

City of Warwick Personnel Supplement 2012-2013



Scott Avedisian, Mayor

Front cover: The Warwick Museum of Art

Photo credit: City of Warwick, Department of Tourism, Culture, and Development

The Kentish Artillery Armory, located in Apponaug, is listed on the National Register of Historic Places. The red brick building has projecting square corner towers and a battlemented parapet, and was designed by the Providence firm of William R. Walker & Son, the same firm that designed Warwick City Hall.

Erected in 1912, the current building replaced the Kentish Artillery Company's first armory and drill hall -- a wooden Greek Revival style structure built in 1854 and destroyed by fire in 1911. The Kentish Artillery Company traces its roots back to 1797 when it was first organized as the Kentish Light Infantry at the recommendation of George Washington. The Kentish Artillery continued until the late 1970's when its last member died. The City of Warwick was given the building in 1974.

Home to the Warwick Museum of Art, the Armory has undergone a remarkable transformation in the past several years. An extensive upstairs renovation resulted in a beautiful gallery that showcases original brick- and woodwork and architectural features. Improvements to the downstairs art classroom and kitchen space were completed earlier this month, and a recent ribbon cutting to celebrate the new classroom kicked off the first of a year-long series of events to celebrate the Armory's Centennial.

As Warwick's largest non-profit arts organization and the West Bay's cultural center since 1976, the Warwick Museum of Art provides performance and exhibition space for talented artists, writers and performers from many communities in Rhode Island.



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2012-2013
FORWARD

- I. The purpose of this City budget supplement is to provide the City Council with additional information concerning the nature and distribution of personnel costs. Detail for each City agency is reflected as follows:
1. Job Classification
 2. Number of Positions
 3. Total Allowance (includes salary and other compensation items such as steps or longevity).
- II. Whereas City services are divided into two classes of employment (unclassified and classified), a general explanation of the personnel budgeting system is as follows:
- (1) Unclassified - positions established by law and governed by the unclassified pay plan
 - (2) Classified - positions covered by the Merit System Ordinance
 - (3) Bargaining-Unit — certain classified and unclassified positions are covered by state law on collective bargaining. Their salaries and working conditions are determined in accordance with the contractual agreement between the City and the Unions (Municipal Union [Local #1651, Rhode Island Public Employees and Council #94, A.F.S.C.M.E., AFL-CIO], the Firefighters Union [Local 2748, International Association of Firefighters, AFL-CIO], and the Police Union [FOP Lodge No.7].
 - (4) Exempt - positions not included with the bargaining unit.
 - (5) Limited - limited-period positions established to meet emergencies, seasonal requirements or unusually heavy workloads during the year.
 - (6) Grant Funded positions are those that are paid for by outside sources. They are usually short term and usually do not include all employee benefits. From time to time grant-funded positions are added or deleted as funding and/or needs for such positions change.

2012-2013 PERSONNEL SUPPLEMENT POSITION SUMMARY

DEPARTMENT	2011-2012 Positions	POSITIONS CREATED OR CHANGED	POSTIONS ABOLISHED OR CHANGED	POSITIONS TRANSFERED	2012-2013 Positions	POSITION DIFFERENCE
Executive	6				6	0
City Clerk	8				8	0
Probate Court	2				2	0
Municipal Traffic Court	4				4	0
Personnel	5				5	0
Legislative	11				11	0
Board of Canvassers	3				3	0
Finance/Administration	3				3	0
Finance/Treasury	6				6	0
Finance/Collectors	8				8	0
Finance/MIS	8				8	0
Finance/Assessors	14				14	0
Finance/Purchasing	4				4	0
Animal Shelter (Established 7/1/05)	4				4	0
Police/Civilians	27				27	0
Board of Public Safety/Administration	1				1	0
Police/Animal Control	3				3	0
Police/Automotive	6				6	0
Police/Communications	16				16	0
Police/Uniformed**	163				164	1
Crossing Guards	23				23	0
Fire/Civilians	11				11	0
Fire Uniform & Rescue	209				217	8
Building Inspection	15				15	0
Warwick Emergency Management	0				0	0
Parks & Recreation	16				16	0
Warwick Public Library	51				51	0
HS/Administration	3				3	0
HS/Senior Citizens	11				11	0
HS/Senior Citizens/Sr. Transportation	8				8	0
HS/Youth Programs	0				0	0
City Planning & Community Development	13				13	0
Economic Development	3				3	0
PW/Administration	3				3	0
PW/Highway	61				62	1
PW/Highway/Field Maintenance (Est. 7/1/05)	13				13	0
PW/Sanitation/Recycling	24				23	-1
PW/Automotive	12				12	0
PW/Building Maintenance	14				14	0
PW/Engineering	4				4	0
<i>Totals</i>	796	0	0	0	805	9

	2011-2012 Positions	POSITIONS CREATED OR CHANGED	POSTIONS ABOLISHED OR CHANGED	POSITIONS TRANSFERED	2012-2013 Positions	POSITON DIFFERENCE
ENTERPRISE						
Water/Administration	7				7	0
Water/Field	28				28	0
Sewer Authority (Including Pretreatment)	32				32	0
<i>Totals</i>	67				67	0
<i>Grand Totals</i>	863				872	9

Department: Executive

Personnel Supplement 2012-2013

Division: Office of the Mayor

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Mayor	1	392	100,000
Chief of Staff	1	339	116,271
Press Secretary	1	340	65,514
Administrative Aide/Citizens Advocate	1	336	45,588
Constituent Relations Coordinator	1	379	41,208
Reception Clerk	1	128	28,137
Totals			<u>396,718</u>

Department: City Clerk

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
City Clerk	1	376	93,037
City Sergeant (Not Budgeted)	1	310	0
<u>Classified-Bargaining Unit</u>			
Vault Clerk	1	021	43,086
Administrative Council Clerk	1	110	41,652
Records Control Clerk	3	012	115,399
Records Specialist	1	013	38,702
Temporary Services			11,090
Totals			<u>342,966</u>

Department: Probate Court

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
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<u>Unclassified-Exempt</u>			
Judge	1	393	15,000
Administrative Probate Clerk	1	300	49,159
Totals			<hr/> 64,159 <hr/>

Department: Municipal Court

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Municipal Court Judge	1	370	15,000
Detail & Municipal Court Supervisor****	1	364	14,474
<u>Unclassified-Bargaining Unit</u>			
Municipal Court Technician	2	767	80,824
Totals			110,298

****Full-time Position part of which is charged to Municipal Court and part of which is charged to Police Civilians

Department: Personnel

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Retirement Board Members	7	511	3,500
Personnel Hearing Board	3	510	1,050
<u>Classified-Exempt</u>			
Personnel Director	1	484	105,337
Deputy Personnel Director	1	428	69,320
Secretary/Personnel Technician	1	217	50,449
Human Resource Technician	1	221	32,942
Human Resource Specialist	1	202	43,312
Water Enterprise Fund Credit			(17,047)
Sewer Enterprise Fund Credit			(16,413)
Totals			<u>272,450</u>

Department: Legislative

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Council President	1	381	10,500
Council Members	8	382	80,000
Auditor (P/T)	1	368	30,907
Constituent Liaison/Research Director	1	309	52,124
Totals			<u>173,531</u>

Department: Board of Canvassers

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<hr/>			
<u>Unclassified-Exempt</u>			
Board Members	3	512	3,850
Director of Elections	1	325	62,566
<u>Unclassified-Bargaining Unit</u>			
Voter Registration Technician	1	720	54,518
Central Voter Registration Tech.	1	020	43,472
Temporary Services			5,000
Overtime			10,000
Totals			<hr/> 179,406 <hr/>

Department: Finance

Personnel Supplement 2012-2013

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Director of Finance	1	390	118,249
Secretary	1	119	45,677
<u>Classified-Exempt</u>			
Financial Reporting Analyst	1	481	79,766
CD Block Grant Credit			(17,750)
Water Enterprise Fund Credit			(12,185)
Sewer Enterprise Fund Credit			(21,233)
Totals			<u>192,524</u>

Department: Finance

Personnel Supplement 2012-2013

Division: Treasury

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
City Treasurer/Deputy Finance Director	1	378	83,412
<u>Classified-Exempt</u>			
Financial Systems Controller	1	442	86,827
<u>Classified-Bargaining Unit</u>			
Accountant	1	066	61,966
Payroll Record Specialist	1	010	45,776
Accountant Specialist	1	059	55,325
Reconciliation Clerk	1	751	45,800
Overtime			6,000
Water Enterprise Fund Credit			(51,472)
Sewer Enterprise Fund Credit			(74,798)
Totals			<u>258,836</u>

Department: Finance

Personnel Supplement 2012-2013

Division: City Collection

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Tax Collector/Acting Tax Assessor	1	440	100,590
Tax Services Mgr/Deputy Tax Collector	1	483	63,428
<u>Classified-Bargaining Unit</u>			
Senior Clerk/Cashier	3	085	128,183
Senior Clerk/Cashier*****	1	085	12,443
Tax Collection Clerk	1	729	37,608
Senior Clerk/Tax Collectors	1	730	38,458
Overtime			2,500
Seasonal Program			2,500
Water Enterprise Fund Credit			(43,900)
Sewer Enterprise Fund Credit			(34,879)
Totals			<u>306,931</u>

*****Full-time Position 30% of which is charged to Collectors and 35% each to Water and Sewer

Department: Finance

Personnel Supplement 2012-2013

Division: Management Information Services

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Information System Administrator	1	463	0
Systems Analyst	1	490	52,892
System Management Specialist (Police)	1	437	67,866
Telecommunication Supv/Network Mgr.	1	494	69,484
Operations Supervisor	1	492	78,199
E-Government Specialist****	1	464	27,467
<u>Classified-Bargaining Unit</u>			
Computer Operator	1	074	51,365
Systems Technician	1	002	36,655
Overtime			500
Water Enterprise Fund Credit			(74,881)
Sewer Enterprise Fund Credit			(40,270)
Totals			<u>269,277</u>

****Full-time Position 50% of which is charged to MIS and 50% to Tourism

Department: Finance

Personnel Supplement 2012-2013

Division: City Assessment

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Tax Assessor (Not Funded)	1	375	0
Deputy Tax Assessor	1	377	62,518
<u>Classified-Bargaining Unit</u>			
Senior Appraiser/Tangible & Real Estate	1	728	70,747
Senior Appraiser	1	731	65,958
Appraiser	3	071	164,479
Senior Draftsperson	1	721	54,665
Assessment Records Specialist	2	058	85,015
Tangible Records Clerk	1	754	38,702
Senior Clerk/Typist	3	015	109,761
Overtime			2,000
Totals			<u>653,845</u>

Department: Finance

Personnel Supplement 2012-2013

Division: Assessment Review Board

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Board Members	3	513	1,250
Inspections			13,750
Totals			<u>15,000</u>

Department: Finance

Personnel Supplement 2012-2013

Division: Purchasing

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Purchasing Agent	1	487	87,292
Buyer/Inspector	1	431	52,768
<u>Classified-Bargaining Unit</u>			
Clerk Technician/Bid Specialist	1	061	50,491
Accounts Payable Technician	1	734	41,458
Water Enterprise Fund Credit			(12,445)
Sewer Enterprise Fund Credit			(25,947)
Totals			<u>193,617</u>

Department: Animal Shelter

Personnel Supplement 2012-2013

Division: Animal Shelter

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Animal Shelter Director	1	357	51,362
Animal Shelter Caretaker	1	125	37,752
Assistant Animal Shelter Caretaker	1	124	35,610
Receptionist (P/T)	1	103	15,324
Overtime			3,200
Totals			<u>143,248</u>

Department: Board of Public Safety

Personnel Supplement 2012-2013

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Public Safety Board Members	2	514	2,750
Public Safety Board Members	1	514	2,900
Board Of Public Safety Generalist	1	105	43,043
Totals			<u>48,693</u>

Department: Police

Personnel Supplement 2012-2013

Division: Animal Control

	No. of Positions	Job Code	Total Allowance
<hr/>			
<u>Classified-Bargaining Unit</u>			
Animal Control Officer	3	060	132,896
Totals			<hr/> 132,896 <hr/>

Department: Police

Personnel Supplement 2012-2013

Division: Automotive

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Fleet Manager	1	498	69,029
<u>Classified-Bargaining Unit</u>			
Auto Repair and Service Person	4	033	202,891
Automotive Maint. & Utility Person	1	073	48,037
Overtime			8,000
Totals			<u>327,957</u>

Department: Police Communications

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Classified-Bargaining Unit</u>			
Communications Specialist/Dispatcher II	3	712	149,495
Communications Specialist/Dispatcher I	13	709	600,378
Overtime			70,000
Totals			<u>819,873</u>
Turnover Expectancy			<u>(5,321)</u>
			<u>814,552</u>

Department: Police Civilians

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Secretary to Police Chief	1	115	47,137
Secretary to Administration	1	116	41,714
Communications Support Tech.	1	111	44,645
Paralegal	1	366	45,583
Community Service Assistant	1	355	31,297
Detail & Municipal Court Supervisor****	1	364	39,098
<u>Classified-Exempt</u>			
Criminalist	1	450	60,473
<u>Classified-Bargaining Unit</u>			
NCIC Audit/Quality Control Specialist	1	747	52,972
Report Review Specialist	1	757	54,665
Data Entry Transcriptionist	3	733	131,886
Data Entry Transcriptionist (P/T)	2	733	31,870
Senior Switchboard Operator	1	036	40,294
Switchboard Operator	2	018	73,459
Jailer	1	034	38,896
Accounting Technician	1	065	40,137
License Clerk	1	744	42,032
Licensing & Records Clerk	1	749	41,652
Records Control Clerk	2	012	77,757
Traffic Clerk	1	768	40,137
Records Specialist/Prosecution Clerk	3	766	121,328
Overtime			20,000
Totals			<u>1,117,032</u>
Turnover Expectancy			<u>(7,576)</u>
			<u>1,109,456</u>

****Full-time Position part of which is charged to Municipal Court and part of which is charged to Police Civilians

Department: Uniformed Police

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Police</u>			
Colonel	1	800	118,815
Deputy Chief	1	810	113,383
Major	1	815	104,993
Captain	7	820	678,385
Lieutenant	8	830	701,230
Sergeant	29	838	2,324,496
Inspector Technical Services	1	848	82,275
Detective Patrolperson	24	849	1,817,811
P.A.L. Officer	1	852	75,482
Patrolperson (1st Class)	73	850	5,026,221
Patrolperson (2nd Class)	1	860	62,043
Patrolperson (3rd Class)	4	870	202,376
Patrolperson (Probationary)	13	880	507,429
Overtime Police I			800
Overtime Police II			580,000
Totals			<u>12,395,739</u>
Turnover Expectancy			<u>(80,734)</u>
			<u>12,315,005</u>

Department: Police

Personnel Supplement 2012-2013

Division: Crossing Guards

	No. of Positions	Job Code	Total Allowance
<hr/>			
<u>Unclassified-Exempt</u>			
Crossing Guards	23	895	184,000
Totals			<hr/> 184,000 <hr/>

Department: Fire Civilians

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Fire Services Technician	1	108	50,895
Fire Code Compliance Technician	1	102	40,495
<u>Classified-Bargaining Unit</u>			
Fire Alarm Dispatcher	9	067	505,605
Overtime (Civilian)			500
Overtime (Fire Alarm Dispatchers)			60,000
Temporary Services			15,808
Totals			<u>673,303</u>

Department: Uniformed Fire Services

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Fire</u>			
Chief	1	900	122,691
Assistant Chief	1	905	113,604
Deputy Chief of Training	1	910	106,801
Superintendent Fire Alarm	1	911	105,816
Rescue Coordinator	1	920	101,874
Fire Marshall	1	912	104,830
Battalion Chief	8	920	779,338
Captain	14	940	1,211,338
Rescue Captain	4	941	343,116
Assistant Fire Marshall	1	942	83,773
Lieutenant	40	950	3,145,160
Rescue Lieutenant	12	961	923,327
Inspector-Fire Prevention	1	953	76,882
Firefighter (Grade 1)	95	970	6,536,029
Firefighter (Grade 3)	20	972	914,360
Rescue Driver	16	960	1,073,913
Warwick Emergency Management Credit			(139,345)
Overtime Fire I			740,000
Overtime Fire II			860,000
Overtime Fire Alarm			500
Temporary Services			55,000
Totals			<u>17,259,007</u>

Department: Building Inspection

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Building Review Board Members	5	516	1,500
Zoning Board Members	7	519	18,000
Minimum Housing Board of Review	5	517	1,650
Building Official (Not Funded)	1	374	0
<u>Classified-Exempt</u>			
Director of Building Administration	1	404	72,567
Office Coordinator	1	405	54,513
Plan Reviewer	1	443	70,360
Assistant Plan Reviewer	1	406	37,670
<u>Classified-Bargaining Unit</u>			
Building Complaint Clerk	1	703	36,587
Electrical Inspector	1	077	61,966
Zoning Inspector	1	079	62,514
Construction Inspector	1	075	60,595
Building Compliance Specialist	1	700	42,615
Clerk Technician/Zoning Specialist	1	701	51,392
Building Generalist/Technician	1	014	49,815
Permit Specialist	1	084	42,230
Minimum Housing Clerk	1	019	43,580
Plumbing & Mech. Const. Inspector (P/T)	1	099	19,502
Temporary Services			5,000
Totals			<u>732,056</u>
Turnover Expectancy			<u>(4,750)</u>
			<u>727,306</u>

Department: Warwick Emergency Management

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Warwick Emerg. Mgmt. Chargeback (Fire)			139,345
Warwick Emerg. Mgmt. Chargeback (Admin)			8,297
Temporary Services			6,000
Totals			<u>153,642</u>

Department: DPW / Parks & Recreation

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Recreation Director (Not Funded)	1	395	0
Chief Harbormaster	1	398	20,309
Harbor Masters	6	322	8,802
<u>Classified-Exempt</u>			
Deputy Director of Parks & Recreation	1	471	89,117
<u>Classified-Bargaining Unit</u>			
Recreational Seasonal Program			65,000
Totals			183,228

Department: DPW / Parks & Recreation

Personnel Supplement 2012-2013

Division: Thayer Arena

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Manager/Thayer Arena & McDermott Pool*	1	482	38,921
<u>Classified-Bargaining Unit</u>			
Building Maintenance Person	6	037	290,612
Overtime			26,000
Thayer Arena Seasonal Program			26,000
Totals			<u>381,533</u>

*Full-time Position 50% of which is charged to Thayer Arena and 50% to McDermott Pool

Department: DPW / Parks & Recreation

Personnel Supplement 2012-2013

Division: McDermott Pool

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Manager/Thayer Arena & McDermott Pool*	1	482	38,921
<u>Classified-Bargaining Unit</u>			
Chief Lifeguard	1	723	44,075
Lifeguard	1	023	34,180
Custodial/Maintenance Worker	1	761	47,337
Counter Aide	2	016	79,800
Counter Aide (P/T)	1	016	16,648
Overtime			5,000
McDermott Pool Payroll			70,000
Totals			<u>335,961</u>

*Full-time Position 50% of which is charged to Thayer Arena and 50% to McDermott Pool

Department: Warwick Public Library

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Director	1	502	94,909
<u>Classified-Exempt</u>			
Librarian IV	1	403	90,194
Librarian III	1	402	78,058
Librarian II Technician	1	401	53,846
Librarian I	8	401	454,624
Librarian II	2	401	131,749
Librarian I (P/T)	3	401	70,216
Library Administrative Assistant	1	215	47,554
<u>Classified-Bargaining Unit</u>			
Custodial Services Leadperson	1	040	52,795
Building Custodian	2	035	84,793
Library Technician	3	008	120,961
Library Aide	8	006	295,927
Library Aide (P/T)	11	006	176,489
Library Aide (P/T)	1	006	8,705
Shelver (P/T)	6	799	44,733
<u>Classified BU - Limited</u>			
Library Aide (Sunday)	1	099	2,325
Overtime			9,500
Totals			<u>1,817,378</u>
Turnover Expectancy			<u>(12,741)</u>
			<u>1,804,637</u>

Department: Human Services

Personnel Supplement 2012-2013

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Warwick Housing Auth. Board Members	5	527	7,700
<u>Classified-Exempt</u>			
Project Coordinator	1	417	43,050
Director Of Human Services & Family Support	1	419	62,042
Nurse/Wellness Coordinator**	1	418	25,946
Totals			<u>138,738</u>

**Full-time Position 50% of which is charged to Human Services and 50% to Senior Citizens

Department: Human Services

Personnel Supplement 2012-2013

Division: Senior Citizens

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Community Development Aide (P/T)	1	123	13,211
Kitchen Manager (P/T)	1	121	9,623
Dining Services Activities Coordinator	1	133	30,611
Community Elder Info. Spec.	1	314	24,958
<u>Classified-Exempt</u>			
Community Program Coordinator	1	439	46,514
Director of Senior Services	1	422	62,609
Nurse/Wellness Coordinator**	1	418	25,946
Resource Specialist	1	455	43,772
Eligibility Technician	1	426	28,203
<u>Classified-Bargaining Unit</u>			
Senior Services Generalist	1	003	42,603
Senior Clerk/Typist	1	015	37,267
Totals			<u>365,317</u>

**Full-time Position 50% of which is charged to Human Services and 50% to Senior Citizens

Department: Human Services

Personnel Supplement 2012-2013

Division: Senior Transportation

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Driver (P/T)	4	131	67,976
Transportation Dispatcher (P/T)	1	120	17,932
<u>Classified-Exempt</u>			
Transportation Planner	1	453	55,340
<u>Classified-Bargaining Unit</u>			
Driver	2	781	86,155
Overtime			2,500
Totals			<u>229,903</u>

Department: City Plan

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Planning Board Members	9	525	6,100
Director (Not Funded)	1	384	0
Staff Assistant (P/T)	1	099	19,760
<u>Classified-Exempt</u>			
Deputy Director (Not Funded)	1	472	0
Assistant Principal Planner	1	486	74,742
Principal Planner/Acting Director*****	1	486	97,648
Business Dev. Planner/Coordinator***	1	475	30,550
Tree Projects Coordinator	1	454	52,912
Planning Technical Specialist	1	242	48,068
<u>Classified-Bargaining Unit</u>			
Senior Planner	1	756	69,182
Totals			<u>398,962</u>

***Full-time Position 50% of which is charged to Planning and 50% to Tourism

*****Working Out of Classification at a Higher Pay Grade

Department: City Plan

Personnel Supplement 2012-2013

Division: Community Development

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Program Coordinator*	1	433	86,413
Housing Officer*	1	430	73,789
Project Manager*	1	447	61,643
Admin. Asst. To Community Development*	1	241	42,388
CDBG Chargeback			17,750
Overtime			500
Totals			<u>282,483</u>

*100% Community Development Block Grant Funding

Department: Tourism, Culture & Development

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Director of Tourism, Culture & Development	1	371	85,622
Economic Tourism Liaison	1	369	26,528
<u>Classified-Exempt</u>			
Coordinator of Tourism, Culture & Development	1	400	50,242
E-Government Specialist****	1	464	27,467
Business Dev. Planner/Coordinator***	1	475	30,550
Totals			<u>220,409</u>

***Full-time Position 50% of which is charged to Planning and 50% to Tourism

****Full-time Position 50% of which is charged to MIS and 50% to Tourism

Department: Public Works

Personnel Supplement 2012-2013

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Director (Not Funded)	1	386	0
<u>Classified-Bargaining Unit</u>			
Business Manager	1	435	56,663
Clerical Technician/Public Works	1	086	41,458
Water Enterprise Fund Credit			(10,082)
Totals			<u>88,039</u>

Department: Public Works

Personnel Supplement 2012-2013

Division: Highway

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Highway Chief*	1	476	116,310
Supervisor Highway*	1	495	79,021
Supervisor Highway*	1	495	69,520
<u>Classified-Bargaining Unit</u>			
Senior Equipment Operator*	1	053	71,444
Senior Equipment Operator*	1	053	66,631
Senior Equipment Operator*	1	053	69,930
Senior Foreman	3	064	168,992
Senior Foreman*	1	064	67,986
Heavy Equipment./Tub Grinder Operator	1	727	58,735
Tree Removal Leadperson/Tree Warden	1	087	58,353
Tree Removal Laborer	1	088	47,381
Timekeeper/PW Dispatcher	1	753	54,882
Highway Maintenance Leadperson	1	718	54,882
Carpenter	1	038	47,778
Catch Basin Cleaner/Operator	1	726	50,723
Catch Basin Cleaner/Operator*	1	726	58,220
Traffic Marker & Sign Person	2	057	105,151
Mason	2	046	102,372
Power Sweeper Operator	3	050	136,853
Light Equipment Tractor Trailer Operator	2	096	108,550
Light Equipment Operator/Rolloff	1	711	49,805
Light Equipment Operator	11	045	530,142
Operations Person	1	717	54,396
Drainage Laborer	1	039	46,918
Senior Laborer	18	054	765,636
Senior Laborer*	2	054	97,508
Summer Laborers (5)	1	099	13,320
Water Enterprise Fund Credit			(30,245)
Overtime			100,000
Overtime (Snow)			100,000
Totals			<u>3,321,194</u>
Turnover Expectancy			<u>(21,562)</u>
			<u>3,299,632</u>

*Temporarily Working Out of Classification at a Higher Pay Grade

Department: Public Works

Personnel Supplement 2012-2013

Division: Recycling/Sanitation

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Recycling/Sanitation Supervisor	1	446	75,647
Recycling/Sanitation Coordinator	1	456	75,647
<u>Classified-Bargaining Unit</u>			
Recycling/Sanitation Operator	21	763	1,001,382
Overtime			60,000
Totals			<u>1,212,676</u>
Turnover Expectancy			<u>(7,851)</u>
			<u>1,204,825</u>

Department: Public Works

Personnel Supplement 2012-2013

Division: Automotive

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Chief Automotive	1	473	81,841
<u>Classified-Bargaining Unit</u>			
Auto Mechanic/Lead Person	2	026	125,499
Heavy Equipment Mechanic	8	081	416,147
Automotive Utility Person	1	759	52,344
Overtime			35,000
Overtime (Snow)			16,000
Totals			<u>726,831</u>
Turnover Expectancy			<u>(4,674)</u>
			<u>722,157</u>

Department: Public Works

Personnel Supplement 2012-2013

Division: Building Maintenance

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Supervisor Building Maintenance	1	452	79,766
<u>Classified-Bargaining Unit</u>			
Maintenance Senior Foreman	1	750	58,220
Lead Custodian	1	710	54,882
Building Maintenance/Electrician	1	094	52,317
Building Custodian/Maintenance Person	1	702	46,290
Building Custodian	8	035	331,393
Building Custodian (P/T)	1	035	18,476
Overtime			45,000
Overtime (Snow)			10,000
Totals			<u>696,344</u>

Department: Public Works

Personnel Supplement 2012-2013

Division: Engineering

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Surveying Supervisor	1	493	60,259
Engineering Program Manager	1	477	86,458
<u>Classified-Bargaining Unit</u>			
Engineering Technician	1	716	58,220
Surveyor's Assistant*	1	091	58,735
Totals			<u>263,672</u>

*Temporarily Working Out of Classification at a Higher Pay Grade

Department: Public Works/Highway

Personnel Supplement 2012-2013

Division: Field Maintenance

	No. of Positions	Job Code	Total Allowance
<u>Classified-Bargaining Unit</u>			
Field Maintenance Senior Foreman	1	052	58,735
Field Maintenance Operator	11	051	526,883
Field Maintenance Laborer	1	042	44,231
Overtime			25,000
Overtime (Snow)			5,000
Totals			<u>659,849</u>

Department: Water

Personnel Supplement 2012-2013

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Chief of Water	1	438	92,356
Business Mgr./Fin. Analyst	1	497	62,046
Water Projects Supervisor	1	479	49,538
<u>Classified-Bargaining Unit</u>			
Billing Technician/Dispatcher	1	722	53,182
Senior Clerk/Cashier***	2	085	43,407
Senior Clerk/Cashier*****	1	085	14,517
File Clerk/Water	1	719	39,939
Personnel Chargeback Expense			252,257
Totals			607,242
Turnover Expectancy			(2,414)
			604,828

*****Full-time Position 30% of which is charged to Collectors and 35% each to Water and Sewer

***Full-time Position 50% of which is charged to Water and 50% to Sewer

Department: Water

Personnel Supplement 2012-2013

Division: Field

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Water Program Manager	1	461	82,211
Supervisor/Water	1	496	78,002
<u>Classified-Bargaining Unit</u>			
Senior Foreman	2	064	113,349
Water Technician/Draftsperson	1	076	45,081
Water Systems Inspector	2	092	116,955
Heavy Equipment Operator II	2	041	116,440
Lead Water Maint. Utility Person	1	725	50,816
Pipe Layers and Fitters	2	025	97,585
Storekeeper	1	017	49,805
Transmission & Dist. Operator	2	056	93,464
Meter Service Lead Person	1	049	56,362
Meter Service Person	4	047	194,591
Meter Reader	3	048	149,856
Senior Laborer	5	054	215,704
Overtime			95,000
Overtime (Snow)			14,000
Totals			<u>1,569,221</u>
Turnover Expectancy			<u>(9,912)</u>
			<u>1,559,309</u>

Department: Sewer Review Board

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Chairperson	1	515	550
Members	2	522	800
Clerk	1	523	600
Totals			<u>1,950</u>

Department: Warwick Sewer Authority

Personnel Supplement 2012-2013

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Chairperson and Members	5	521	12,000
Executive Director	1	316	84,891
Administrative Technical Asst.	1	315	45,316
<u>Classified-Exempt</u>			
Superintendent	1	457	84,750
Industrial Pretreatment Coordinator	1	459	76,921
Collection System Mgr.	1	408	72,116
Administrative Coordinator	1	407	53,366
Assistant Superintendent	1	458	65,737
Financial Customer Service Mgr.	1	449	68,303
Account Auditor	1	460	57,290
<u>Classified-Bargaining Unit</u>			
Laboratory Tech./Process Control Operator	1	078	56,417
Plant Maintenance Leadperson	1	752	56,932
Maint. Mechanic II	2	714	99,592
Mechanic I	2	713	85,494
Senior Field Inspector/Wastewater	1	740	63,026
Sewer Systems Inspector	2	764	116,440
Operator III	1	769	55,386
Operator II	2	742	102,140
Operator I	3	741	142,371
Wastewater Sampler/Lab Technician	1	704	58,735
Industrial Pretreatment Lab. Spec.	1	715	55,386
Senior Billing Specialist	1	771	43,644
Billing Specialist	3	706	129,848
Senior Clerk/Cashier***	2	085	43,407
Senior Clerk/Cashier*****	1	085	14,517
Personnel Chargeback Expense			213,540
Overtime			65,000
Totals			<u>2,022,565</u>
Turnover Expectancy			<u>(12,023)</u>
			<u>2,010,542</u>

*****Full-time Position 30% of which is charged to Collectors and 35% each to Water and Sewer

***Full-time Position 50% of which is charged to Water and 50% to Sewer