coordinator	2	2	
Project Analyst	1	1	
Customer Service Representative	0	1	1
Administrative Assistant I/III	2	1	(1)
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<b>Regular City Positions</b>	<b>31</b>	<b>31</b>	<b>0</b>
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<b><u>Senior Citizen Center</u></b>			
Recreation Supervisors	1	1	
Recreation Program Coordinator	1	1	
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<b>Regular City Positions</b>	<b>2</b>	<b>2</b>	<b>0</b>
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<b>TOTAL GENERAL FUND POSITIONS</b>	<b>220</b>	<b>224</b>	<b>4</b>
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## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b><u>SPECIAL REVENUE FUNDS</u></b>			
<b><u>Transit</u></b>			
Administrative Analyst	1	1	
Tranist Supervisor	1	1	
<b>Regular City Positions</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b><u>Public Safety Endowment</u></b>			
Firefighter	4	4	
<b>Regular City Positions</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b><u>Public Safety Sales Tax</u></b>			
<b><u>Law Enforcement</u></b>			
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	13	2
<b>Regular City Positions</b>	<b>15</b>	<b>17</b>	<b>2</b>
<b><u>Public Safety Sales Tax</u></b>			
<b><u>Fire Prevention and Suppression</u></b>			
Firefighter	6	6	
Firefighter/Engineer	3	3	
Fire Captain	3	3	
Battalion Chief	3	3	
<b>Regular City Positions</b>	<b>15</b>	<b>15</b>	<b>0</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b><u>Community Development</u></b>			
Community Development Director	1	1	
City Engineer	1	1	
Assistant Engineer	3	3	
Planning Manager	1	1	
Senior Planner	1	1	
Associate Planner	2	2	
Assistant Planner	1	1	
Development Service Tech	2	2	
Construction Inspector I/II	1	1	
Senior Construction Inspector	1	1	
Administrative Assistant III	1	1	
Planning Commissioners (includes alternate)	6	6	
<b>Appointed Positions</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>Regular City Positions</b>	<b>15</b>	<b>15</b>	<b>0</b>
 <b><u>Building Safety</u></b>			
Chief Building Inspector	1	1	
Development Services Technician	3	3	
Senior Plan Check Engineer	1	1	
Plans Examiner II	1	1	
Senior Building Inspector	1	1	
Building Inspector I & II	2	2	
<b>Regular City Positions</b>	<b>9</b>	<b>9</b>	<b>0</b>
<b>TOTAL SPECIAL REVENUE FUND POSITIONS</b>	<b>60</b>	<b>62</b>	<b>2</b>

## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	

### **ENTERPRISE FUNDS**

#### **Golf Course**

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

#### **Regular City Positions**

#### **Wastewater Quality Control Facility**

Deputy Director of Utilities	1	1	
Wastewater System Superintendent	1	1	
Wastewater Chief Plant Operator	1	1	
Wastewater Maintenance Supervisor	1	1	
Wastewater Collection Systems Supervisor	1	1	
Work Control Supervisor	1	1	
Permit Compliance Coordinator	1	1	
Maintenance Planner/Scheduler	1	1	
Lab Supervisor	1	1	
Lead Laboratory Technician	1	1	
Laboratory Technician I / II / III	2	2	
Environmental Compliance Inspector	1	1	
Wastewater Plant Operator	9	8	(1)
Utilities Mechanic	3	4	1
Instrument Technician/Electrician	2	2	
Senior Instrument Tech	1	1	
Lead Maintenance Worker	1	2	1
Wastewater Maintenance Worker I/II/III	8	8	0
Administrative Assistant II	1	1	
	<b>38</b>	<b>39</b>	<b>1</b>

#### **Regular City Positions**

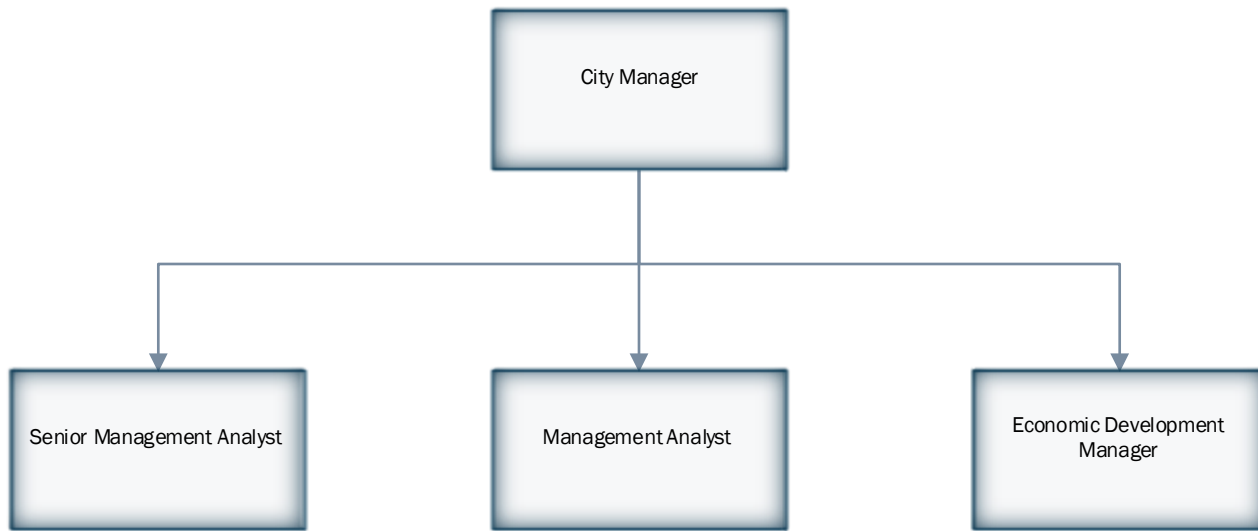
## Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b><u>Solid Waste</u></b>			
Solid Waste Manager	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	2	2	
Customer Service Representative	3	3	
Administrative Assistant	0	0	
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<b>Regular City Positions</b>	<b>37</b>	<b>37</b>	<b>0</b>
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<b><u>Water System Maintenance &amp; Operations</u></b>			
Deputy Director of Utilities	1	1	
Water Treatment Operations Supervisor	1	1	
Water Distribution Supervisor	1	1	
Water Meter Services Supervisor	1	1	
Water Distribution Operator II & III	9	9	
Water Treatment Operator	1	1	
Water System Maintenance Worker I & II	5	5	
Water Resources Coordinator	1	1	
Water Regulatory Specialist	1	1	
Water Regulatory Coordinator	1	1	
Meter Reader I/II	2	2	
Well Mechanic Operator	2	2	
Administrative Assistant	1	1	
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<b>Regular City Positions</b>	<b>27</b>	<b>27</b>	<b>0</b>
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<b>TOTAL ENTERPRISE FUND POSITIONS</b>	<b>106</b>	<b>107</b>	<b>1</b>
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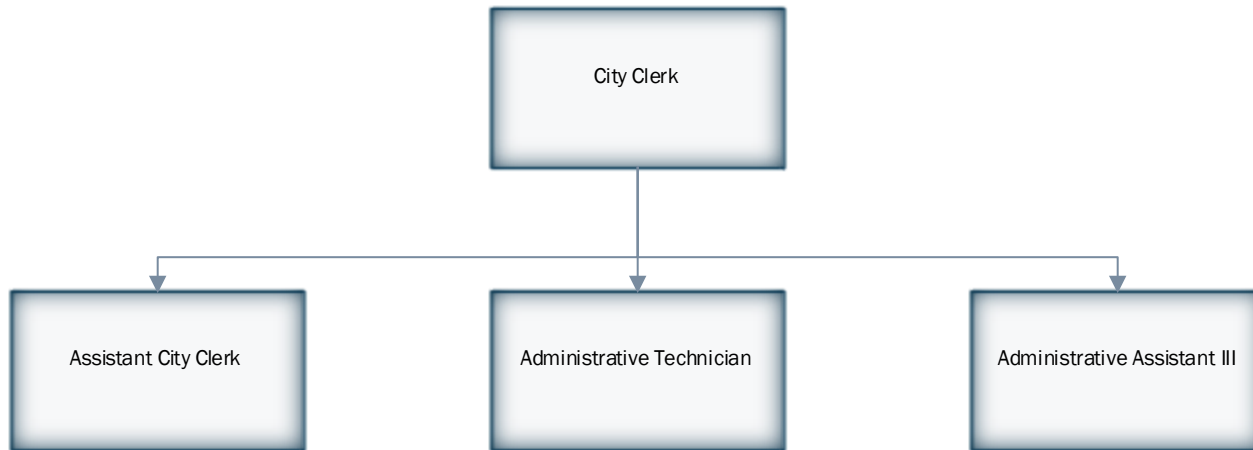
**Personnel Summary By Department/Fund**

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2017-18	Proposed FYE 2018-19	
<b><u>INTERNAL SERVICE FUNDS</u></b>			
<b><u>Information Technology</u></b>			
Information Technology Manager	1	1	
Systems Engineer	2	2	
GIS Assistant	1	1	
GIS Analyst	1	1	
GIS Specialist I/II	1	1	
Applications Specialist/Public Safety	2	2	
Network Technician I/ II	1	1	
	<u>9</u>	<u>9</u>	<u>0</u>
<b>Regular City Positions</b>			
	<u>9</u>	<u>9</u>	<u>0</u>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<u>9</u>	<u>9</u>	<u>0</u>
<b>TOTAL REGULAR POSITIONS</b>	<u>395</u>	<u>402</u>	<u>7</u>
<b>TOTAL ELECTED OR APPOINTED POSITIONS</b>	<u>11</u>	<u>11</u>	<u>0</u>

# Administration

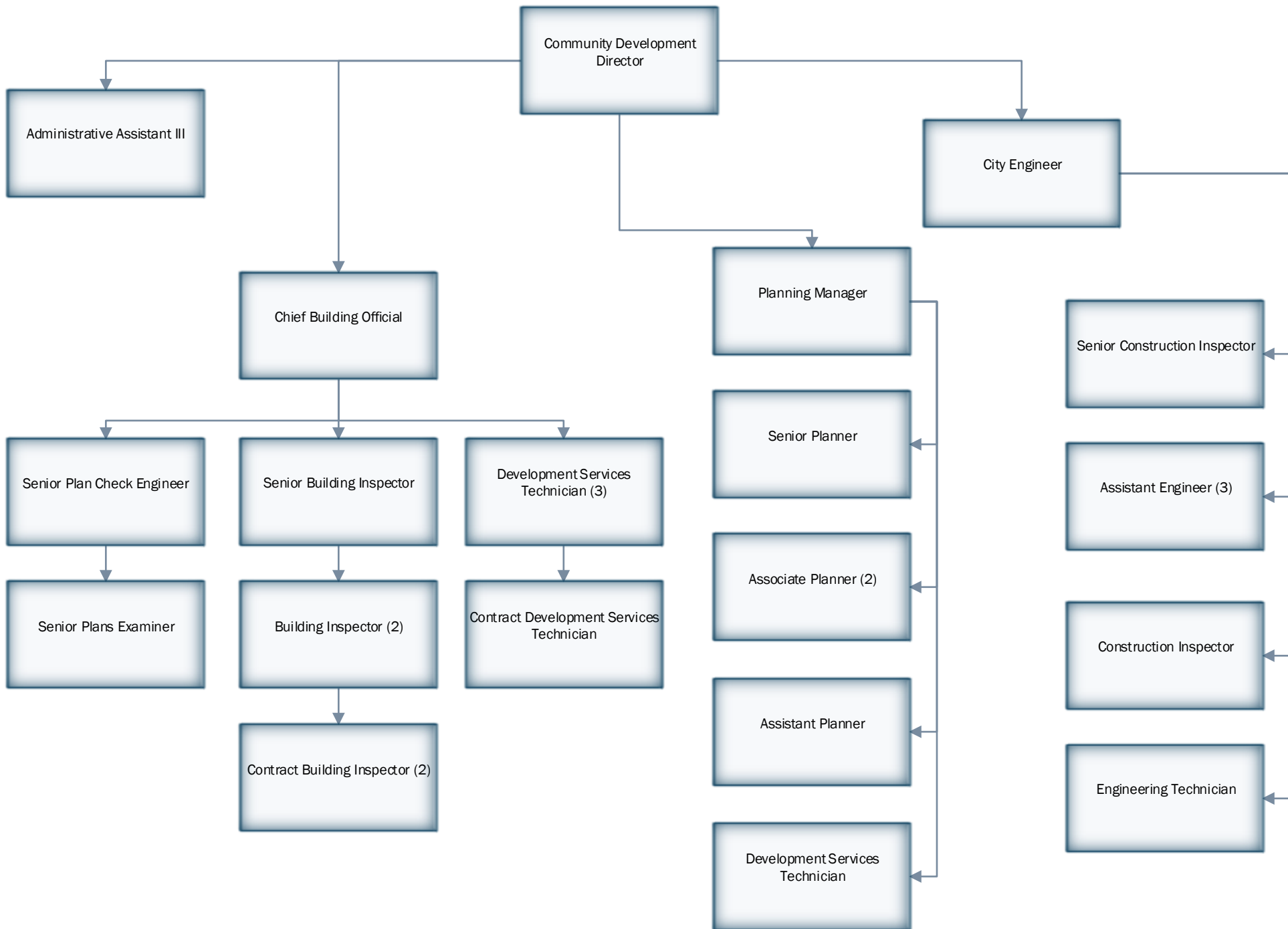


# City Clerk

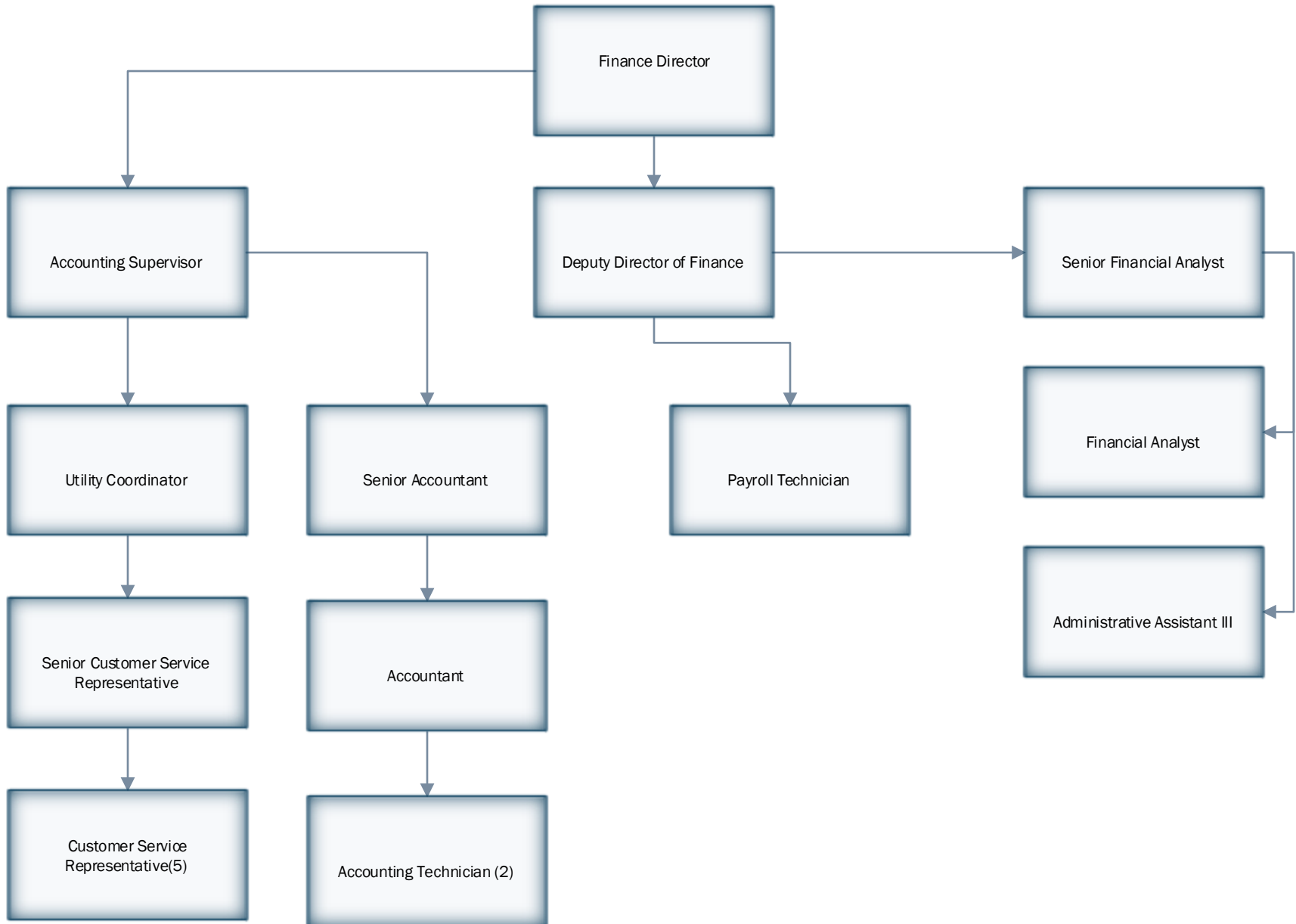




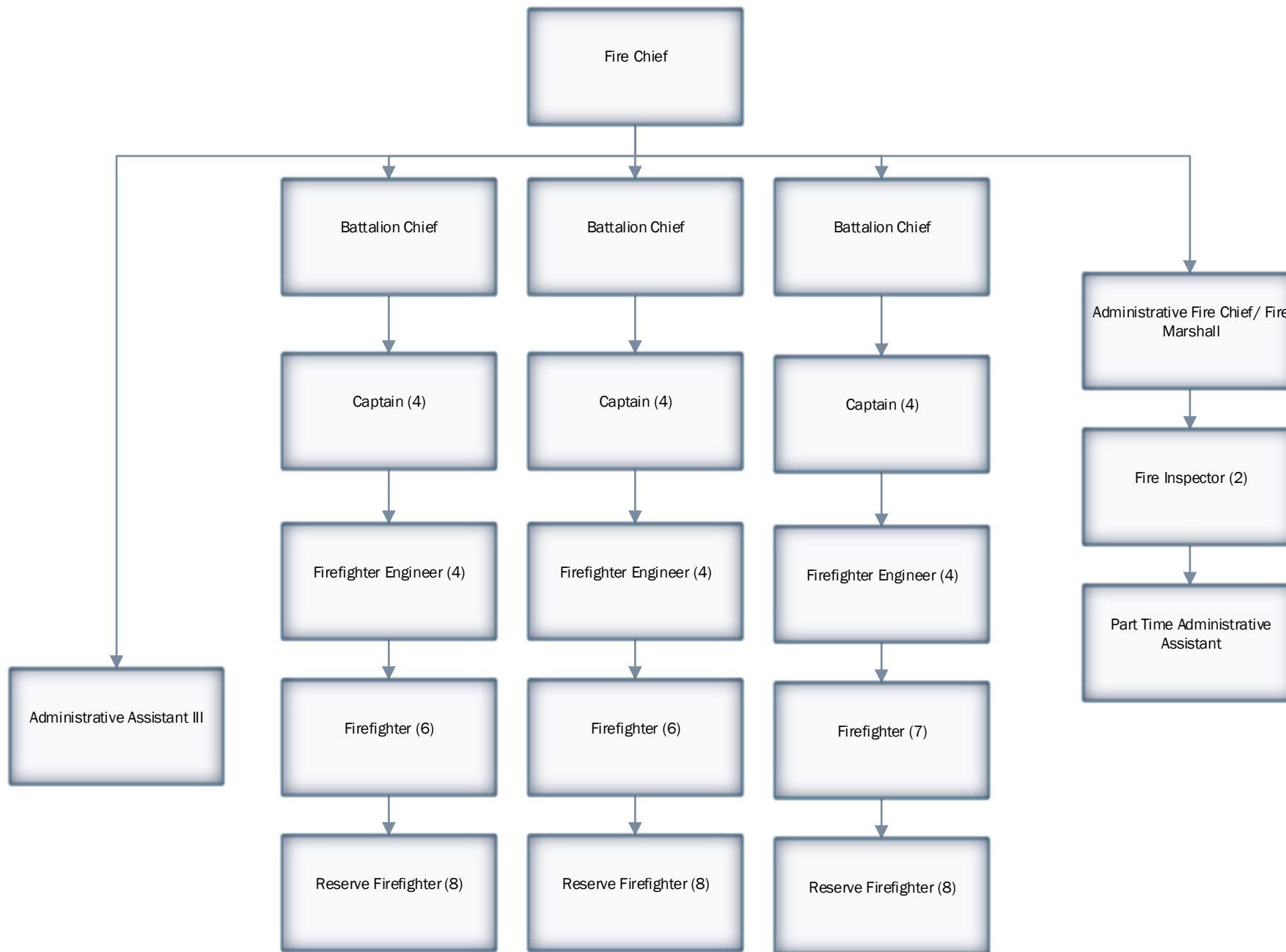
# Community Development



# Finance

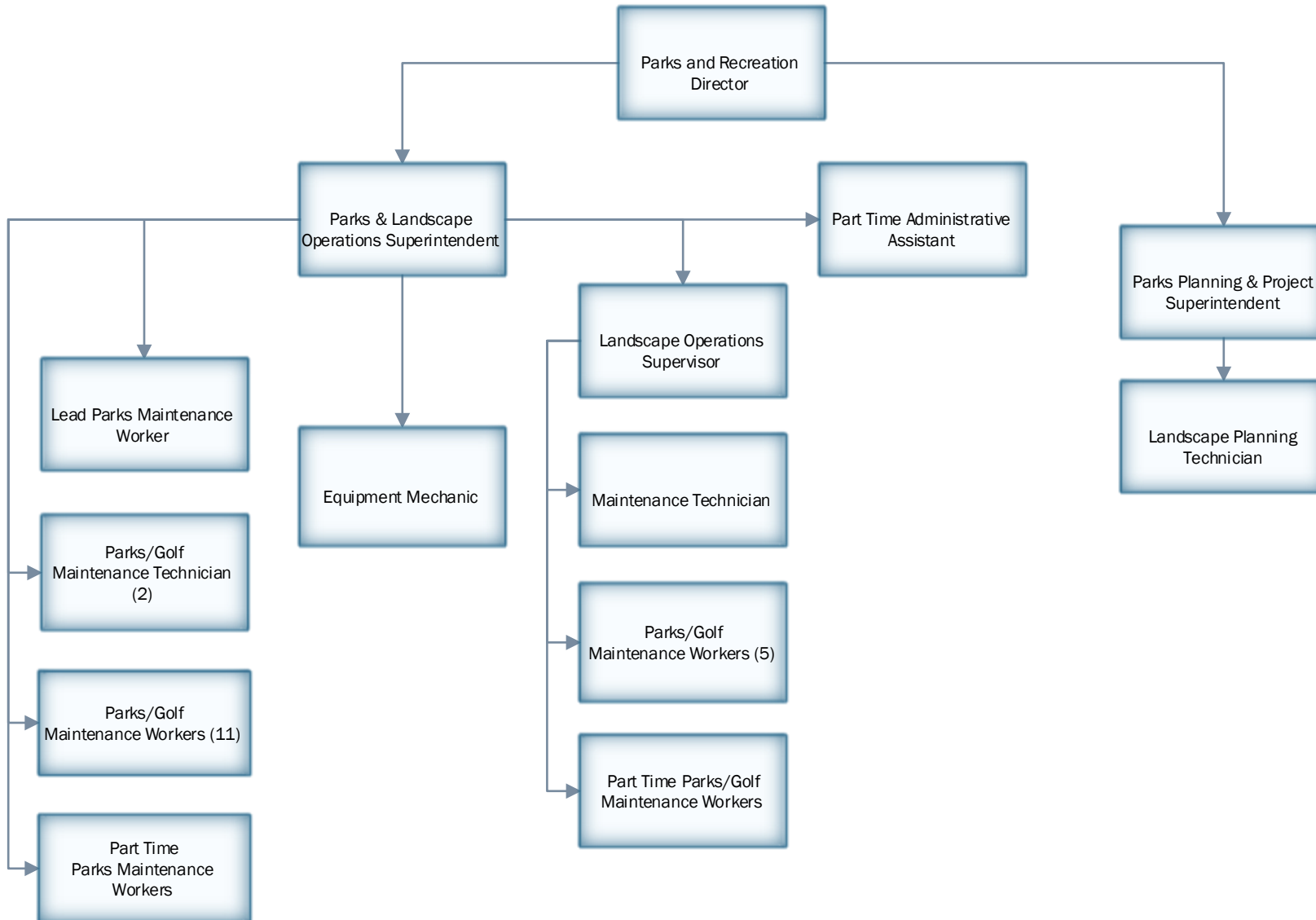


# Fire Department

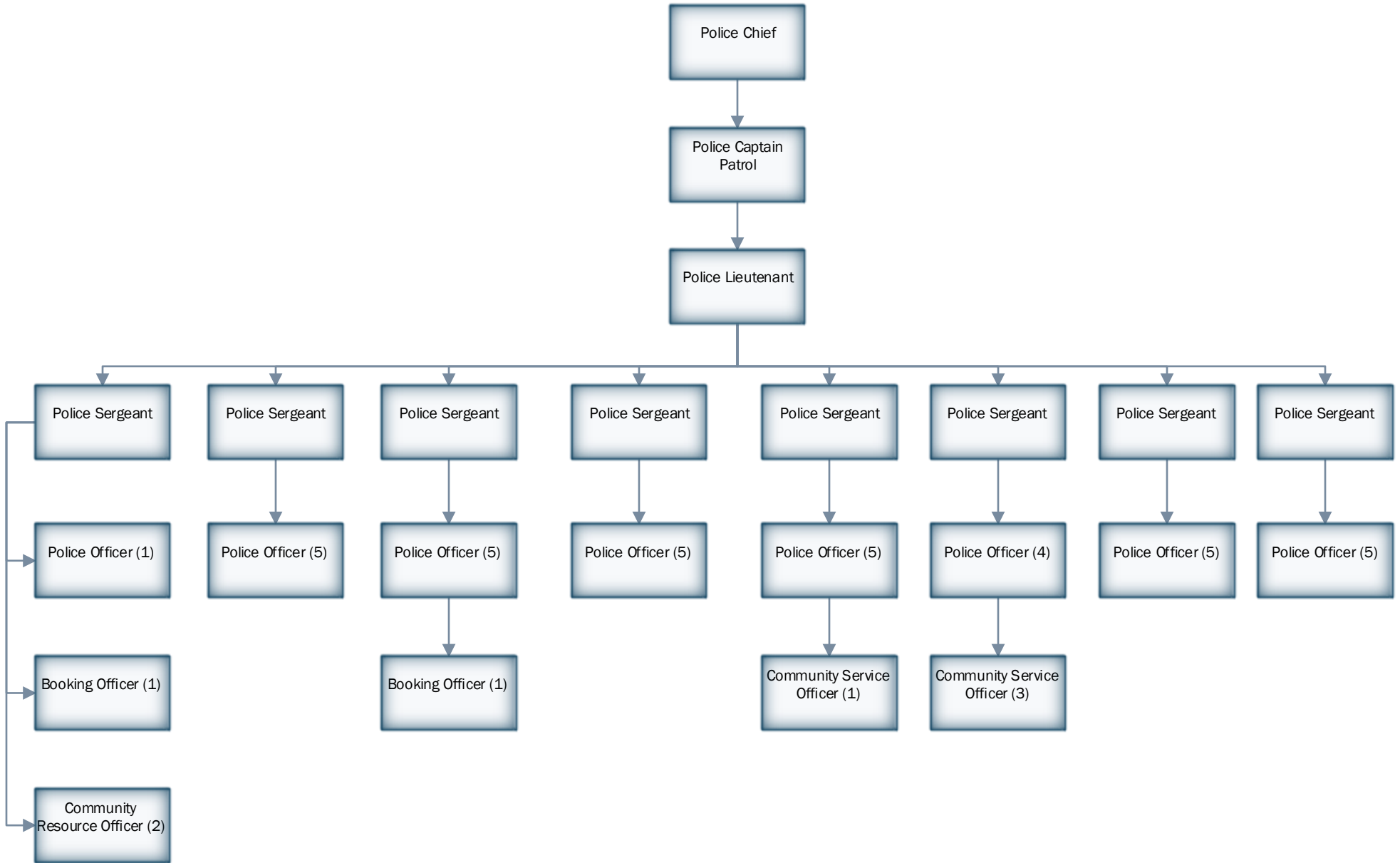




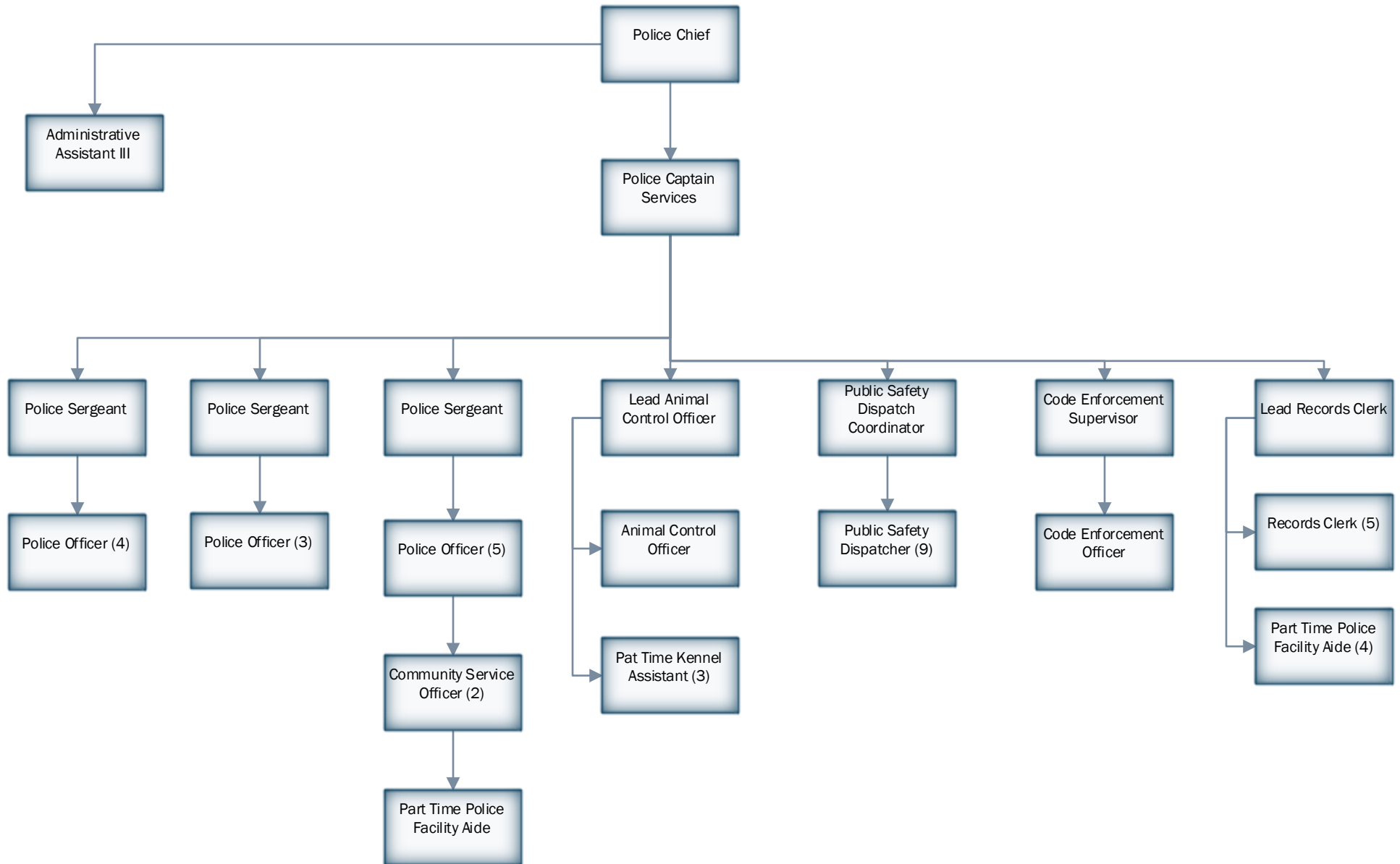
# Parks



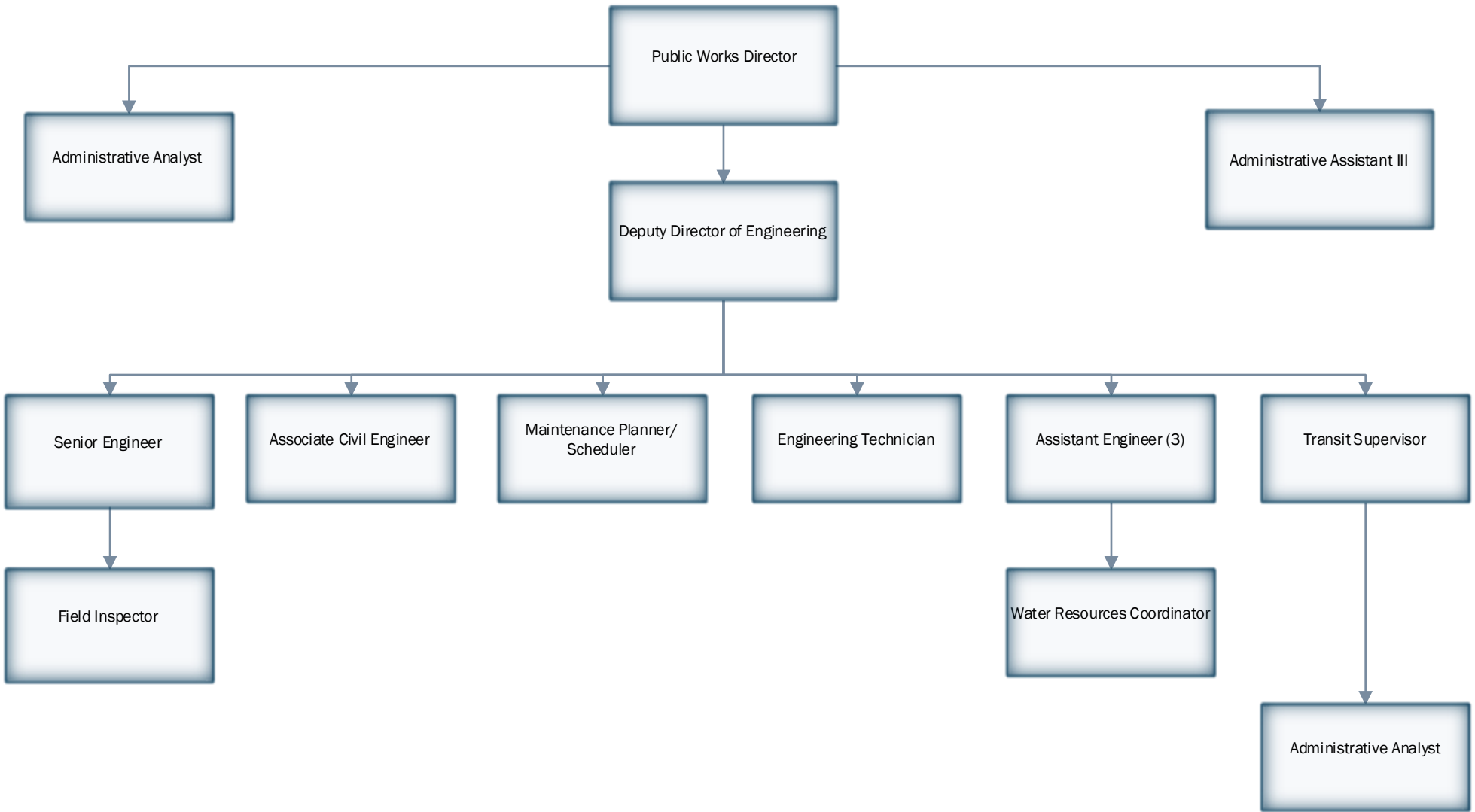
# Police Department (Patrol)



# Police Department (Services)

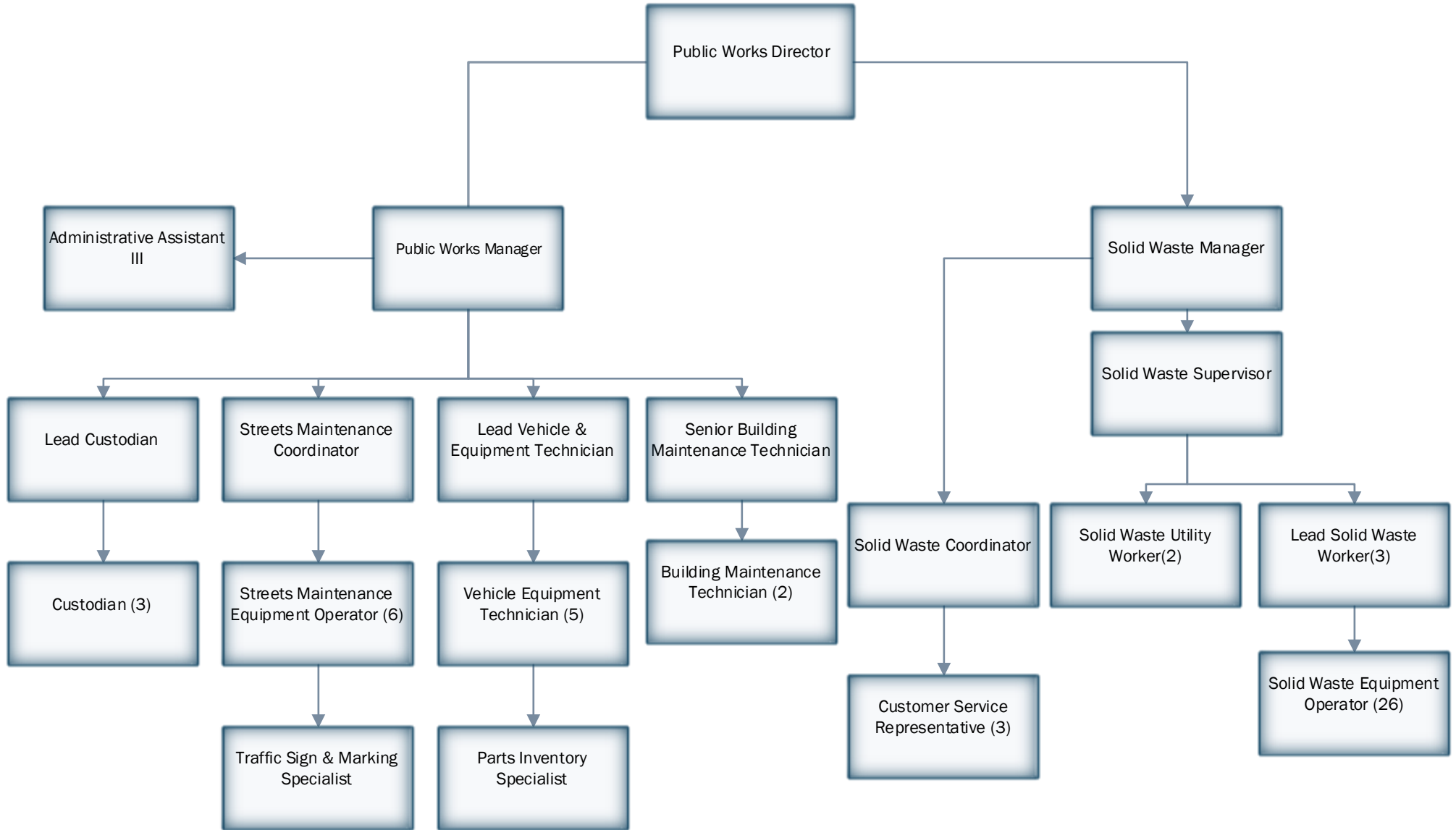


# Public Works Engineering

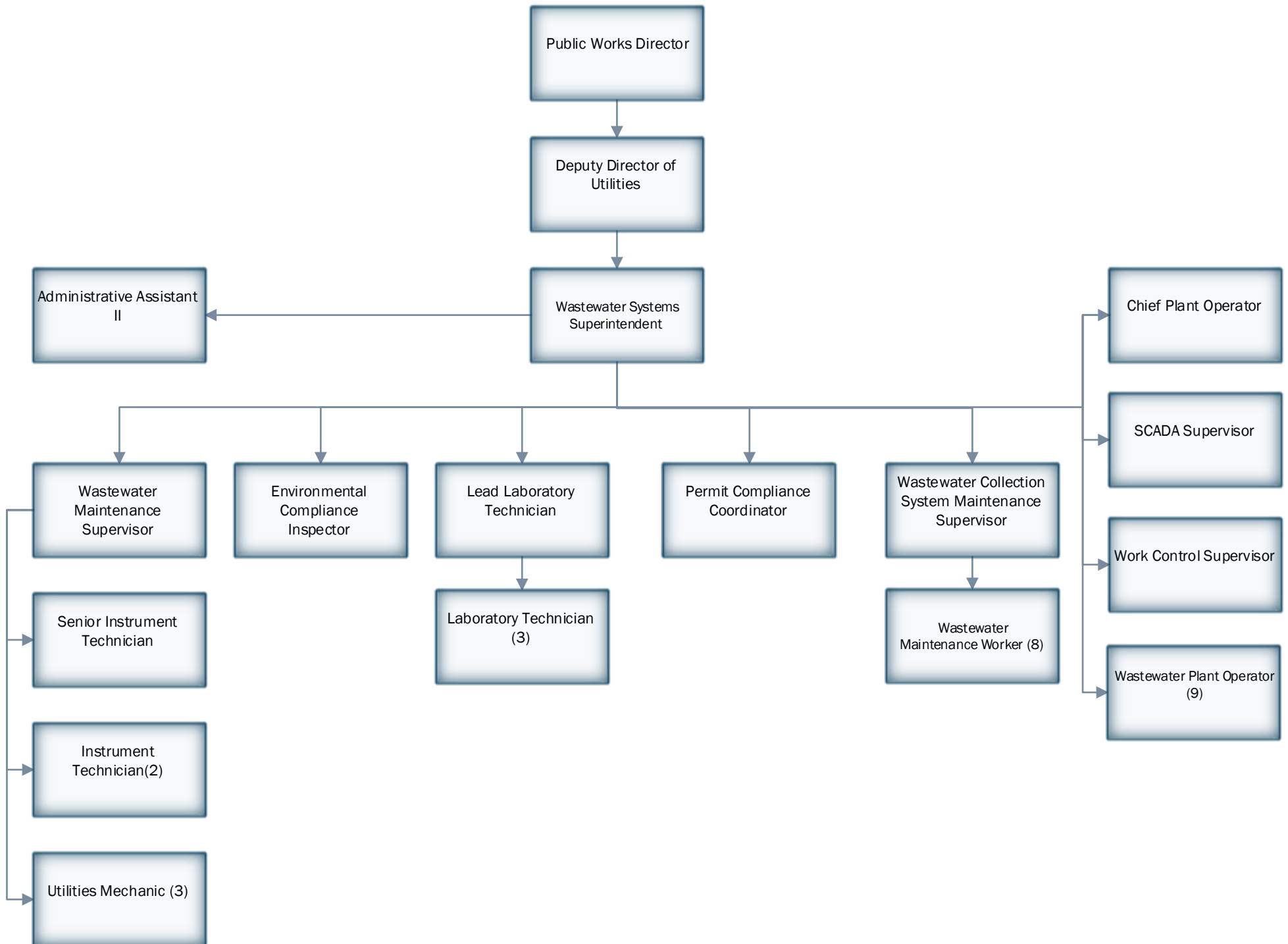




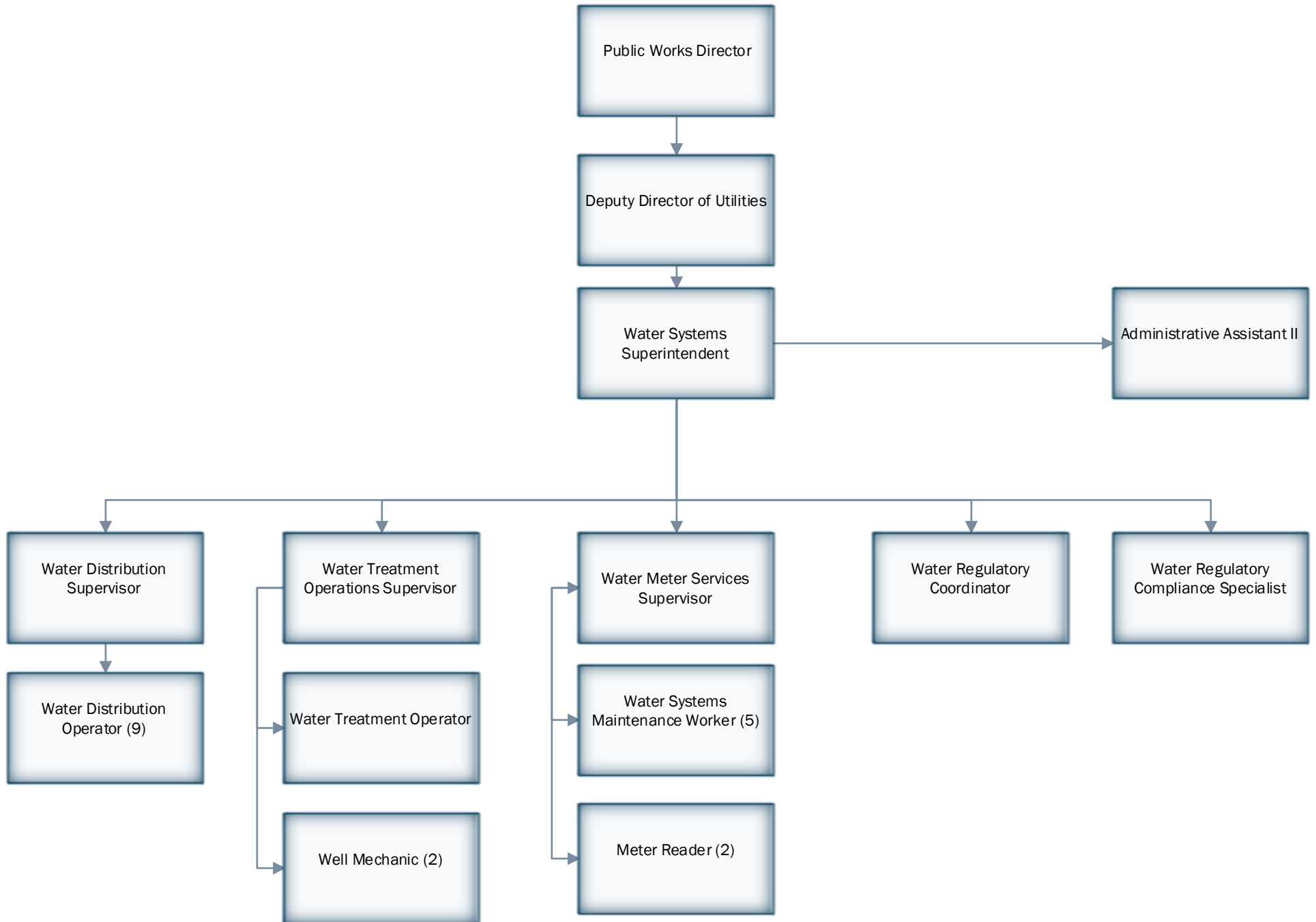
# Public Works Operations Facilities/Maintenance/ Solid Waste



# Public Works Operations Wastewater



# Public Works Operations Water



# Recreation

