



# City of West Sacramento

Authorized Position List

Fiscal Year 2016 / 2017

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**Total Authorized Positions:**

366.72

**Authorized Position List 2016/2017**

**Administrative Services**

| <b>Position</b>                                  | <b>Fund</b> | <b>Human Resources<br/>104-9024</b> | <b>Information<br/>Technology<br/>104-9034</b> | <b>Administration<br/>104-9050</b> | <b>Fiscal Records<br/>104-9051</b> | <b>Revenue<br/>Collection<br/>104-9052</b> | <b>Total</b> |
|--|-------------|-------------------------------------|--|------------------------------------|------------------------------------|--|--------------|
| Assistant City Manager-Administrative Services   |             | 0.5                                 |  | 0.5                                |                                    |  | 1            |
| Human Resources Manager                          |             | 1                                   |  |                                    |                                    |  | 1            |
| Human Resources Analyst/Senior                   |             | 1                                   |  |                                    |                                    |  | 1            |
| Human Resources Technician                       |             | 2                                   |  |                                    |                                    |  | 2            |
| Information Technology Manager                   |             |                                     | 1  |                                    |                                    |  | 1            |
| Technical Services Manager                       |             |                                     | 1  |                                    |                                    |  | 1            |
| Application Developer & Database Specialist I/II |             |                                     | 1  |                                    |                                    |  | 1            |
| Information Technology Specialist                |             |                                     | 1  |                                    |                                    |  | 1            |
| Application Support Specialist                   |             |                                     | 4  |                                    |                                    |  | 4            |
| IT Business Services Coordinator                 |             |                                     | 1  |                                    |                                    |  | 1            |
| Public Finance Manager                           |             |                                     |  | 1                                  |                                    |  | 1            |
| Administrative Assistant                         |             |                                     |  | 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            |
| <b>Total</b>                                     |             | <b>4.5</b>                          | <b>9</b>                                       | <b>2.5</b>                         | <b>7</b>                           | <b>2</b>                                   | <b>25</b>    |

**Authorized Position List 2016/2017**

**City Manager**

| <b>Position</b>                              | <b>Fund</b> | <b>City Manager<br/>104-9016</b> | <b>City Clerk<br/>104-9022</b> | <b>Community<br/>Relations<br/>104-9026</b> | <b>Total</b> |
|--|-------------|----------------------------------|--------------------------------|---|--------------|
| City Manager                                 |             | 1                                |                                |   | 1            |
| Assistant City Manager-Planning & Operations |             | 1                                |                                |   | 1            |
| Executive Assistant to City Manager          |             | 1                                |                                |   | 1            |
| Assistant to the Mayor I/II <sup>1</sup>     |             | 0.67                             |                                |   | 0.67         |
| Administrative Clerk I/II/III                |             |                                  | 1                              |   | 1            |
| City Clerk                                   |             |                                  | 1                              |   | 1            |
| Deputy City Clerk/Sr. Deputy City Clerk      |             |                                  | 2                              |   | 2            |
| Deputy City Manager                          |             |                                  |                                | 1   | 1            |
| Communications & Media Officer               |             |                                  |                                | 1   | 1            |
| <b>Total</b>                                 |             | <b>3.67</b>                      | <b>4</b>                       | <b>2.0</b>                                  | <b>9.67</b>  |

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

**Authorized Position List 2016/2017**  
**Community Development**

| <b>Position</b>                                | <b>Fund</b> | <b>Administration<br/>650-9310</b> | <b>Planning<br/>650-9311</b> | <b>Building<br/>650-9315</b> | <b>Development<br/>Engineering<br/>650-9321</b> | <b>Flood Protection<br/>652-9040</b> | <b>Code Enforcement<br/>101-9130</b> | <b>Measure K<br/>108-9130</b> | <b>Total</b> |
|--|-------------|------------------------------------|------------------------------|------------------------------|---|--------------------------------------|--------------------------------------|-------------------------------|--------------|
| Director of Community Development              |             | 0.50                               |                              |                              |   | 0.375                                | 0.125                                |                               | 1            |
| Secretary                                      |             |                                    |                              |                              |   |                                      | 1                                    |                               | 1            |
| Clerk/Senior Clerk                             |             | 2                                  |                              |                              |   |                                      |                                      |                               | 2            |
| Principal Planner                              |             |                                    | 1                            |                              |   |                                      |                                      |                               | 1            |
| Planner (Junior, Assistant, Associate, Senior) |             |                                    | 3                            |                              |   |                                      |                                      |                               | 3            |
| Planning Technician                            |             |                                    | 1                            |                              |   |                                      |                                      |                               | 1            |
| Building Official                              |             |                                    |                              | 1                            |   |                                      |                                      |                               | 1            |
| Building Permit Manager                        |             |                                    |                              | 1                            |   |                                      |                                      |                               | 1            |
| Building Inspector I/II/Senior                 |             |                                    |                              | 1                            |   |                                      |                                      |                               | 1            |
| Building Plans Examiner I/II/Senior            |             |                                    |                              | 1                            |   |                                      |                                      |                               | 1            |
| Building Permit Technician I/II                |             |                                    |                              | 2                            |   |                                      |                                      |                               | 2            |
| Principal Engineer                             |             |                                    |                              |                              | 1   |                                      |                                      |                               | 1            |
| Junior/Assistant/Associate/Senior Engineer     |             |                                    |                              |                              | 2   |                                      |                                      |                               | 2            |
| Engineering Assistant I/II/III                 |             |                                    |                              |                              | 1   | 1                                    |                                      |                               | 2            |
| Administrative Analyst I/II/Senior             |             |                                    |                              |                              |   | 2.5                                  |                                      |                               | 3            |
| Flood Protection Manager                       |             |                                    |                              |                              |   | 1                                    |                                      |                               | 1            |
| Supervising Civil Engineer                     |             |                                    |                              |                              |   | 1                                    |                                      |                               | 1            |
| Flood Protection Planner                       |             |                                    |                              |                              |   | 1                                    |                                      |                               | 1            |
| Code Enforcement Manager                       |             |                                    |                              |                              |   |                                      | 1                                    |                               | 1            |
| Code Enforcement Officer I/II/Senior           |             |                                    |                              |                              |   |                                      | 3                                    | 1                             | 4            |
| <b>Subtotal</b>                                |             | <b>3</b>                           | <b>5</b>                     | <b>6</b>                     | <b>4</b>  | <b>6.875</b>                         | <b>5</b>                             | <b>1</b>                      | <b>30.5</b>  |

**Authorized Position List 2016/2017**  
**Economic Development & Housing**

| <b>Position</b>                            | <b>Fund</b>  | <b>Economic<br/>Development &amp;<br/>Housing<br/>106-9020</b> | <b>Port<br/>516-9700</b> | <b>Total</b> |
|--|--------------|--|--------------------------|--------------|
| Director of Economic Development & Housing |              | 0.5  | 0.5                      | 1            |
| Community Investment Manager               |              | 1  |                          | 1            |
| Program Manager/Senior                     |              | 4  |                          | 4            |
| Port Business Manager                      |              |  | 1                        | 1            |
| Secretary                                  |              |  | 1                        | 1            |
|  | <b>Total</b> | <b>5.5</b>   | <b>2.5</b>               | <b>8</b>     |

**Authorized Position List 2016/2017**

**Fire**

| <b>Position</b>                    | <b>Fund</b> | <b>Administration<br/>101-9150</b> | <b>Emergency<br/>Operations<br/>101-9151</b> | <b>Measure K<br/>108-9151</b> | <b>HazMat<br/>210-9153</b> | <b>Total</b> |
|------------------------------------|-------------|------------------------------------|--|-------------------------------|----------------------------|--------------|
| Fire Chief                         |             | 1                                  |  |                               |                            | 1            |
| Deputy Fire Chief                  |             | 2                                  |  |                               |                            | 2            |
| Administrative Analyst I/II/Senior |             | 1                                  |  |                               |                            | 1            |
| Fire Marshal                       |             | 0.1                                |  |                               | 0.9                        | 1            |
| Secretary                          |             | 1                                  |  |                               | 1                          | 2            |
| Fire Inspector/Senior              |             |                                    |  |                               | 1                          | 1            |
| Fire Battalion Chief               |             |                                    | 3  |                               |                            | 3            |
| Fire Captain                       |             |                                    | 17   |                               |                            | 17           |
| Fire Engineer                      |             |                                    | 15   |                               |                            | 15           |
| Firefighter <sup>1</sup>           |             |                                    | 20   | 2                             |                            | 22           |
| <b>Total</b>                       |             | <b>5.1</b>                         | <b>55</b>                                    | <b>2</b>                      | <b>2.9</b>                 | <b>65</b>    |

NOTE: Firefighter position(s) may be flexibly staffed at either the Firefighter or Fire Recruit level. No more than six positions may be flexibly staffed.

**Authorized Position List 2016/2017**

**Parks & Recreation**

| <b>Position</b>                                  | <b>Fund</b> | <b>Administration<br/>101-9500</b> | <b>Recreation<br/>101-9510</b> | <b>Park Maintenance<br/>101-9520</b> | <b>Tree Mitigation<br/>Program<br/>212-9522</b> | <b>UP4WS-2<br/>254-9553</b> | <b>Discovery<br/>Preschool<br/>254-9555</b> | <b>Learning Ladder<br/>254-9556</b> | <b>Total</b> |
|--|-------------|------------------------------------|--------------------------------|--------------------------------------|---|-----------------------------|---|-------------------------------------|--------------|
| Director of Parks & Recreation                   |             | 1                                  |                                |                                      |   |                             |   |                                     | 1            |
| Parks & Recreation Business Manager              |             | 1                                  |                                |                                      |   |                             |   |                                     | 1            |
| Financial Specialist                             |             | 1                                  |                                |                                      |   |                             |   |                                     | 1            |
| Secretary  |             | 1                                  |                                |                                      |   |                             |   |                                     | 1            |
| Clerk/Senior Clerk                               |             | 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                                    |             |                                    |                                | 3                                    |   |                             |   |                                     | 3            |
| Urban Forest Manager                             |             |                                    |                                |                                      | 1   |                             |   |                                     | 1            |
| Early Learning Services Director <sup>1</sup>    |             |                                    |                                |                                      |   | 1                           |   |                                     | 1            |
| Early Learning Services Coordinator <sup>1</sup> |             |                                    |                                |                                      |   | 1                           |   |                                     | 1            |
| Preschool Site Supervisor - Discovery Preschool  |             |                                    |                                |                                      |   |                             | 0.80  |                                     | 0.8          |
| Preschool Teacher                                |             |                                    |                                |                                      |   |                             | 0.75  | 5                                   | 5.75         |
| Preschool Teacher/Family Support Specialist      |             |                                    |                                |                                      |   |                             |   | 2                                   | 2            |
| Preschool Site Supervisor - Learning Ladder      |             |                                    |                                |                                      |   |                             |   | 1                                   | 1            |
|  |             |                                    |                                |                                      |   |                             |   |                                     | 0            |
| <b>Total</b>                                     |             | <b>5</b>                           | <b>13</b>                      | <b>14</b>                            | <b>1</b>  | <b>2</b>                    | <b>1.55</b>                                 | <b>8</b>                            | <b>44.55</b> |

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

**Authorized Position List 2016/2017**

**Police**

| Position                                      | Fund | Administration<br>101-9110 | Support Services<br>101-9111 | Measure K<br>108-9111 | Records<br>101-9112 | Operations (Patrol)<br>101-9113 | Traffic/Parking<br>101-9116 | Court Liaison<br>250-9117 | COPS Grant 2015<br>250-9127 | WUSD School<br>Resource Officer<br>250-9132 | COPS in Schools<br>250-9147 | CDBG 9894 Grant<br>260-9848 | Total      |
|---|------|----------------------------|------------------------------|-----------------------|---------------------|---------------------------------|-----------------------------|---------------------------|-----------------------------|---|-----------------------------|-----------------------------|------------|
| Police Chief                                  |      | 1                          |                              |                       |                     |                                 |                             |                           |                             |   |                             |                             | 1          |
| Deputy Police Chief                           |      | 1                          |                              |                       |                     |                                 |                             |                           |                             |   |                             |                             | 1          |
| Police Captain*                               |      | 1                          |                              |                       |                     |                                 |                             |                           |                             |   |                             |                             | 1          |
| Police Lieutenant                             |      | 1                          | 1                            |                       |                     | 2                               |                             |                           |                             |   |                             |                             | 4          |
| Police Sergeant                               |      | 1                          | 1                            | 2                     |                     | 7 <sup>4</sup>                  | 1                           |                           |                             |   |                             |                             | 12         |
| Police Officer                                |      | 1                          | 10 <sup>1</sup>              | 1                     |                     | 38                              | 3                           |                           | 2                           | 1 <sup>2</sup>                              | 1 <sup>2</sup>              |                             | 57         |
| Administrative Analyst I/II/Senior            |      | 3                          |                              |                       |                     |                                 |                             |                           |                             |   |                             |                             | 3          |
| CALEA Coordinator                             |      | 1                          |                              |                       |                     |                                 |                             |                           |                             |   |                             |                             | 1          |
| Crime Analyst                                 |      |                            | 1                            |                       |                     |                                 |                             |                           |                             |   |                             |                             | 1          |
| Secretary                                     |      | 1                          | 1                            |                       | 1                   |                                 |                             |                           |                             |   |                             |                             | 3          |
| Crime Scene Investigator I/II/III             |      |                            | 3                            |                       |                     |                                 |                             |                           |                             |   |                             |                             | 3          |
| Police Records Supervisor                     |      |                            |                              |                       | 1                   |                                 |                             |                           |                             |   |                             |                             | 1          |
| Police Records Technician                     |      |                            |                              |                       | 6                   |                                 |                             |                           |                             |   |                             |                             | 6          |
| Police Services Coordinator                   |      |                            |                              |                       |                     | 1                               |                             |                           |                             |   |                             |                             | 1          |
| Community Services Officer I/II               |      |                            |                              |                       |                     | 2                               |                             |                           |                             |   |                             |                             | 2          |
| Court Liaison Officer/Specialist <sup>3</sup> |      |                            |                              |                       |                     |                                 |                             | 1                         |                             |   |                             |                             | 1          |
| Clerk/Senior Clerk                            |      |                            |                              |                       | 1                   |                                 | 1                           |                           |                             |   |                             |                             | 2          |
| Youth Counselor                               |      |                            | 1                            |                       |                     |                                 |                             |                           |                             |   |                             |                             | 1          |
| Program Manager/Senior <sup>5</sup>           |      |                            |                              |                       |                     |                                 |                             |                           |                             |   |                             | 1                           | 1          |
| <b>Total</b>                                  |      | <b>11</b>                  | <b>18</b>                    | <b>3</b>              | <b>9</b>            | <b>50</b>                       | <b>5</b>                    | <b>1</b>                  | <b>2</b>                    | <b>1</b>                                    | <b>1</b>                    | <b>1</b>                    | <b>102</b> |

\*To be filled January 2017.

1. One Police Officer position is assigned to YONET.
2. 0.5 FTE Police Officer is funded by WUSD in budget units 250-9132 and 250-9147
3. Two Court Liaison Officers/Specialists at .5 FTE, each.
4. One Police Sergeant funded by AB 109.
5. Position is serving as the Homeless Outreach and Service Coordinator, is limited term for three years until October 2019.

NOTE: Police Officer position(s) may be flexibly staffed at either the Police Officer or Police Recruit level. No more than four positions may be flexibly staffed.



**Authorized Position List 2016/2017**

**Public Works**

**Administration, Engineering, and Transportation Divisions**

| <b>Position</b>                                | <b>Fund</b> | <b>Administration<br/>615-9651</b> | <b>Facilities<br/>Development<br/>Division<br/>615-9652</b> | <b>Engineering<br/>615-9653</b> | <b>Inspection<br/>Engineering<br/>615-9654</b> | <b>Transportation<br/>615-9655</b> | <b>Total</b> |
|--|-------------|------------------------------------|---|---------------------------------|--|------------------------------------|--------------|
| Director of Public Works                       |             | 0.30                               |   |                                 |  |                                    | 0.30         |
| Public Works Business Manager                  |             | 0.30                               |   |                                 |  |                                    | 0.30         |
| Secretary                                      |             | 2                                  |   |                                 |  |                                    | 2            |
| Project Manager I/II/Senior                    |             |                                    | 3   |                                 |  |                                    | 3            |
| Supervising Civil Engineer                     |             |                                    |   | 1                               |  |                                    | 1            |
| Engineering Services Manager                   |             |                                    |   | 1                               |  |                                    | 1            |
| Drafting Services Manager                      |             |                                    |   | 1                               |  |                                    | 1            |
| Junior/Assistant/Associate/Senior Engineer     |             |                                    |   | 3                               |  |                                    | 3            |
| Engineering Technician I/II/III*               |             |                                    |   | 4                               |  |                                    | 4            |
| Engineering Assistant I/II/III                 |             |                                    |   | 1                               | 3  |                                    | 4            |
| Construction Manager                           |             |                                    |   |                                 | 1  |                                    | 1            |
| Construction Administrative Specialist         |             |                                    |   |                                 | 1  |                                    | 1            |
| Planner (Junior, Assistant, Associate, Senior) |             |                                    |   |                                 |  | 1                                  | 1            |
| Traffic Engineer/Transportation Manager        |             |                                    |   |                                 |  | 1                                  | 1            |
| Transportation Specialist                      |             |                                    |   |                                 |  | 1                                  | 1            |
| <b>Subtotal</b>                                |             | <b>2.60</b>                        | <b>3</b>  | <b>11</b>                       | <b>5</b>                                       | <b>3</b>                           | <b>24.60</b> |

\*Upon completion of negotiations with Local 39, one Engineering Technician I/II/II is to be replaced with a Drafting Services Technician (or similar position).

**Authorized Position List 2016/2017**

**Public Works**

**Facilities Division**

| <b>Position</b>                           | <b>Fund</b>     | <b>Equipment &amp;<br/>Facilities<br/>Maintenance<br/>104-9325</b> | <b>Total</b> |
|---|-----------------|--|--------------|
| Equipment and Facilities Superintendent   |                 | 0.5  | <b>0.5</b>   |
| Stationary Engineer                       |                 | 2  | <b>2</b>     |
| Facilities Maintenance Worker/Senior/Aide |                 | 4  | <b>4</b>     |
|   | <b>Subtotal</b> | <b>6.5</b>   | <b>6.5</b>   |

**Authorized Position List 2016/2017**  
**Public Works**  
**Operations Division**

| Position                                | Fund | Administration<br>610-9650 | Road Maintenance<br>201-9210 | Road Maint-Measure K<br>108-9210 | Equipment<br>610-9660 | Sewer Collection<br>501-9410 | Water Treatment<br>506-9610 | Water Distribution<br>506-9611 | Backflow Prevention<br>506-9612 | Street Sweeping<br>201-9205 | Street Sweeping-<br>Measure K<br>108-9205 | Environmental Services<br>610-9661 | Revenue Collection<br>104-9052 | Total        |
|---|------|----------------------------|------------------------------|----------------------------------|-----------------------|------------------------------|-----------------------------|--------------------------------|---------------------------------|-----------------------------|---|------------------------------------|--------------------------------|--------------|
| Director of Public Works                |      | 0.70                       |                              |                                  |                       |                              |                             |                                |                                 |                             |   |                                    |                                | 0.70         |
| Public Works Operations Manager         |      | 1                          |                              |                                  |                       |                              |                             |                                |                                 |                             |   |                                    |                                | 1            |
| Public Works Business Manager           |      | 0.70                       |                              |                                  |                       |                              |                             |                                |                                 |                             |   |                                    |                                | 0.70         |
| Equipment and Facilities Superintendent |      | 0.50                       |                              |                                  |                       |                              |                             |                                |                                 |                             |   |                                    |                                | 0.50         |
| 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                                |                       | 6                            |                             | 6                              | 1                               | 1                           |   | 1                                  |                                | 18           |
| Chief Maintenance Worker*               |      |                            |                              | 1                                |                       | 1                            |                             | 1                              |                                 |                             |   |                                    |                                | 3            |
| Treatment Plant Mechanic I/II           |      |                            |                              |                                  |                       | 1.5                          | 1.5                         | 1.0                            |                                 |                             |   |                                    |                                | 4            |
| Environmental Services Manager          |      |                            |                              |                                  |                       |                              |                             |                                |                                 |                             |   | 1                                  |                                | 1            |
| Administrative Analyst I/II/Senior      |      |                            |                              |                                  |                       |                              |                             |                                |                                 |                             |   | 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            |
| <b>Subtotal</b>                         |      | <b>5.40</b>                | <b>3.84</b>                  | <b>2.00</b>                      | <b>3.00</b>           | <b>9.58</b>                  | <b>9.50</b>                 | <b>9.08</b>                    | <b>1.50</b>                     | <b>1.00</b>                 | <b>1.00</b>                               | <b>3.00</b>                        | <b>2.00</b>                    | <b>50.90</b> |

**Public Works Department Total 82.00**

\* One position in Water Distribution remains unfilled until funding permits.