

ORDINANCE NO. 2469-16
by the Finance Committee

**An Ordinance Establishing Authorized Positions by
Department for Year 2017**

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 2017 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
		<u>1.75</u>
COMMON COUNCIL	Aldermen (14 part-time, elected)	7.00
		<u>7.00</u>
CITY ATTORNEY	City Attorney	1.00
	Assistant City Attorney	.75
	Administrative Coordinator	.50
	Receptionist	.25
		<u>2.50</u>
CITY CLERK	City Clerk	1.00
	Deputy City Clerk	1.00
	Administration and Licensing Clerk	1.00
	Office Services Assistant (Elections)	1.00
		<u>4.00</u>
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	2.00
	Accounting Clerk	1.00
	Office Services Assistant	1.00
	Treasurer Assistant	1.00
		<u>11.00</u>
ASSESSOR	City Assessor	1.00
	Appraiser II	2.00
	Appraiser I	2.00
	Office Services Assistant	1.00
	College Intern	0.35
		<u>6.35</u>

<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
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HUMAN RESOURCES	Human Resources Director	1.00
	Health and Productivity Manager	1.00
	Compensation and Records Specialist	1.00
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CITY HALL	Facilities Supervisor	1.00
	Lead Facilities Maintenance Technician	1.00
	Facilities Maintenance Technician	1.00
	General Cleaner (part-time)	7.58
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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	10.00
	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/>	88.00
FIRE	Fire Chief	1.00
	Assistant Fire Chief	1.00
	Deputy Fire Chief (Shift Commander)	3.00
	Deputy Fire Chief (Training)	1.00
	Deputy Fire Chief (Fire Prevention)	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	-
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<u>DEPARTMENT</u>	<u>POSITIONS</u>	<u>FTE</u>
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 Highway Superintendent	2.00
	Office Services 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	

<u>DEPARTMENT</u>	<u>POSITIONS</u>	<u>FTE</u>
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
	Park Facilities/Grounds Arborist	2.00
	Park Facilities/Grounds Horticulturist	2.00
	Park Facilities/Grounds Specialist	3.00
	Park Facilities/Grounds Generalist	3.00
	Seasonal Park Maintenance (8 month positions)	2.30
	Summer Park Maintenance	3.00
	Park Ranger (summer)	.20
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		24.06
COMMUNITY DEVELOPMENT		
	Director of Community Development	1.00
	Planning Administrator	1.00
	Neighborhood Planner	1.00
	Administrative Assistant	.50
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		3.50
ECONOMIC DEVELOPMENT		
	Economic Development Coordinator	1.00
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		1.00
FLEET SERVICES		
	Fleet Manager	1.00
	Fleet Service Technician	4.00
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		5.00
WASTEWATER UTILITY		
	WPCC Manager	1.00
	WPCC Operations Supervisor	1.00
	WPCC Maintenance Supervisor	1.00
	Pretreatment/Process Supervisor	1.00
	Senior Chemist	1.00
	Chemist	2.00
	Lead WPCC Operator	1.00
	WPCC Operator II	6.00
	WPCC Maintenance Specialist	4.00
	Office Assistant	.50
	Seasonal Employees	1.00
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		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
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		6.66

DEPARTMENT	POSITIONS	FTE
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 II	8.00
	Seasonal Employees	.92
		<hr/> 15.92
TOTAL FULL TIME EQUIVALENT POSITIONS		<hr/> <hr/> 357.03

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.

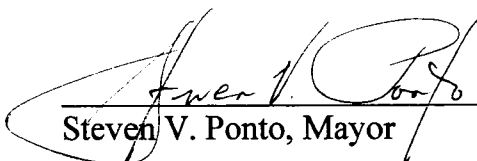
SECTION 3. All ordinances or parts of ordinances contravening the provisions of this Ordinance are hereby repealed.

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

PASSED AND ADOPTED THIS 15th DAY OF NOVEMBER, 2016.



 Kelly Michaels, City Clerk



 Steven V. Ponto, Mayor