

**Ordinance No. 2270-11
by the Finance Committee**

**An Ordinance Establishing Authorized Positions by
Department for Year 2012**

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 2012 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 Specialist	.50
	Office Services Assistant	.50
		<u>2.00</u>
COMMON COUNCIL	Aldermen (part-time, elected)	<u>14.00</u>
		14.00
CITY ATTORNEY	City Attorney	1.00
	Administrative Specialist	.50
	Office Services Assistant	.50
		<u>2.00</u>
CITY CLERK	City Clerk	1.00
	Deputy City Clerk	1.00
	Administration and Licensing Clerk	1.00
	Receptionist (2 part-time)	1.10
		<u>4.10</u>
FINANCE	Director of Finance/Treasurer	1.00
	Revenue Manager	1.00
	Finance Manager	1.00
	Accounting Manager	1.00
	Utility Accountant	1.00
	Accountant	1.00
	Accounting Clerk	1.00
	Office Services Assistant	0.80
	Office Services Assistant	0.70
	Office Assistant	0.75
		<u>9.25</u>
ASSESSOR	City Assessor	1.00
	Appraiser II	1.00
	Appraiser I	3.00
	Assessment Technician	1.00
		<u>6.00</u>

DEPARTMENT	POSITIONS	FTE
INFORMATION TECHNOLOGY	Information Technology Director	1.00
	Systems Analyst/Programmer	2.00
	Network Administrator	1.00
	GIS Coordinator	1.00
		<u>5.00</u>
HUMAN RESOURCES	Human Resources Director	1.00
	Payroll and Benefits Specialist	1.00
	Health and Productivity Manager	1.00
	Human Resources Analyst	1.00
		<u>4.00</u>
CITY HALL	Facilities Supervisor	1.00
	Lead Custodian	1.00
	Custodian	1.00
	General Cleaner (part-time)	7.58
		<u>10.58</u>
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	42.00
	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 (2.00) ¹	-
		<u>83.00</u>
FIRE	Fire Chief	1.00
	Deputy Fire Chief (Shift Commander)	3.00
	Deputy Fire Chief (Administration and Safety)	1.00
	Deputy Fire Chief (EMS and Fire Training)	1.00
	Senior Fire Inspector	1.00
	Fire Lieutenant	9.00
	Equipment Operator	9.00
	Firefighter/Paramedic	24.00
	Firefighter/EMT	9.00
	Public Education Specialist	0.50
	Administrative Assistant	1.00
	Firefighter/EMT Auxiliary (2.00) ¹	-
		<u>59.50</u>

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	0.75
		<u>9.15</u>
MUNICIPAL COURT	Municipal Judge (part-time, elected)	1.00
	Municipal Court Administrator	1.00
	Court Clerk	1.00
	Bailiff	0.10
	<u>3.10</u>	
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	1.00
	Engineering Technician I	1.00
	Senior Drafter	1.00
	Administrative Assistant	1.00
	<u>10.00</u>	
HIGHWAY AND STREETS	Highway Superintendent	1.00
	Assistant Public Works Superintendent	2.00
	Administrative Assistant	1.00
	Crew Chief	3.00
	Equipment Operator	21.00
	Recycle Center Attendant (part-time)	1.81
	Seasonal Highway Employees	1.72
		<u>31.53</u>
LIBRARY	Library Director	1.00
	Administrative Assistant	1.00
	Public Services Manager	1.00
	Children's Services Supervisor	1.00
	Circulation Services Supervisor	1.00
	Technical Services Manager	1.00
	Adult Services Librarian	3.00
	Children's Services Librarian	2.00
	Library Technician II	5.00
	Library Technician I	6.80
	Shelver Supervisor	0.50
	Shelver	6.20
Summer staff	0.23	
	<u>29.73</u>	

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	0.56
	Crew Chief	1.00
	Arborist	1.00
	Horticulturist	3.00
	Park Maintenance/Equipment Operator	3.00
	Seasonal Park Maintenance (8 months)	3.70
	Summer Park Maintenance	3.00
	Park Ranger (summer)	0.20
		<u>23.46</u>
COMMUNITY DEVELOPMENT		
	Director of Community Development	1.00
	Planning Administrator	1.00
	Neighborhood Planner/Urban Designer	1.00
	Community Development Assistant	1.00
		<u>4.00</u>
ECONOMIC DEVELOPMENT		
	Economic Development Coordinator	1.00
		<u>1.00</u>
FLEET SERVICES		
	Fleet Manager	1.00
	Lead Service Technician	1.00
	Service Technician	3.00
		<u>5.00</u>
WASTEWATER UTILITY		
	WPCC Manager	1.00
	WPCC Operations Supervisor	1.00
	Pretreatment/Process Supervisor	1.00
	Senior Chemist	1.00
	Chemist	2.00
	Lead Operator	2.00
	Operator	5.00
	Lead Maintenance	1.00
	Maintenance	4.00
	Secretary	0.50
	Seasonal Employees	1.00
		<u>19.50</u>

DEPARTMENT	POSITIONS	FTE
PUBLIC WORKS INSPECTION/SURVEY	Survey Supervisor	1.00
	Surveyor	1.00
	Engineering Technician III	1.00
	Engineering Technician II	2.00
	Public Works Inspector	1.00
	Engineering Intern	0.66
		<u>6.66</u>
WATER UTILITY	Water Utility Superintendent	1.00
	Water Operations Supervisor	1.00
	Administrative Assistant	1.00
	Utility Specialist II	1.00
	Utility Specialist I	1.00
	Lead Operator	2.00
	Plant Operator	7.00
	Seasonal Employees	0.92
		<u>14.92</u>
TOTAL FULL TIME EQUIVALENT POSITIONS		<u><u>357.48</u></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 pending review of the Finance Committee and the Human Resources and Public Safety Committee to determine if such action would be in the best interests of the City. The Committees shall confirm, reject, or limit such action, and in the event the Committees disagree, such action to be reviewed and determined by the Common Council.

SECTION 3. All ordinances or parts of Ordinances contravening the provisions of the 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 15th DAY OF NOVEMBER, 2011.

Kelly Michaels, City Clerk

Steven V. Ponto, Mayor