



MEMORANDUM

THRU: JUDIE ZIMOMRA, CITY MANAGER

TO: CITY COUNCIL MEMBERS

FROM: JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR

DATE: OCTOBER 26, 2011

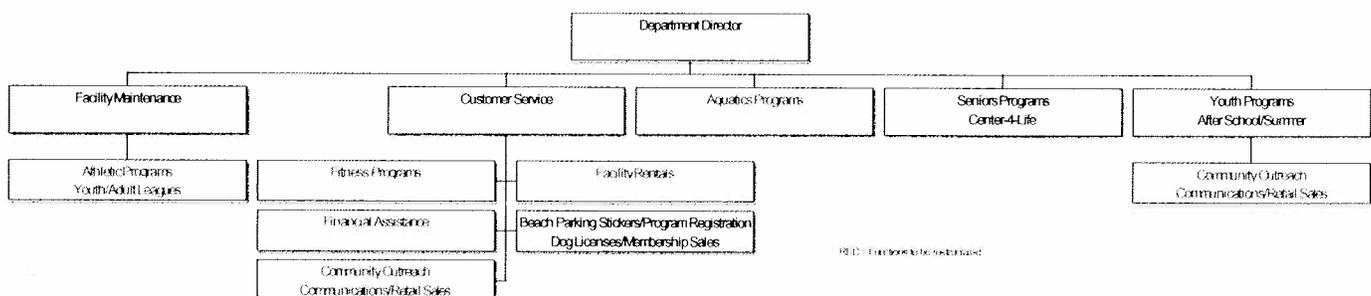
SUBJECT: REORGANIZATION OF RECREATION DEPARTMENT; AMENDED CLASSIFICATION PLAN FOR FY 2011-2012; AND REVISED 2011-2012 MANPOWER ALLOCATION FOR BEACH PARKING ENTERPRISE FUND

A. REORGANIZATION OF THE RECREATION DEPARTMENT

The Recreation Department has continued to evolve functionally since the opening of the Recreation Center in December 2007. The expansion of Recreation Center programs relating to fitness and recreational activities for the membership has resulted in organizational changes that were not previously considered in the job classification process. These added functional duties and responsibilities include:

- Fitness contracts and contractor oversight
- Facility rentals
- 70/30 instructional contracts
- Community outreach activities (weekly activities; press releases)
- Financial assistance for youth activities
- Membership sales
- Beach parking and dog licenses sales
- Retail sales
- Ball field mowing and facility cleaning contracts

Current Functional Structure



RECREATION PROGRAM COORDINATOR: (Athletic Programs: youth/adult leagues):

Responsibility for the Athletic Programs for youth and adult leagues was assigned to the Facility Management function as the employee who managed the leagues also had responsibilities for the lining of the ball fields and facility maintenance activities. These activities are now performed under contract operations. The Department Director proposes to bring the part-time employee responsible for the youth and adult leagues under her direct supervision. Those duties performed under contract have been removed from the job description. With maintenance duties being removed, employee will assist with coordination and development of community health screenings, outreach events and general promotional materials. Additionally, employee is trained in all front desk operations and will be used as needed. The position was previously occupied by a full-time employee, but is being converted to part-time. However, there is no change in title or grade of this position (job description attached).

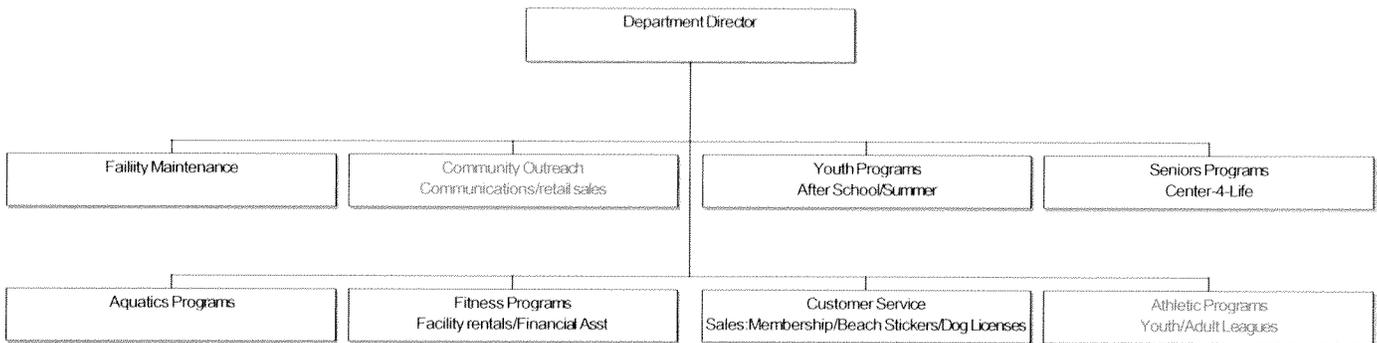
FITNESS CONTRACTS COORINATOR (Fitness Programs): The Administrative Receptionist, full-time, was initially hired in the Customer Service function to serve as receptionist, sell Recreation Center memberships and perform other related administrative functions. She has since assumed responsibility for the fitness program contracts and oversight of the contractor performance for Recreation Center fitness classes, coordination and implementation of facility rentals and support to the Financial Assistance Subcommittee of the Parks and Recreation Committee relative to financial assistance for youth activities. These functional responsibilities for fitness contracts, facility rental and financial assistance are now being added to her job description. The Department Director proposes to bring this position directly under her supervision. These new duties and responsibilities will change the job classification from Administrative Receptionist, grade 15, to Fitness Contracts Coordinator, grade 18 (job description attached). This new job classification represents a change to the fiscal year 2011-2012 classification plan.

AQUATICS SUPERVISOR (Aquatics Programs): The Aquatics Manager, grade 19, position was previously classified as an Aquatics Supervisor, grade 18, position (job description attached). The Department Director proposes to return the position to the former classification and promote the current full-time Senior Lifeguard to the reclassified position. This new job classification represents a change to the fiscal year 2011-2012 classification plan.

COMMUNITY OUTREACH COORDINATOR (Community Outreach and Retail Sales): The duties and responsibilities relating to the development of community outreach materials such as press releases, brochures, posters, Week-at-a-Glance, Month-at-a-Glance, etc. were assigned to a Recreation Aide, part-time, who possessed exceptional computer skills who was a counselor in the Summer and After School programs. The Department Director proposes to place this employee directly under her supervision to prepare community outreach materials, handle retail sales and to prepare and coordinate community outreach materials and events as well as retail sales. This employee will also continue to work with the Summer and After-School programs as well as serve as an Administrative Receptionist as needed. These new duties and responsibilities will change the job classification from Recreation Aide, grade 13, to Community Outreach Coordinator, grade 17 (job description attached).

The proposed functional structure is shown below:

Proposed Functional Structure



And 1 Part Time Employee

A cost analysis of the proposed changes in job descriptions will not have an impact on the Recreation Department budget for fiscal year 2011-2012.

City Council approval of the attached revised Classification Plan for fiscal year 2011-2012 recognizing the changes in job classification as a result of the Recreation Department reorganization is requested.

B. CLASSIFICATION PLAN FOR FISCAL YEAR 2011-2012

The revised Classification Plan for FY 2011-2012 reflecting the job classification changes recommended above is attached.

C. REVISED MANPOWER ALLOCATION FOR BEACH PARKING FOR FISCAL YEAR 2011-2012

The authorized manpower allocation for the Beach Parking Enterprise Fund for FY 2011-2012 is attached reflecting a modification to the Tradesworker, full-time, from 4 to 6 and decreasing the Tradesworker, part-time, from 1 to zero. City Council approval to modify the manpower allocations for Fiscal Year is requested.

**CITY OF SANIBEL
RESOLUTION 11-097**

A RESOLUTION REORGANIZING THE RECREATION DEPARTMENT; AMENDING THE CLASSIFICATION PLAN AND PAY SCHEDULE FOR FISCAL YEAR 2011-2012 ADOPTED ON SEPTEMBER 10, 2011; ADOPTING NEW AND RE-DESCRIBED JOB DESCRIPTIONS FOR THE RECREATION DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Sanibel desires to pay a fair and equitable wage to its employees which is competitive with the labor market; and

WHEREAS, the City of Sanibel pay ranges for fiscal year 2010-2011 continue to represent the internal job classification as well as the external job market pay levels; and

WHEREAS, the City of Sanibel desires to reorganize the Recreation Department to recognize the changes in functional responsibilities of the department; and

WHEREAS, the City of Sanibel desires to restructure a number of positions to recognize changes in duties and responsibilities and the organizational location of the positions; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sanibel, Florida, that:

SECTION 1. The Classification and Pay Plan for fiscal year 2011-2012 adopted on September 10, 2011 is hereby amended as follows:

- A. Administrative Receptionist, full-time, position has assumed the additional responsibilities for the fitness program contracts and the oversight of the contractor performance for fitness classes at the Recreation Center as well as coordination and implementation of facility rentals and support for the Recreation Financial Assistance Committee relative to financial assistance for youth activities. The position has been reclassified from Administrative Receptionist, grade 15, to Fitness Contracts Coordinator, grade 18, which represents the highest level of work performed (job description attached).

- B. The position of Aquatics Manager, grade 19, is being revised to the former job classification of Aquatics Supervisor, grade 18 (job description attached), to recognize a change in duties and responsibilities (job description attached).
- C. One position of Lifeguard, grade 13, part-time, is being revised to the job classification of Community Outreach Coordinator, grade 18, to recognize the highest level of duties and responsibilities assigned and performed relating to the development of community outreach materials such as press releases, brochures, posters, Week-at-a-Glance, Month-at-a-Glance, etc. as well as to handle retail sales activities for the department. The employee will serve directly under the Recreation Director.
- D. The position of Recreation Program Coordinator, grade 18, full-time, is being changed to a part-time position and the incumbent is being placed under the direct supervision of the Recreation Director.

SECTION 2. Effective date.

This resolution shall take upon approval.

DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this 1st day of November 2011.

AUTHENTICATION:

Kevin Ruane, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:

Kenneth B. Cuyler _____
Kenneth B. Cuyler, City Attorney Date 10/24/11

Council Members Vote:

Ruane _____
Denham _____
Congress _____
Harrity _____
Jennings _____

Date filed with City Clerk: _____

**RECREATION DEPARTMENT
COMMUNITY OUTREACH COORDINATOR
GRADE 17**

**CITY OF SANIBEL
Job Description**

Job Title: Community Outreach Coordinator, Grade 17
Department: Recreation
Reports To: Recreation Director
FSLA Status: Nonexempt
Prepared By: Jim Isom
Prepared Date: September 15, 2011
Approved By: Andrea Miller

SUMMARY

Under the general supervision of the Recreation Director, develops material for public consumption relative to activities of the Recreation Center, such as press releases, brochures, posters and other related community-wide communications. Also administers the retail sales of resale items and coordinates Recreation Center community health screenings. Also, serves as a Recreation Aide in the youth programs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops material intended for community consumption relating to the activities of the Recreation Center such as, press releases, brochures, posters and other related material [Week-at-a-Glance (WAG), Month-at-a-Glance (MAG), PowerPoint (lobby), Online Program Guide]

Posts press releases to the City website and ensures their publication under Constant Contact and EZPublish.

Administers the retail of resale items at the Recreation Center and community outreach events with the responsibility for the accounting of daily receipts.

Orders and re-orders retail sales items as needed.

Assists with the coordination of health screening activities for the Recreation Center.

Performs all front desk operations and functions, including RecTrac, as needed.

COMMUNITY OUTREACH COORDINATOR, GRADE 17– CONTINUED

Assists with youth activities, i.e. after-school, summer program, arts and crafts and swimming programs.

Maintains equipment inventory necessary for children's programs.

Coordinates with local businesses and agencies on community outreach and promotional opportunities such development of ads, events, etc.

Performs maintenance on equipment and clean-up duties at facilities as necessary.

Composes and types general correspondence relating to areas of responsibility.

SUPERVISORY RESPONSIBILITIES:

Serves as the facility supervisor during evening and weekend operations, as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates Degree or Vocational Certification preferred; supplemented by three (3) years progressively responsible administrative experience; or an equivalent combination of education and experience. Excellent computer skills required.

LANGUAGE SKILLS:

Ability to read and comprehend general instructions, correspondence and memos. Ability to write press releases, develop brochures and posters. Ability to effectively present information in one-on-one and small group situations to customers, contractors, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but generally routine written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMMUNITY OUTREACH COORDINATOR, GRADE 17– CONTINUED

SPECIAL CONDITION OF EMPLOYMENT:

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS:

CPR/AED; First Aid; Lifeguarding

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment.

**RECREATION DEPARTMENT
FITNESS CONTRACTS COORDINATOR
GRADE 18**

**CITY OF SANIBEL
Job Description**

Job Title: Fitness Contracts Coordinator, Grade 18
Department: Recreation
Reports To: Recreation Director
FSLA Status: Nonexempt
Prepared By: Jim Isom
Prepared Date: September 14, 2011
Approved By: Andrea Miller

SUMMARY

Under the general supervision of the Recreation Director, coordinates and oversees fitness programs providers, including contracts, amendments, certificates of insurance, fitness instruction, and use of substitute instructors. Administers the Recreation Center facilities rental process and provides administrative support to the Financial Assistance Committee for the Parks and Recreation Committee. Performs related work as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates the fitness programs providers program relative to contract compliance, contract amendments, certificates of insurance, fitness instruction and substitute instructors.

Administers the fitness programs 70/30 contracts.

Maintains a database of contract terms, duration and obligations to allow for efficient management of the fitness programs.

Ensures that fitness programs providers remain in compliance with contractual terms.

Administers the Recreation Center facilities rental program relative to dates of rentals, customer cost, customer insurance, facility set-up and tear-down.

Provides administrative assistance to the Financial Assistance Committee by providing information to customers concerning financial aid, reviewing applications for completeness, providing necessary documentation for committee action and advising applicants of final disposition of their applications.

FITNESS CONTRACTS COORDINATOR, GRADE 18 – CONTINUED

Composes and types general correspondence relating to areas of responsibility.

Performs all front desk operations as needed and serves as a “trainer” for new staff.

Assists in programming of WebTrac and RecTrac.

SUPERVISORY RESPONSIBILITIES

Serves as the facility supervisor during evening and weekend operations, as needed.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates Degree or Vocational Certification preferred; supplemented by three (3) years progressively responsible administrative experience; or an equivalent combination of education and experience. Excellent computer skills required.

LANGUAGE SKILLS:

Ability to read and comprehend general instructions, general correspondence, and memos. Ability to develop written material and general correspondence. Ability to effectively present information in one-on-one and small group situations to customers, contractors, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

SPECIAL CONDITION OF EMPLOYMENT:

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS:

AFAA; CPR/AED; First Aid; Notary

FITNESS CONTRACTS COORDINATOR, GRADE 18 – CONTINUED

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment.

**RECREATION DEPARTMENT
FITNESS CONTRACTS COORDINATOR
GRADE 18**

**CITY OF SANIBEL
Job Description**

Job Title: Fitness Contracts Coordinator, Grade 18
Department: Recreation
Reports To: Recreation Director
FSLA Status: Nonexempt
Prepared By: Jim Isom
Prepared Date: September 14, 2011
Approved By: Andrea Miller

SUMMARY

Under the general supervision of the Recreation Director, coordinates and oversees fitness programs providers, including contracts, amendments, certificates of insurance, fitness instruction, and use of substitute instructors. Administers the Recreation Center facilities rental process and provides administrative support to the Financial Assistance Committee for the Parks and Recreation Committee. Performs related work as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates the fitness programs providers program relative to contract compliance, contract amendments, certificates of insurance, fitness instruction and substitute instructors.

Administers the fitness programs 70/30 contracts.

Maintains a database of contract terms, duration and obligations to allow for efficient management of the fitness programs.

Ensures that fitness programs providers remain in compliance with contractual terms.

Administers the Recreation Center facilities rental program relative to dates of rentals, customer cost, customer insurance, facility set-up and tear-down.

Provides administrative assistance to the Financial Assistance Committee by providing information to customers concerning financial aid, reviewing applications for completeness, providing necessary documentation for committee action and advising applicants of final disposition of their applications.

FITNESS CONTRACTS COORDINATOR, GRADE 18 – CONTINUED

Composes and types general correspondence relating to areas of responsibility.

Performs all front desk operations as needed and serves as a “trainer” for new staff.

Assists in programming of WebTrac and RecTrac.

SUPERVISORY RESPONSIBILITIES

Serves as the facility supervisor during evening and weekend operations, as needed.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates Degree or Vocational Certification preferred; supplemented by three (3) years progressively responsible administrative experience; or an equivalent combination of education and experience. Excellent computer skills required.

LANGUAGE SKILLS:

Ability to read and comprehend general instructions, general correspondence, and memos. Ability to develop written material and general correspondence. Ability to effectively present information in one-on-one and small group situations to customers, contractors, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

SPECIAL CONDITION OF EMPLOYMENT:

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS:

AFAA; CPR/AED; First Aid; Notary

FITNESS CONTRACTS COORDINATOR, GRADE 18 – CONTINUED

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment.

RECREATION DEPARTMENT
AQUATICS SUPERVISOR, GRADE 17
Job Description
Revised 10/12/11

Job Title: Aquatics Supervisor
Department: Recreation
Reports To: Recreation Director
FLSA Status: Nonexempt
Union: Non-Union
Approved: Andrea Miller, Acting Recreation Director

SUMMARY

Under the supervision of the Recreation Department Director, performs a variety of tasks including organizing, scheduling, conducting and leading recreational activities. Employee may also serve as a lifeguard or sports coordinator. Duties also include maintenance of grounds and facilities and equipment. Performs other work as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Surveys Aquatic Program needs through community and staff input; confers with appropriate individuals concerning facility and program scheduling; schedules and issues permits for pool usage; makes long-range plans for future aquatic program growth and expansion; works closely with other supervisors on programming; holds public forums to provide aquatic program information.
- Supervises and evaluates assigned personnel; trains and provides aquatic program supervision and evaluates facility for safety and usability.
- Maintains program statistics; records and accounts for monies received and payable. Assist in budget preparation and maintenance; and prepares requisitions and work orders.
- Arranges for publicity and notification of programs and events; handles appropriate distribution of programs information to participants.
- Maintains inventory of necessary equipment; maintains supplies and has a willingness to perform duties not normally required in a position.
- Performs maintenance, repair, and clean-up duties at facilities and on equipment as necessary.
- Coordinates maintenance standards at pools as required by health department; coordinates maintenance of all pool equipment; ensures pool areas are kept clean and neat; provides for safety procedures and for adequate supplies of chemicals at pools.
- Plans and implements comprehensive aquatic programs; i.e., swimming classes, open swims, special events; works with Red Cross; provides appropriate notice to programs and events;

AQUATICS SUPERVISOR CONTINUED:

- Communicates with school personnel, general public and other city departments in scheduling and maintaining pools; acts as liaison with swim team.
- Maintains training program in safety and special skills for recreation staffs; evaluates and verifies aquatic skills of subordinates.
- Assists in preparation and maintenance of budget for aquatic program; maintains records and inventory of aquatic equipment and supplies; prepares requested reports.
- Plans and implements aquatic activities, provides appropriate notice of programs and events; communicates with school, general public and other city departments on scheduling.
- Maintains inventory of all equipment necessary for aquatic programs.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

EDUCATION AND EXPERIENCE

Associate of Arts or Science degree from an accredited college; supplemented by one (1) year of experience in recreational programs; or an equivalent combination of training and experience and possession of a valid Red Cross Advanced Lifeguard, CPR and First Aid Certification. Water Safety Instructor's Certification is required for aquatic position. Must be able to work with chemicals. Must be able to work flexible work shifts.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, practices and techniques of public recreation programs.

Knowledge of rules, regulations, ordinances, policies and other requirements regarding public recreation.

Knowledge of pool operation, maintenance, equipment and supplies.

Knowledge of principles and methods of water safety and ability to set up and administer water safety program.

Ability to establish and maintain effective working relationship with officials, general public and co-workers.

Ability to develop and expand aquatic programs.

Ability to guide and train others.

Ability to understand and carry out oral and written instructions.

Ability perform rigorous exercises.

AQUATICS SUPERVISOR CONTINUED:

Skill in using rescue, first aid and life-saving techniques and equipment.

Skill in leading and/or instructing one or more recreational activities.

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

PHYSICAL DEMANDS

Task involves the regular, and at times sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communication ability.

WORK ENVIRONMENT

Task may require frequent exposure to adverse environmental conditions.

REVISED CLASSIFICATION PLAN FOR FISCAL YEAR 2011-2012

GRADE	POSITION	MINIMUM	MAXIMUM
10	CLERK TYPIST	18,820	\$29,128
13	LIFEGUARD	22,984	\$35,096
13	RECREATION AIDE	22,984	\$35,096
15	ADMINISTRATIVE RECEPTIONIST	23,999	\$35,031
15	POLICE AIDE	23,999	\$35,031
15	SENIOR LIFEGUARD/INSTRUCTOR	23,999	\$39,031
15	SERVICE WORKER	23,999	\$39,031
16	ADMINISTRATIVE SECRETARY	24,973	\$43,305
16	PERMIT TECHNICIAN	24,973	\$43,305
16	POLICE RECORDS COORDINATOR	24,973	\$43,305
16	RECORDING SECRETARY	24,973	\$43,305
16	UTILITY SERVICE WORKER	24,973	\$43,305
16	WASTEWATER PLANT OPERATOR TRAINEE	24,973	\$43,305
17	ADMINISTRATIVE ASSISTANT	27,438	\$47,405
<u>17</u>	<u>COMMUNITY OUTREACH COORDINATOR</u>	27,438	\$47,405
17	DISPATCHER	27,438	\$47,405
17	LICENSING AND PERMIT TECHNICIAN	27,438	\$47,405
17	MECHANIC	27,438	\$47,405
17	TRADESWORKER	27,438	\$47,405
<u>18</u>	<u>AQUATICS SUPERVISOR</u>	30,229	\$51,999
18	EQUIPMENT OPERATOR/CREW LEADER	30,229	\$51,999
18	FISCAL ASSISTANT	30,229	\$51,999
<u>18</u>	<u>FITNESS CONTRACTS COORDINATOR</u>	30,229	\$51,999
18	POLICE AIDE SUPERVISOR	30,229	\$51,999
18	RECREATION PROGRAM COORDINATOR	30,229	\$51,999
18	SENIOR ADMINISTRATIVE ASSISTANT	30,229	\$51,999
18	UTILITY MAINTENANCE TECHNICIAN I	30,229	\$51,999
18	WASTEWATER I PLANT OPERATOR	30,229	\$51,999
19	AQUATICS MANAGER	34,108	\$61,653
19	BUILDING INSPECTOR	34,108	\$61,653
19	COMPUTER SUPPORT SPECIALIST	34,108	\$61,653
19	EMERGENCY MANAGEMENT SPECIALIST	34,108	\$61,653
19	ENGINEERING TECHNICIAN	34,108	\$61,653
19	ENVIRONMENTAL ENGINEERING TECHNICIAN	34,108	\$61,653
19	FACILITY MAINTENANCE SUPERVISOR	34,108	\$61,653
19	GARAGE SUPERVISOR	34,108	\$61,653
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	34,108	\$61,653
19	PARALEGAL	34,108	\$61,653
19	PARKS MAINTENANCE SUPERVISOR	34,108	\$61,653
19	POLICE OFFICER	34,108	\$61,653
19	RECREATION PROGRAM SPECIALIST	34,108	\$61,653
19	SENIOR CODE ENFORCEMENT OFFICER	34,108	\$61,653

Effective November 1, 2011

REVISED CLASSIFICATION PLAN FOR FISCAL YEAR 2011-2012

GRADE	POSITION	MINIMUM	MAXIMUM
19	SENIORS PROGRAM ADMINISTRATOR	34,108	\$61,653
19	UTILITY MAINTENANCE TECHNICIAN II	34,108	\$61,653
19	WASTEWATER II PLANT OPERATOR	34,108	\$61,653
20	ENVIRONMENTAL SPECIALIST	37,204	\$63,024
20	EXECUTIVE ASSISTANT TO CITY MANAGER	37,204	\$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	37,204	\$63,024
20	WASTEWATER III PLANT OPERATOR	37,204	\$63,024
21	ACCOUNTANT	40,574	\$68,998
21	HUMAN RESOURCES GENERALIST	40,574	\$68,998
21	LEAD WASTEWATER PLANT OPERATOR	40,574	\$68,998
21	NETWORK ADMINISTRATOR	40,574	\$68,998
21	PLANNER	40,574	\$68,998
21	PUBLIC WORKS OPERATIONS MANAGER	40,574	\$68,998
21	STREETS SUPERINTENDENT	40,574	\$68,998
22	CHIEF WASTERWATER PLANT OPERATOR	44,997	\$76,150
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIST	44,997	\$76,150
22	FISCAL ANALYST	44,997	\$76,150
22	SENIOR ACCOUNTANT	44,997	\$76,150
22	SERGEANT	44,997	\$76,150
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	44,997	\$76,150
23	ASSISTANT FINANCE DIRECTOR	49,369	\$86,250
23	DEPUTY BUILDING OFFICIAL	49,369	\$86,250
23	MIS DIRECTOR	49,369	\$86,250
23	POLICE LIEUTENANT	49,369	\$86,250
24	ASSISTANT CITY ENGINEER	52,639	\$98,669
24	BUILDING OFFICIAL	52,639	\$98,669
24	CITY CLERK	52,639	\$98,669
24	POLICE MAJOR	52,639	\$98,669
24	RECREATION DIRECTOR	52,639	\$98,669
25	DEPUTY PUBLIC WORKS DIRECTOR	59,926	\$109,557
26	ADMINISTRATIVE SERVICES DIRECTOR	74,484	\$131,348
26	FINANCE DIRECTOR	74,484	\$131,348
26	NATURAL RESOURCES DIRECTOR	74,484	\$131,348
26	PLANNING DIRECTOR	74,484	\$131,348
26	POLICE CHIEF	74,484	\$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	84,886	\$154,120

Effective November 1, 2011

**BUDGETED MANPOWER ALLOCATIONS BY FUND (ALL FUNDS) FISCAL YEARS 2010 AND 2011
AND PROJECTIONS FOR FISCAL YEAR 2012**

ENTERPRISE FUNDS		Grade	Job Title	AUTHORIZED FULL-TIME		AUTHORIZED PART-TIME FTE	
				2010	2011	2010	2011
<i>Utility</i>							
	27	Public Works Director/City Engineer		0.33	0.34		
	25	Deputy Public Works Director		0.05	0.05		
	24	Assistant City Engineer		0.63	0.63		
	22	Senior Accountant		0.25	0.25		
	22	Utility Maintenance Supervisor/Elec	1	1	1		
	22	Chief, Wastewater Plant Operator	1	1	1		
	21	Public Works Operations Manager		0.05	0.05		
	21	Lead Wastewater Plant Operator	1	1	1		
	21	Accountant	1	1	1		
	20	Environmental Services Specialist					
	19	Environmental Engineering Technician	1	1	1		
	19	Engineering Technician		0.02	0.02		
	19	Garage Supervisor		0.06	0.03		
	18,19,20	Utility Maintenance Technician	4*	2**	4		1
	18,19,20	Wastewater Plant Operator	5	5	5		
	17	Mechanic		0.04	0.02		
	17	Tradesworker	1	1	1		
	16	Utility Service Worker	2	2	1		
		UTILITY TOTALS	17.00	14.43	17.34	2	1
* 1 Position abolished and Tradesworker established mid-year; **2 FT positions (with benefits) converted to PT FTE (without benefits)							
REVISED MANPOWER ALLOCATION							
<i>Beach Parking</i>							
	27	Public Works Director/City Engineer		0.17	0.17		
	25	Deputy Public Works Director		0.25	0.25		
	21	Public Works Operations Manager		0.1	0.1		
	21	Accountant			0.05		
	19	Police Officer	3	2.5	2.5	0.5	
	19	Parks Maintenance Supervisor	1	1	1		
	19	Garage Supervisor		0.02	0.02		
	17	Tradesworker	5	4*	6**		0**
	17	Mechanic		0.04	0.03		
	15	Police Aide	4	4	4		
		BEACH PARKING TOTALS	13.00	12.08	14.13	0.5	0.00
* 1 FT position (with benefits) converted to 1 PT FTE (without benefits)							
** 1 FTE converted to full-time (with benefits) and 1 additional full-time included (with benefits)							

FTE equates to a full-time equivalent employee, 40 hours per week, 2080 hours per year. A fractional FTE works less than full-time and does not accrue benefits