

OVERVIEW

This section provides information regarding approved personnel by department. It also includes department justifications for new personnel requests or reclassifications.

**CITY OF MANTECA
PERSONNEL REQUEST FORM
BUDGET YEAR 2012-13**

Request #1: In order to better equate similar positions and responsibilities within the current salary schedule, adjustments and elimination of job titles and adjustments to some pay ranges are needed. These adjustments will financially align the majority of the Superintendent and Deputy Director positions; the exceptions being the Water and Wastewater Superintendents, whom are required to have multiple state certifications to hold these positions. All of these adjustments have been evaluated for the financial ability of the city to fund the proposed salary adjustments and to ensure that there would not be an overall impact to the General Fund.

Position	Current Level	Proposed Level	Financial Impact
Facilities Maintenance Superintendent	45A	47A	\$4,724
Parks Operations/LMD Superintendent	45A	47A	\$5,115
Deputy Director Parks and Recreation	55A	57A	\$6,620
Deputy Director of Finance	53A	57A	\$6,270

As part of the alignment, the following is being requested:

- Police Support Services Manager (eliminate classification)
- Transportation Analyst (eliminate classification)
- Parks Operations Manager (eliminate classification)
- Parks Planning Manager (eliminate classification)
- Parks Planning Development Superintendent (eliminate classification)
- Deputy Director Parks and Rec/Facilities (eliminate classification)
- Public Works Assistant Director (eliminate classification)

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Request #2: In November of 2009 an Animal Control Services Officer retired which included a two year buy-out. The position could not be filled until November of 2011. The position is still currently vacant. The Animal Services division recently moved into a new much larger building in 2011. Currently there are two full-time employees and several volunteers who run the new shelter. There is no on-site direct supervision of the employees, volunteers or shelter. The Animal Control shelter is currently supervised by the Police Department's Administrative Sergeant. Due to other administrative duties it is impossible for the Sergeant to visit the shelter on a daily basis and therefore the Sergeant must rely on the two animal services workers to relay proper information regarding issues on a timely basis. During the first part of 2012 there was an epidemic disease that almost caused the majority of canine population to be euthanized. This problem would be eliminated with an on-site working lead and would allow the animal shelter to be more effective and efficient. The current request is to reclassify the current position of Animal Control Officer to Lead Animal Control Officer. The impact on the General Fund will be offset by savings created by new efficiencies within the division.

Position	Current Level	Proposed Level	Financial Impact
Lead Animal Control Officer	22A	24A	\$3,040

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Request #3: On June 30, 2011, AB X1 26 and AB X1 27 were passed by the State Legislature. Action was filed in the State Supreme Court by the League of California Cities and the California Redevelopment Association, challenging the constitutional validity of the assembly bills. On December 29, 2011, the Supreme Court found that AB X1 27 was unconstitutional; however, it upheld the State's position on AB X1 26. As a result, effective February 1, 2012, all Redevelopment Agencies in the State of California have been eliminated. The City has traditionally funded all economic development positions through the Redevelopment Agency. On December 31, the Economic Development Specialist retired. Additionally, the City currently has the position of Deputy Community Development Director/Redevelopment Manager open and unfilled.

In order to allow for continued support of business attraction and retention, staff is proposing the following:

- Freeze the position of Economic Development Specialist
- Close the position of Deputy Community Development Director/Redevelopment Manager
- Create the position of Economic Development Manager at Mid-Management level 58A.

The position of Economic Development Manager would be funded by both the General Fund (64%) and Public Facilities Implementation Plan Fund (36%). The first year funding for the General Fund portion of this position is being request to be offset with transfers from the Affordable Housing In-Lieu component and the Economic Development component of the Development Agreement Fees Fund. Continued funding for this position will be evaluated on annual basis.

The total anticipated cost of this position is \$149,780.

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	

GENERAL FUND

Legislative

Mayor	1	1	
Councilmembers	4	4	
City Clerk	1	1	
Project Analyst	1	1	
Admin Assistant I	1	1	
Admin Tech	1	1	
	5	5	0
Elected Positions			
	4	4	0
Regular City Positions			

City Attorney

City Attorney (Contracted)	1	1	0
	1	1	0

Administration

City Manager	1	1	
Assistant City Manager	1	0	(1)
Park Facility Maintenance Superintendent ¹	1	1	
Community Outreach Coordinator ²	1	0	(1)
Economic Development Manager	0	1	1
Project Analyst ³	0	1	1
	4	4	0
Regular City Positions			

¹ On special assignment moved from another division

² Temporary authorized position until 12/30/11

³ Moved from another division

Human Resources and Risk Management

Administrative Services Director	1	1	
Human Resources Manager	1	1	
Administrative Assistant	2	2	
Human Resources Admin Technician	1	1	
	5	5	0
Regular City Positions			

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
Finance			
Finance Director	1	1	
Deputy Director Finance	1	1	
Accounting Manager	1	1	
Project Analyst	2	2	
Accountant	1	1	
Payroll Technician	1	1	
Senior Accounting Technician	2	2	
Senior Customer Service Representative	1	1	
Customer Service Representative	4	4	
Administrative Assistant	1	1	
	15	15	0
Regular City Positions	15	15	0
Law Enforcement			
Police Chief	1	1	
Police Captain	1	1	
Police Lieutenant	0	0	
Police Sergeant ⁴	9	8	(1)
Police Officer	31	32	1
Booking Officer	1	1	
Community Service Officer I & II	4	4	
Public Affairs Officer	0	0	
Property Evidence Officer	0	0	
Crime Analyst	0	0	
Lead Public Safety Dispatcher	2	2	
Lead Police Records Clerk	1	1	
Police Records Clerk I & II	5	5	
Public Safety Dispatcher	8	8	
Code Enforcement Officer	1	1	
Code Enforcment Supervisor	1	1	
Administrative Assistant ⁵	1	0	(1)
	66	65	(1)
Regular City Positions	66	65	(1)

⁴ Postion was downgraded due to labor negotiations

⁵ Postion was frozen due to labor negotiations

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	

Animal Services

Animal Service Officer	3	2	(1)
Lead Animal Service Officer	3	1	1
Regular City Positions	3	3	0

Fire Prevention and Suppression

Fire Chief	1	1	
Assistant Fire Chief	0	0	
Fire Division Chief	0	0	
Fire Marshall	1	1	
Fire Captain	8	9	1
Firefighter/Engineer ⁴	11	9	(2)
Firefighter	10	10	
Fire Inspector ⁶	2	1	(1)
Administrative Assistant	1	1	
Regular City Positions	34	32	(2)

* Postion was downgraded due to labor negotiations

⁶ Loss of funding

Engineering

Public Works Director/City Engineer	1	1	
Public Works Assistant Director	1	0	(1)
Public Works Deputy Director/Engineering	1	1	
Public Works Deputy Director/Utilities	1	1	
Senior Civil Engineer	3	3	
Associate Civil Engineer	1	1	
Assistant Engineer	1	1	
Permit Compliance Coordinator	1	1	
Traffic Engineer	0	0	
Engineering Technician II	1	1	
Construction Inspector I & II	1	1	
Senior Engineering Technician	0	0	
Landscape Planning Specialist	1	1	
Administrative Assistant	1	1	
Regular City Positions	14	13	(1)

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
<u>Street Maintenance</u>			
Street Maintenance Superintendent	0	0	
Street Maintenance Coordinator	1	1	
Street Maintenance Equipment Operator	6	6	
Traffic Signs & Marking Specialist	1	1	
	8	8	0
Regular City Positions			
 <u>Storm Drain</u>			
Storm Drain Maintenance Worker I/II	0	0	
	0	0	0
Regular City Positions			
 <u>Fleet Maintenance</u>			
Fleet Superintendent ⁵	1	0	(1)
Lead Vehicle & Equipment Technician	1	1	
Vehicle & Equipment Technician I & II	4	4	
Vehicle Maintenance Service Technician	1	1	
Parts Inventory Specialist	1	1	
Admin Assistant I	0	0	
	8	7	(1)
Regular City Positions			
 ⁵ Postion was frozen due to labor negotiations			
 <u>Facilities Maintenance</u>			
Facilities Maintenance Superintendent	1	1	
Senior Building Maintenance Technician	1	1	
Building Maintenance Technician	1	0	(1)
Lead Custodian	1	1	
Custodian I	3	3	
	7	6	(1)
Regular City Positions			

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
<u>Parks and Recreation</u>			
Parks and Recreation Director	0	1	1
Deputy Director Parks and Recreation	1	1	
Deputy Director Parks and Recreation/Facilities	1	0	(1)
Parks Facility Maintenance Superintendent ¹	0	0	
Parks Operations/LMD Manager	1	1	
Lead Parks/Golf Maintenance Worker	2	2	
Equipment Mechanic I/II	1	1	
Parks/Golf Maintenance Technician	0	0	
Parks Maintenance/Irrigation Worker	1	1	
Parks Staff Service Technician ⁵	1	0	(1)
Parks/Golf Maintenance Worker I & II ⁵	14	13	(1)
Recreation Program Coordinator	1	1	
Recreation Supervisors	2	2	
Administrative Analyst	1	1	
Administrative Assistant	2	2	
	28	26	(2)
Regular City Positions			
⁵ Postion was frozen due to labor negotiations			
<u>Senior Citizen Center</u>			
Community Services Manager	0	0	
	0	0	0
Regular City Positions			
	0	0	0
TOTAL GENERAL FUND POSITIONS	196	188	(8)

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
<u>SPECIAL REVENUE FUNDS</u>			
<u>Transit</u>			
Project Manager	1	1	
Regular City Positions	1	1	0
<u>Police Grants - CHRP</u>			
Police Officer ⁷	4	0	(4)
Regular City Positions	4	0	(4)
⁷ Grant ending moving to Measure M			
<u>Public Safety Endowment</u>			
Police Officer II	1	1	
Captain	1	1	
Lieutenant	0	0	
Regular City Positions	2	2	0
<u>Public Safety Sales Tax</u>			
<u>Law Enforcement</u>			
Police Sergeant (Gang)	1	1	
Police Sergeant (Traffic)	1	1	
Police Officer II/Detective Gang	1	1	
Police Officer II/ Property Crimes	1	1	
Police Officer II	7	11	4
Regular City Positions	11	15	4
<u>Public Safety Sales Tax</u>			
<u>Fire Prevention and Suppression</u>			
Firefighter	3	3	
Firefighter/Engineer	3	3	
Fire Captain	3	3	
Battalion Chief	3	3	
Regular City Positions	12	12	0

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
<u>Community Development</u>			
Community Development Director	1	1	
Deputy Community Development/RDA Director	1	1	(1)
Planning Manager	1	1	
Project Analyst ³	1	0	(1)
Economic Development Specialist	1	0	(1)
RDA Specialist	0	0	
Senior Planner	2	2	
Associate Planner	0	0	
Assistant Planner	2	2	
Planning Technician	0	0	
Administrative Assistant	1	1	
Planning Commissioners (includes alternate)	6	6	
Appointed Positions	6	6	0
Regular City Positions	10	8	(2)
³ Moved to another division			
<u>Building Safety</u>			
Chief Building Inspector	0	0	
Senior Civil Engineer	1	1	
Building Inspector I & II	4	4	
Senior Building Inspector	0	0	
Permit Technician	0	0	
Regular City Positions	5	5	0
TOTAL SPECIAL REVENUE FUND POSITIONS	45	43	(2)

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	

ENTERPRISE FUNDS

Golf Course

Golf Course Maintenance Supervisor	1	1	
Lead Parks/Golf Maintenance Worker	1	1	
Parks/Golf Maintenance Worker I	2	2	
Equipment Mechanic II	0	0	
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Regular City Positions	4	4	0

Wastewater Quality Control Facility

Wastewater System Superintendent	1	1	
Assistant Wastewater System Superintendent	1	1	
Wastewater Maintenance Supervisor	1	1	
Wastewater Operations Treatment Supervisor	0	0	
Environmental Compliance Inspector	1	1	
Lab Supervisor	1	1	
Laboratory Technician I & II	3	3	
Wastewater Plant Operator	10	11	1
Wastewater Operator in Training	1	0	(1)
Utilities Mechanic	3	3	
Instrument Technician/Electrician	2	2	
Lead Waste Water Operator	1	1	
Lead Maintenance Worker	2	2	
Wastewater Maintenance Worker I/II	4	4	
Administrative Assistant	1	1	
	<hr/>	<hr/>	<hr/>
Regular City Positions	32	32	0

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
<u>Solid Waste</u>			
Solid Waste Superintendent	1	1	
Solid Waste Supervisor	1	1	
Solid Waste Route Supervisor	0	0	
Leadworker	1	3	2
Solid Waste Collection Worker ⁸	28	24	(4)
Streets Sweeper Operator	2	2	
Utility Worker	1	1	
Ordinance Enforcement	1	1	
Customer Service Representative	2	2	
Administrative Assistant	1	1	
	<u>38</u>	<u>36</u>	<u>(2)</u>
Regular City Positions	38	36	(2)
⁸ Authorizations reduced R2012-13			
<u>Water System Maintenance & Operations</u>			
Water System Superintendent	1	1	
Water Treatment Operations Supervisor	1	1	
Water Distribution Operator II & III	9	8	(1)
Water Treatment Operator	0	1	1
Water System Maintenance Worker I & II	2	3	1
Regulatory Compliance Technician	1	1	
Water Regulatory Specialist ⁹	0	1	1
Meter Reader I/II	3	2	(1)
Well Mechanic Operator	2	2	
Administrative Assistant	1	1	
	<u>20</u>	<u>21</u>	<u>1</u>
Regular City Positions	20	21	1
⁹ Authorization R2012-33			
TOTAL ENTERPRISE FUND POSITIONS	<u>94</u>	<u>93</u>	<u>(1)</u>

Personnel Summary By Department/Fund

Position/Title	Number Of Positions		Increase (Decrease)
	Approved FYE 2011-12	Proposed FYE 2012-13	
<u>INTERNAL SERVICE FUNDS</u>			
<u>Information Technology</u>			
Information Technology Manager	1	1	
Data Base Administrator	0	0	
Systems Engineer	2	2	
GIS Analyst	1	1	
GIS Specialist I/II	1	1	
Applications Specialist/Public Safety	1	1	
Network Technician I/ II	1	1	
Regular City Positions	7	7	0
TOTAL INTERNAL SERVICE FUNDS	7	7	0
TOTAL REGULAR POSITIONS	342	331	(11)
TOTAL ELECTED OR APPOINTED POSITIONS	11	11	0