

**Ordinance No. 2438-15
by the Finance Committee**

**An Ordinance Establishing Authorized Positions by
Department for Year 2016**

The Common Council of the City of Brookfield do ordain as follows:

SECTION 1. The authorized level of positions for each department of the City of Brookfield for the year 2016 are hereby established and fixed, commencing January 1st of said year, unless specifically stated otherwise, and until changed pursuant to law as follows:

| <u>DEPARTMENT</u> | <u>POSITIONS</u> | <u>FTE</u> |
|-------------------|---------------------------------------|-------------|
| MAYOR | Mayor | 1.00 |
| | Administrative Coordinator | .50 |
| | Receptionist | .25 |
| | | <hr/> 1.75 |
| COMMON COUNCIL | Aldermen (14 part-time, elected) | 7.00 |
| | | <hr/> 7.00 |
| CITY ATTORNEY | City Attorney | 1.00 |
| | Assistant City Attorney | .75 |
| | Administrative Coordinator | .50 |
| | Receptionist | .25 |
| | | <hr/> 2.50 |
| CITY CLERK | City Clerk | 1.00 |
| | Deputy City Clerk | 1.00 |
| | Administration and Licensing Clerk | 1.00 |
| | Office Services Assistant (Elections) | 1.00 |
| | | <hr/> 4.00 |
| FINANCE | Director of Finance/Treasurer | 1.00 |
| | Revenue Manager | 1.00 |
| | Finance Manager | 1.00 |
| | Management Accountant | 1.00 |
| | Payroll Management Accountant | 1.00 |
| | Utility Accountant | 1.00 |
| | Accountant | 1.00 |
| | Accounting Clerk | 1.00 |
| | Administrative Assistant | 1.00 |
| | Lead/Treasurer Assistant | 1.80 |
| | | <hr/> 10.80 |
| ASSESSOR | City Assessor | 1.00 |
| | Deputy City Assessor | 1.00 |
| | Appraiser I | 3.00 |
| | Assessment Technician | 1.00 |
| | <hr/> 6.00 | |

| <u>DEPARTMENT</u> | <u>POSITIONS</u> | <u>FTE</u> |
|--|--|------------|
| INFORMATION TECHNOLOGY | Information Technology Director | 1.00 |
| | IT Security Manager | 1.00 |
| | Systems Analyst/Programmer | 2.00 |
| | Network Administrator | 1.00 |
| | GIS Coordinator | 1.00 |
| | | <hr/> |
| HUMAN RESOURCES | Human Resources Director | 1.00 |
| | Health and Productivity Manager | 1.00 |
| | Compensation and Records Specialist | 1.00 |
| | <hr/> | 3.00 |
| CITY HALL | Facilities Supervisor | 1.00 |
| | Lead Facilities Maintenance Technician | 1.00 |
| | Facilities Maintenance Technician | 1.00 |
| | General Cleaner (part-time) | 7.58 |
| | <hr/> | 10.58 |
| POLICE | Police Chief | 1.00 |
| | Assistant Chief of Police | 1.00 |
| | Police Captain | 2.00 |
| | Police Lieutenant | 3.00 |
| | Police Lieutenant – Community Relations | 1.00 |
| | Police Lieutenant – Training | 1.00 |
| | Sergeant | 6.00 |
| | Detective | 8.00 |
| | Police Officer | 45.00 |
| | Records Clerk | 12.00 |
| | Time and Attendance Clerk | 1.00 |
| | Director of Services | 1.00 |
| | Social Worker | 1.00 |
| | Administrative Assistant | 1.00 |
| | Community Services Officer | 1.00 |
| | Squad Maintenance Worker (part-time) | 1.00 |
| Patrol Officer – Auxiliary (4.00) ¹ | - | |
| | <hr/> | 86.00 |
| FIRE | Fire Chief | 1.00 |
| | Assistant Fire Chief | 1.00 |
| | Deputy Fire Chief (Shift Commander) | 3.00 |
| | Senior Fire Inspector | 1.00 |
| | Fire Lieutenant - Training | 1.00 |
| | Fire Lieutenant | 9.00 |
| | Paramedic/Firefighter/Equipment Operator | 42.00 |
| | Public Education Specialist | .60 |
| | Office Services Assistant | 1.00 |
| | Paramedic/Firefighter/Equipment Operator - Auxiliary (2.00) ¹ | - |
| | | <hr/> |

| DEPARTMENT | POSITIONS | FTE |
|--------------------------------|---------------------------------------|-------------|
| INSPECTION SERVICES | Building and Zoning Administrator | 1.00 |
| | District Building Inspector | 2.00 |
| | Electrical Inspector | 1.20 |
| | Plumbing Inspector | 1.20 |
| | Administrative Assistant | 2.00 |
| | Code Enforcement Supervisor | 1.00 |
| | Code Enforcement Inspector | .75 |
| | | <hr/> 9.15 |
| MUNICIPAL COURT | Municipal Judge (part-time, elected) | .50 |
| | Municipal Court Administrator | 1.00 |
| | Court Clerk | 1.00 |
| | Bailiff | .10 |
| | <hr/> 2.60 | |
| DPW ADMINISTRATION/ENGINEERING | Director of Public Works | 1.00 |
| | City Engineer | 1.00 |
| | Engineering Project Manager | 2.00 |
| | Project Engineer | 2.00 |
| | Engineering Technician II | 2.00 |
| | Senior Drafter | 1.00 |
| | Administrative Assistant | .50 |
| | <hr/> 9.50 | |
| HIGHWAY AND STREETS | Highway Superintendent | 1.00 |
| | Assistant Public Works Superintendent | 2.00 |
| | Administrative Assistant | 1.00 |
| | Crew Chief | 3.00 |
| | Equipment Operator II | 21.00 |
| | Recycle Center Attendant (part-time) | 1.81 |
| | Seasonal Highway Employees | 1.72 |
| | | <hr/> 31.53 |
| LIBRARY | Library Director | 1.00 |
| | Office Services Assistant | 1.00 |
| | Public Services Manager | 1.00 |
| | Circulation Services Supervisor | 1.00 |
| | Technical Services Manager | 1.00 |
| | Librarian | 10.40 |
| | Library Technician I | 13.20 |
| | Summer staff | .23 |
| | <hr/> 28.83 | |

| DEPARTMENT | POSITIONS | FTE |
|---------------------------------------|---|-------------|
| PARKS, RECREATION AND FORESTRY | Director of Parks, Recreation & Forestry | 1.00 |
| | Parks and Forestry Superintendent | 1.00 |
| | Park Programs and Operations Manager | 1.00 |
| | Recreation Supervisor | 2.00 |
| | Administrative Coordinator | 1.00 |
| | Office Services Assistant | 2.00 |
| | Office Assistant | .56 |
| | Crew Chief | 1.00 |
| | Park Facilities/Grounds Arborist | 2.00 |
| | Park Facilities/Grounds Horticulturist | 2.00 |
| | Park Facilities/Grounds Specialist | 3.00 |
| | Seasonal Park Maintenance (8 month positions) | 3.70 |
| | Summer Park Maintenance | 3.00 |
| | Park Ranger (summer) | .20 |
| | | <hr/> 23.46 |
| COMMUNITY DEVELOPMENT | Director of Community Development | 1.00 |
| | Planning Administrator | 1.00 |
| | Administrative Assistant | .50 |
| | Graduate Intern | .20 |
| | <hr/> 2.70 | |
| ECONOMIC DEVELOPMENT | Economic Development Administrator | 1.00 |
| | Graduate Intern | .30 |
| | <hr/> 1.30 | |
| FLEET SERVICES | Fleet Manager | 1.00 |
| | Fleet Service Technician | 4.00 |
| | <hr/> 5.00 | |
| WASTEWATER UTILITY | WPCC Manager | 1.00 |
| | WPCC Operations Supervisor | 1.00 |
| | Pretreatment/Process Supervisor | 1.00 |
| | Senior Chemist | 1.00 |
| | Chemist | 2.00 |
| | Lead WPCC Operator | 2.00 |
| | WPCC Operator | 6.00 |
| | Lead WPCC Maintenance Specialist | 1.00 |
| | WPCC Maintenance Specialist | 3.00 |
| | Secretary | .50 |
| | Seasonal Employees | 1.00 |
| | <hr/> 19.50 | |
| PUBLIC WORKS INSPECTION/SURVEY | Survey Supervisor | 1.00 |
| | Engineering Technician III | 1.00 |
| | Engineering Technician II | 3.00 |
| | Public Works Inspector | 1.00 |
| | Survey Assistant | .66 |
| | <hr/> 6.66 | |

| <u>DEPARTMENT</u> | <u>POSITIONS</u> | <u>FTE</u> |
|--------------------------------------|------------------------------|---------------------|
| WATER UTILITY | Water Utility Superintendent | 1.00 |
| | Water Operations Supervisor | 1.00 |
| | Administrative Assistant | 1.00 |
| | Water Utility Specialist II | 1.00 |
| | Water Utility Specialist I | 1.00 |
| | Lead Water Operator | 2.00 |
| | Water Utility Operator | 7.00 |
| | Seasonal Employees | .92 |
| | | <hr/> 14.92 |
| TOTAL FULL TIME EQUIVALENT POSITIONS | | <hr/> <u>352.38</u> |

¹ Police and Fire Department Auxiliary positions authorized by the Council are included for completeness. However, the positions are not full-time equivalent positions as they are intended to address periods of under-staffing or for special circumstances recognized and authorized by the Common Council.

SECTION 2. The Mayor is authorized to direct the Human Resources Director to not fill vacant positions or to under-fill positions contained in this Ordinance if in his or her judgment, such actions are in the best interest of the City. Such actions shall be reported to both the Human Resources and Public Safety Committee and Finance Committee at the next regularly scheduled meeting.

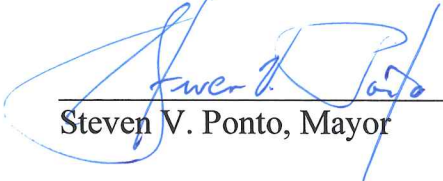
SECTION 3. All ordinances or parts of ordinances contravening the provisions of this Ordinance are hereby repealed.

SECTION 4. This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED THIS 17th DAY OF NOVEMBER, 2015.



 Kelly Michaels, City Clerk



 Steven V. Ponto, Mayor