



City of West Sacramento

Authorized Position List

Fiscal Year 2014 / 2015

Total Authorized Positions*:

351.8

Authorized Position List 2014/2015

Administrative Services

Position	Fund	Human Resources 104-9024	Administration 104-9050	Fiscal Records 104-9051	Collection 104-9052	Total
Director of Administrative Services		0.5	0.5			1
Human Resources Manager		1				1
Human Resources Analyst/Senior		1				1
Human Resources Technician		2				2
Public Finance Manager			1			1
Office Manager*			1			1
Budget Manager				1		1
Supervising Accountant				2		2
Accountant I/II/Senior				1		1
Payroll Technician				2		2
Accounting Technician I/II/III				1	2	3
Total		4.5	2.5	7	2	16

*Position to be transitioned to Administrative Secretary upon retirement of incumbent.

Authorized Position List 2014/2015

City Manager

Position	Fund	City Manager 104-9016	Economic Development 104-9020	City Clerk 104-9022	Community Relations 104-9026	Information Technology 104-9034	UP4WS-2 254-9553	Discovery Preschool 254-9555	Learning Ladder 254-9556	Port 516-9700	Total
City Manager		1									1
Assistant City Manager		1									1
Executive Assistant to City Manager/Paralegal		1									1
Administrative Clerk I/II/III		1									1
Assistant to the Mayor ¹		0.5									0.5
Economic Development Manager			0.5							0.5	1
Program Manager/Senior			2								2
City Clerk				1							1
Deputy City Clerk/Sr. Deputy City Clerk				2							2
Public Information Officer					0.50						0.50
Information Technology Manager						1					1
Technical Services Manager						1					1
Application Developer & Database Specialist I/II						2					2
Application Support Specialist						4					4
IT Business Services Coordinator						1					1
Early Learning Services Director ²							1				1
Early Learning Services Coordinator ²							1				1
Preschool Site Supervisor - Learning Ladder									1		1
Preschool Site Supervisor - Discovery Preschool								0.80			0.80
Lead Preschool Teacher/Family Support Specialist									2		2
Assistant/Lead Preschool Teacher								0.75	5		5.75
Port Business Manager										1	1
Clerk/Senior Clerk										0.75	0.75
Total		4.5	2.5	3	0.50	9	2	1.55	8.00	2	33.30

1. Position reports to the Mayor and is captured here for funding purposes only.

2. Early Learning Services Director and Early Learning Services Coordinator are grant funded.

**2013/2014 Authorized Position List
Community Development**

Position	Fund	Administration 650-9310	Planning 650-9311	Building 650-9315	Development Engineering 650-9321	Community Investment 650-9324	Code Enforcement 101-9130	Measure K 108-9111	Total
Director of Community Development		1							1
Secretary		1							1
Clerk/Senior Clerk		1.5	0.5						2
Principal Planner			1						1
Planner (Junior, Assistant, Associate, Senior)			3						3
Engineering Technician I/II*					1				1
Administrative Analyst I/II/Senior						1			1
Building Official				1					1
Building Permit Manager				1					1
Building Permit Technician				1					1
Principal Engineer					1				1
Junior/Assistant/Associate/Senior Engineer					1				1
Engineering Assistant I/II					1				1
Housing & Community Investment Manager						1			1
Program Manager/Senior						4			4
Code Enforcement Manager							1		1
Code Enforcement Officer/Senior/Trainee							3	1	4
Subtotal		4	5	3	4	6	4	1	26

*Position to be filled when revenues support.

Authorized Position List 2014/2015

Fire

Position	Fund	Administration 101-9150	Emergency Operations 101-9151	Measure K 108-9151	HazMat 210-9153	Total
Fire Chief		1				1
Fire Division Chief		1				1
Fire Battalion Chief		3				3
Fire Marshal		0.1			0.9	1
Fire Inspector/Senior					1	1
Fire Captain			17			17
Fire Engineer			15			15
Firefighter ¹			23	2		25
Financial Specialist		1				1
Secretary		1			1	2
Total		7.1	55	2	2.9	67

1. Up to six positions may be flexibly staffed at the Fire Recruit or Firefighter level.

Authorized Position List 2014/2015

Parks & Recreation

Position	Fund	Administration 101-9500	Recreation 101-9510	Park Maintenance 101-9520	Tree Mitigation Program 212-9522	Total
Director of Parks & Recreation		1				1
Financial Specialist		1				1
Clerk/Senior Clerk		2				2
Recreation Superintendent			1			1
Recreation Manager			2			2
Recreation Supervisor I/II			6			6
Recreation Coordinator			5			5
Parks & Grounds Superintendent				1		1
Chief Parks & Grounds Worker				4		4
Parks & Grounds Worker/Senior				6		6
Groundskeeper				2		2
Urban Forest Manager					1	1
Total		4	14	13	1	32

Authorized Position List 2014/2015

Police

Position	Fund	Administration 101-9110	Investigations 101-9111	Measure K 108-9111	Records 101-9112	Operations (Patrol) 101-9113	Traffic/Parking 101-9116	Court Liaison 250-9117	WUSD School Resource Officer 250-9132 & 250-9147	Total
Police Chief		1								1
Deputy Chief of Police		1								1
Police Lieutenant		1	1			2				4
Police Sergeant		1	1	2		6 ⁴	1			11
Police Officer		1	10 ¹	1		37	3		2 ²	54
Administrative Analyst I/II/Senior		2								2
Financial Specialist		1								1
Crime Analyst		1								1
Secretary		1	1							2
Crime Scene Investigator I/II/Trainee			3							3
Police Records Manager					1					1
Police Records Technician					6					6
Community Services Officer I/II						3				3
Court Liaison Officer/Specialist ³								1		1
Clerk/Senior Clerk					2					2
Youth Counselor			1							1
Total		10	17	3	9	48	4	1	2	94

1. One Police Officer position is assigned to YONET.
2. Two - 0.5 FTE Police Officers are funded by WUSD.
3. Two Court Liaison Officers/Specialists at .5 FTE, each.
4. One Police Sergeant funded by AB 109.

Authorized Position List 2014/2015

Public Works

Administration, Engineering,, Flood Protection and Transportation Divisions

Position	Fund	Flood Protection 615-9040	Administration 615-9651	Engineering 615-9653	Inspection Engineering 615-9654	Transportation 615-9655	Total
Director of Public Works			0.30				0.30
Public Works Administrative Manager			0.30				0.30
Administrative Analyst I/II/Senior		1.5					1.5
Secretary			2				2
Supervising Civil Engineer		1		1			2
Engineering Services Manager				1			1
Drafting Services Manager				1			1
Junior/Assistant/Associate/Senior Engineer				2			2
Project Manager				1			1
Construction Administrator					1		1
Construction Administrative Specialist					1		1
Landscape Construction Inspector					1		1
Engineering Assistant I/II/III		1		1	3		5
Engineering Technician I/II/III				3			3
Flood Protection Manager		1					1
Flood Protection Planner		1					1
Planner (Junior, Assistant, Associate, Senior)		1					1
Transportation Manager						1	1
Transportation Specialist						1	1
	Subtotal	6.5	2.60	10	6	2	27.10

Authorized Position List 2014/2015

Public Works

Capital Facilities Division

Position	Fund	Projects & Maintenance 104-9325	Total
Maintenance Superintendent		1	1
Stationary Engineer		2	2
Facilities Maintenance Worker/Senior/Aide		3	3
	Subtotal	6	6

Authorized Position List 2014/2015
Public Works
Operations Division

Position	Fund	Administration 610-9650	Road Maintenance 201-9210	Road Maint-Measure K 108-9210	Equipment 610-9660	Sewer Collection 501-9410	Water Treatment 506-9610	Water Distribution 506-9611	Backflow Prevention 506-9612	Street Sweeping 201-9205	Street Sweeping- Measure K 108-9205	Environmental Services 610-9661	Revenue Collection 104-9052	Total
Director of Public Works		0.70												0.70
Public Works Operations Manager		1												1
Public Works Administrative Manager		0.70												0.70
Clerk/Senior Clerk		2.50							0.50					3
Accounting Technician I/II/III													2	2
Utilities Maintenance Superintendent			0.5			0.25		0.25						1
Equipment Mechanic I/II					3									3
Engineering Assistant I/II/III			1											1
Maintenance Worker/Senior			2	1		5		5	1	1		1		16
Chief Maintenance Worker				1		1		1						3
Treatment Plant Mechanic I/II*						1.5	2.0	1.5						5
Environmental Program Manager												1		1
Environmental Program Specialist												2		2
Electrical Technician			0.34			0.83		0.83						2
Instrumentation Technician							1							1
Water Treat Plant Superintendent							1							1
Water Treat Plnt Operator II/III/IV							6							6
Public Works Maintenance Superintendent		1												1
Subtotal		5.90	3.84	2.00	3.00	8.58	10.00	8.58	1.50	1.00	1.00	3.00	2.00	50.40

Public Works Department Total 83.50

*One position will be eliminated upon incumbent's retirement.