

City of Warwick Personnel Supplement 2013-2014



Scott Avedisian, Mayor

ON THE COVER: The Pawtuxet Rangers, or Second Independent Company for the County of Kent, were chartered by the Colony of Rhode Island and Providence Plantations on October 29, 1774, to protect the village of Pawtuxet, a thriving commerce seaport and fishing village. Today they are among the oldest existing chartered commands in the country, and still operate under their existing charter. They are among the most active of Rhode Island's militia groups and are one of only four fife and drum corps in the United States that are part of an actual military organization.

Although their original charter was issued in 1774, the Rangers had not owned anything dating to their Colonial existence. Late last year, by chance, they learned that a copy of the Charter, made by Company Clerk John Waterman, Jr., between 1777 and 1778, was to be auctioned. The Rangers quickly made a plan to purchase the document, which is presently being preserved and framed for continuous display in their home in historic Pawtuxet Village. A community fundraiser has offset the costs of the purchase.

The Rangers are constantly sought for participation in a wide variety of parades and public appearances, and are a favorite at the annual Gaspee Days, a two-month series of events that commemorate the nation's "First Blow for Freedom," when, in 1772, eight longboats traveled down the Narragansett River under cover of darkness to burn the British schooner, the *HMS Gaspee*, which lay grounded off Namquid Point in Warwick.

Photos: Rangers at Gaspee Day parade courtesy of the City of Warwick Department of Tourism, Culture, & Development; Charter courtesy of Pawtuxet Rangers, Colonel Ron Barnes



2013-2014 TABLE OF CONTENTS

Forward.....	i
Position Summary	ii
 I. GENERAL FUND	
<u>Executive and Administration</u>	
Executive.....	1
City Clerk.....	2
Probate Court.....	3
Municipal Traffic Court.....	4
Personnel	5
Legislative	6
Board of Canvassers	7
Finance Administration	8
Treasury	9
City Collection	10
Management Information Services.....	11
City Assessment	12
Assessment Review Board.....	13
Purchasing	14
Animal Shelter.....	15
 <u>Public Safety</u>	
Administration	16
Police	
Animal Control	17
Automotive	18
Communications	19
Civilians.....	20
Uniformed.....	21
Crossing Guards	22
Fire	
Civilians.....	23
Uniform/Fire & Rescue Services	24
Building Inspection.....	25
Warwick Emergency Management.....	26
 <u>Social Services</u>	
Parks & Recreation	27
Parks & Recreation/Thayer Arena.....	28
Parks & Recreation/McDermott Pool.....	29
Warwick Public Library	30
Human Services	
Administration	31
Senior Citizens.....	32
Senior Transportation	33
 <u>Physical Resources</u>	
City Plan.....	34
Community Development	35
Tourism, Culture & Development	36

Public Works

Administration	37
Highway	38
Sanitation/Recycling	39
Automotive	40
Building Maintenance	41
Engineering	42
Field Maintenance.....	43

II. ENTERPRISE FUNDS

Water

Administration	44
Field.....	45

Sewer

Sewer Review Board	46
Warwick Sewer Authority & Plant Operations	47

2013-2014
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.

2013-2014 PERSONNEL SUPPLEMENT POSITION SUMMARY

DEPARTMENT	2012-2013 Positions	POSITIONS CREATED OR CHANGED	POSTIONS ABOLISHED OR CHANGED	POSITIONS TRANSFERED	2013-2014 Positions	POSITION DIFFERENCE
Executive	6				6	0
City Clerk	8				8	0
Probate Court	2				2	0
Municipal Traffic Court	4		-1		3	-1
Personnel	5				5	0
Legislative	11				11	0
Board of Canvassers	3				3	0
Finance/Administration	3				3	0
Finance/Treasury	6	1			7	1
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	1			5	1
Police/Civilians	27	1		1	29	2
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**	164		-1		163	-1
Crossing Guards	23				23	0
Fire/Civilians	11	1			12	1
Fire Uniform & Rescue	217	3			220	3
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	62		-1		61	-1
PW/Highway/Field Maintenance (Est. 7/1/05)	13				13	0
PW/Sanitation/Recycling	23				23	0
PW/Automotive	12				12	0
PW/Building Maintenance	14	1	-1	-1	13	-1
PW/Engineering	4				4	0
Totals	805	8	-4	0	809	4

	2012-2013 Positions	POSITIONS CREATED OR CHANGED	POSTIONS ABOLISHED OR CHANGED	POSITIONS TRANSFERED	2013-2014 Positions	POSITON DIFFERENCE
ENTERPRISE						
Water/Administration	7				7	0
Water/Field	28				28	0
Sewer Authority (Including Pretreatment)	32		-1		31	-1
Totals	67	0	-1	0	66	-1
Grand Totals	872	8	-5	0	875	3

Department: Executive

Personnel Supplement 2013-2014

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	66,112
Administrative Aide/Citizens Advocate	1	336	45,588
Constituent Relations Coordinator	1	379	41,208
Reception Clerk	1	128	27,534
Totals			<u>396,713</u>

Department: City Clerk

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
City Clerk	1	376	93,868
City Sergeant (Not Budgeted)	1	310	0
<u>Classified-Bargaining Unit</u>			
Vault Clerk	1	021	43,086
Records Control Clerk	3	012	112,748
Administrative Council Clerk	1	110	41,652
Records Specialist	1	013	35,344
Temporary Services			10,000
Totals			<u>336,698</u>

Department: Probate Court

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<hr/>			
<u>Unclassified-Exempt</u>			
Judge	1	393	15,000
<u>Classified-Bargaining Unit</u>			
Probate Specialist	1	300	50,942
Court Technician*	1	022	20,068
Totals			<hr/> 86,010 <hr/>

***Full-time Position 50% of which is charged to Probate Court and 50% to Municipal Court

Department: Municipal Court

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Municipal Court Judge	1	370	15,000
<u>Classified-Bargaining Unit</u>			
Court Technician*	1	022	20,068
Municipal Court Technician	1	767	39,404
Overtime			9,100
Totals			<u>83,572</u>

***Full-time Position 50% of which is charged to Probate Court and 50% to Municipal Court

Department: Personnel

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Retirement Board Members	7	511	3,500
Personnel Hearing Board	3	510	600
<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	28,174
Human Resource Specialist	1	202	43,312
Water Enterprise Fund Credit			(14,487)
Sewer Enterprise Fund Credit			(14,008)
Totals			<u>272,197</u>

Department: Legislative

Personnel Supplement 2013-2014

	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 2013-2014

	No. of Positions	Job Code	Total Allowance
<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	55,259
Board of Canvassers Clerk	1	020	38,896
Temporary Services			5,000
Overtime			5,000
Totals			<u>170,571</u>

Department: Finance

Personnel Supplement 2013-2014

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	80,471
CD Block Grant Credit			(17,750)
Water Enterprise Fund Credit			(12,220)
Sewer Enterprise Fund Credit			(21,286)
Totals			<u>193,141</u>

Department: Finance

Personnel Supplement 2013-2014

Division: Treasury

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
City Treasurer/Deputy Finance Director	1	378	84,157
<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
Accounts Payable Specialist	1	708	41,805
Reconciliation Clerk	1	751	46,205
Overtime			6,000
Water Enterprise Fund Credit			(64,341)
Sewer Enterprise Fund Credit			(83,400)
Totals			<u>280,320</u>

Department: Finance

Personnel Supplement 2013-2014

Division: City Collection

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Tax Collector	1	440	91,200
Tax Services Mgr/Deputy Tax Collector	1	483	63,428
<u>Classified-Bargaining Unit</u>			
Senior Clerk/Cashier	3	085	129,379
Senior Clerk/Cashier*****	1	085	12,675
Tax Collection Clerk	1	729	33,150
Senior Clerk/Tax Collectors	1	730	38,458
Overtime			15,000
Seasonal Program			25,000
Water Enterprise Fund Credit			(41,984)
Sewer Enterprise Fund Credit			(32,963)
Totals			<u>333,343</u>

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

Department: Finance

Personnel Supplement 2013-2014

Division: Management Information Services

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Information System Administrator	1	463	95,000
Systems Analyst	1	490	52,892
System Management Specialist (Police)	1	437	67,866
Telecommunication Supv/Network Mgr.	1	494	70,104
Operations Supervisor	1	492	78,199
E-Government Specialist****	1	464	27,467
<u>Classified-Bargaining Unit</u>			
Computer Operator	1	074	52,096
Systems Technician	1	002	36,655
Overtime			500
Water Enterprise Fund Credit			(81,260)
Sewer Enterprise Fund Credit			(60,198)
Totals			<u>339,321</u>

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

Department: Finance

Personnel Supplement 2013-2014

Division: City Assessment

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Tax Assessor	1	375	80,000
Deputy Tax Assessor	1	377	64,000
<u>Classified-Bargaining Unit</u>			
Senior Appraiser	2	732	123,503
Appraiser	3	071	157,596
Senior Draftsperson	1	721	54,665
Assessment Records Specialist	3	058	121,342
Tangible Records Clerk	1	754	37,995
Senior Clerk/Typist	2	015	67,523
Overtime			5,000
Totals			<u>711,624</u>
Turnover Expectancy			<u>(4,973)</u>
			<u>706,651</u>

Department: Finance

Personnel Supplement 2013-2014

Division: Assessment Review Board

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Board Members	3	513	800
Inspections			15,000
Totals			<u><u>15,800</u></u>

Department: Finance

Personnel Supplement 2013-2014

Division: Purchasing

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Purchasing Agent	1	487	88,071
Buyer/Inspector	1	431	46,866
<u>Classified-Bargaining Unit</u>			
Clerk Technician/Bid Specialist	1	061	50,491
Accounts Payable Technician	1	734	42,230
Water Enterprise Fund Credit			(12,212)
Sewer Enterprise Fund Credit			(25,460)
Totals			<u>189,986</u>

Department: Animal Shelter

Personnel Supplement 2013-2014

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
Shelter Aide (P/T)	2	103	28,898
Overtime			2,600
Totals			<u>156,222</u>

Department: Board of Public Safety

Personnel Supplement 2013-2014

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Public Safety Board Members	1	514	2,900
Public Safety Board Members	2	514	5,500
Board Of Public Safety Generalist	1	105	39,045
Totals			<u>47,445</u>

Department: Police

Personnel Supplement 2013-2014

Division: Animal Control

	No. of Positions	Job Code	Total Allowance
<u>Classified-Bargaining Unit</u>			
Animal Control Officer	3	060	119,416
Totals			<u>119,416</u>

Department: Police

Personnel Supplement 2013-2014

Division: Automotive

	No. of Positions	Job Code	Total Allowance
<hr/>			
<u>Classified-Exempt</u>			
Fleet Manager	1	498	68,219
<u>Classified-Bargaining Unit</u>			
Auto Repair and Service Person	4	033	204,281
Automotive Maint. & Utility Person	1	073	47,602
Overtime			8,000
Totals			<hr/> 328,102 <hr/>

Department: Police Communications

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Classified-Bargaining Unit</u>			
Communications Specialist/Dispatcher II	3	712	140,525
Communications Specialist/Dispatcher I	13	709	604,504
Overtime			80,000
Totals			<u>825,029</u>

Department: Police Civilians

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Secretary to Police Chief	1	115	47,137
Secretary to Administration	1	116	37,561
Communications Support Tech.	1	111	38,868
Paralegal	1	366	45,583
Detail Clerk	1	364	42,030
<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
Lead Cust. - Funding Not Approved	1	710	0
Bldg. Cust.- Funding Not Approved	1	035	0
Data Entry Transcriptionist	3	733	122,874
Data Entry Transcriptionist (P/T)	2	733	30,029
Senior Switchboard Operator	1	036	40,841
Switchboard Operator	2	018	74,136
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	78,287
Traffic Clerk	1	768	40,137
Records Specialist/Prosecution Clerk	3	766	121,328
Community Service Assistant	1	355	31,297
Overtime			20,000
Totals			1,100,935
Turnover Expectancy			(7,494)
			1,093,441

Department: Uniformed Police

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Police</u>			
Colonel	1	800	118,953
Deputy Chief	1	810	113,563
Major	1	815	105,160
Captain	7	820	682,096
Lieutenant	8	830	704,667
Sergeant	28	838	2,254,329
Inspector Technical Services	1	848	82,406
Detective Patrolperson	24	849	1,816,569
P.A.L. Officer	1	852	76,306
Patrolperson (1st Class)	73	850	5,058,622
Patrolperson (2nd Class)	1	860	66,698
Patrolperson (3rd Class)	4	870	226,168
Patrolperson (Probationary)	13	880	507,429
Overtime Police I			800
Overtime Police II			630,000
Totals			<u>12,443,766</u>
Turnover Expectancy			<u>(80,344)</u>
			<u>12,363,422</u>

Department: Police

Personnel Supplement 2013-2014

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 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Fire Services Technician	1	108	50,895
<u>Classified-Bargaining Unit</u>			
Fire Code Compliance Technician	1	102	41,652
Records Specialist	1	013	35,344
Fire Alarm Dispatcher	9	067	506,531
Overtime (Civilian)			500
Overtime (Fire Alarm Dispatchers)			60,000
Temporary Services			15,808
Totals			<u>710,730</u>

Department: Uniformed Fire Services

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Fire</u>			
Chief	1	900	122,886
Assistant Chief	1	905	113,785
Deputy Chief of Training	1	910	106,971
Superintendent Fire Alarm	1	911	106,971
Rescue Coordinator	1	920	106,971
Fire Marshall	1	912	105,973
Battalion Chief	8	920	793,848
Captain	14	940	1,217,651
Rescue Captain	4	941	344,420
Assistant Fire Marshall	1	942	83,870
Lieutenant	40	950	3,174,518
Rescue Lieutenant	12	961	926,556
Inspector-Fire Prevention	1	953	79,222
Firefighter (Grade 1)	93	970	6,340,822
Firefighter (Grade 3)	25	972	1,178,506
Rescue Driver	9	960	608,338
Rescue Driver (Grade 3)	7	961	353,612
Warwick Emergency Management Credit			(147,042)
Overtime Fire I			247,410
Overtime Fire II			652,590
Overtime Fire Alarm			500
Temporary Services			95,000
Totals			<u>16,613,378</u>

Department: Building Inspection

Personnel Supplement 2013-2014

	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	1	374	75,000
<u>Classified-Exempt</u>			
Director of Building Administration (Not Funded)	1	404	0
Plan Reviewer/Alternate Bldg. Insp.	1	443	72,799
Office Coordinator	1	405	54,513
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			736,928
Turnover Expectancy			(4,865)
			732,063

Department: Warwick Emergency Management

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Warwick Emerg. Mgmt. Chargeback (Fire)			147,042
Temporary Services			6,000
Totals			<u>153,042</u>

Department: DPW / Parks & Recreation

Personnel Supplement 2013-2014

	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	89,913
<u>Classified-Bargaining Unit</u>			
Recreational Seasonal Program			65,000
Totals			184,024

Department: DPW / Parks & Recreation

Personnel Supplement 2013-2014

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	292,133
Overtime			30,000
Thayer Arena Seasonal Program			26,000
Totals			<u>387,054</u>

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

Department: DPW / Parks & Recreation

Personnel Supplement 2013-2014

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	34,124
Custodial/Maintenance Worker	1	761	47,337
Counter Aide	2	016	76,009
Counter Aide (P/T)	1	016	16,648
Overtime			5,000
McDermott Pool Payroll			70,000
Totals			<u>332,114</u>

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

Department: Warwick Public Library

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Director	1	502	94,909
<u>Classified-Exempt</u>			
Librarian IV	1	403	75,874
Librarian II	4	402	265,328
Librarian I	8	401	449,474
Librarian I (P/T)	3	401	72,204
Library Administrative Assistant	1	215	47,554
<u>Classified-Bargaining Unit</u>			
Custodial Services Leadperson	1	040	52,795
Building Custodian	2	035	87,516
Library Technician	3	008	121,328
Library Aide	8	006	291,503
Library Aide (P/T)	11	006	167,614
Library Aide (P/T)	1	006	8,967
Shelver (P/T)	6	799	42,944
<u>Classified BU - Limited</u>			
Library Aide (Sunday)	1	099	2,325
Overtime			9,500
Totals			<u>1,789,835</u>
Turnover Expectancy			<u>(12,648)</u>
			<u>1,777,187</u>

Department: Human Services

Personnel Supplement 2013-2014

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	27,650
Totals			<u>140,442</u>

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

Department: Human Services

Personnel Supplement 2013-2014

Division: Senior Citizens

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Community Development Aide (P/T)	1	123	13,211
Coffee Aide	1	121	9,080
Dining Services Activities Coordinator	1	133	30,810
Community Elder Info. Spec.	1	314	24,458
<u>Classified-Exempt</u>			
Community Program Coordinator	1	439	43,269
Director of Senior Services	1	422	62,609
Nurse/Wellness Coordinator**	1	418	25,946
Resource Specialist	1	455	31,886
Eligibility Technician	1	426	28,203
<u>Classified-Bargaining Unit</u>			
Senior Services Generalist	1	003	42,983
Senior Clerk/Typist	1	015	37,267
Totals			<u>349,722</u>

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

Department: Human Services

Personnel Supplement 2013-2014

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	16,954
<u>Classified-Exempt</u>			
Transportation Planner	1	453	42,000
<u>Classified-Bargaining Unit</u>			
Driver	2	781	86,155
Totals			<u>213,085</u>

Department: City Plan

Personnel Supplement 2013-2014

	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	1	472	86,414
Principal Planner****	1	486	97,648
Assistant Principal Planner	1	486	74,742
Business Dev. Planner/Coordinator***	1	475	30,550
Tree Projects Coordinator	1	454	52,912
Planning Technical Specialist	1	242	48,507
<u>Classified-Bargaining Unit</u>			
Senior Planner	1	756	70,121
Totals			<u>486,754</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 2013-2014

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	62,188
Admin. Asst. To Community Development*	1	241	42,388
CDBG Chargeback			17,750
Overtime			500
Totals			<u>283,028</u>

*100% Community Development Block Grant Funding

Department: Tourism, Culture & Development

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Director of Tourism, Culture & Development	1	371	86,386
Economic Tourism Liaison	1	369	26,528
<u>Classified-Exempt</u>			
Coordinator of Tourism, Culture & Development	1	400	50,701
E-Government Specialist****	1	464	27,467
Business Dev. Planner/Coordinator***	1	475	30,550
Totals			<u>221,632</u>

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

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

Department: Public Works

Personnel Supplement 2013-2014

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	61,663
Clerical Technician/Public Works	1	086	41,458
Water Enterprise Fund Credit			(5,717)
Totals			<u>97,404</u>

Department: Public Works

Personnel Supplement 2013-2014

Division: Highway

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Highway Chief*	1	476	116,310
Supervisor Highway*	1	495	94,006
Supervisor Highway*	1	495	70,135
<u>Classified-Bargaining Unit</u>			
Senior Equipment Operator	1	053	58,735
Senior Equipment Operator*	2	053	142,888
Senior Foreman	3	064	174,402
Senior Foreman*	1	064	68,909
Heavy Equipment./Tub Grinder Operator	1	727	66,631
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	52,317
Catch Basin Cleaner/Operator	1	726	50,723
Traffic Marker & Sign Person	2	057	98,666
Mason	2	046	100,982
Power Sweeper Operator	3	050	145,668
Light Equipment Tractor Trailer Operator	2	096	108,550
Light Equipment Operator/Rolloff	1	711	49,805
Light Equipment Operator	11	045	531,880
Operations Person	1	717	54,396
Drainage Laborer	1	039	46,918
Senior Laborer	20	054	832,021
Summer Laborers (5)	1	099	13,320
Water Enterprise Fund Credit			(34,893)
Overtime			100,000
Overtime (Snow)			100,000
Totals			<u>3,257,867</u>
Turnover Expectancy			<u>(20,997)</u>
			<u>3,236,870</u>

*Temporarily Working Out of Classification at a Higher Pay Grade

Department: Public Works

Personnel Supplement 2013-2014

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	76,316
<u>Classified-Bargaining Unit</u>			
Recycling/Sanitation Operator	21	763	1,002,252
Overtime			60,000
Totals			<u>1,214,215</u>
Turnover Expectancy			<u>(7,851)</u>
			<u>1,206,364</u>

Department: Public Works

Personnel Supplement 2013-2014

Division: Automotive

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Chief Automotive	1	473	79,800
<u>Classified-Bargaining Unit</u>			
Auto Mechanic/Lead Person	2	026	126,052
Heavy Equipment Mechanic	8	081	403,393
Automotive Utility Person	1	759	52,344
Overtime			35,000
Overtime (Snow)			16,000
Totals			<u>712,589</u>
Turnover Expectancy			<u>(4,507)</u>
			<u>708,082</u>

Department: Public Works

Personnel Supplement 2013-2014

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
HVAC/Plumbing Maint. Person	1	738	41,780
Building Custodian/Maintenance Person	1	702	46,290
Building Custodian	6	035	234,852
Building Custodian (P/T)	1	035	18,476
Overtime			45,000
Overtime (Snow)			10,000
Totals			<u>641,583</u>

Department: Public Works

Personnel Supplement 2013-2014

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
Asst. Engineer/Stormwater	1	478	51,522
<u>Classified-Bargaining Unit</u>			
Engineering Technician	1	716	58,220
Totals			<u>256,459</u>

Department: Public Works/Highway

Personnel Supplement 2013-2014

Division: Field Maintenance

	No. of Positions	Job Code	Total Allowance
<u>Classified-Bargaining Unit</u>			
Field Maintenance Senior Foreman	1	052	51,522
Field Maintenance Operator	11	051	531,883
Field Maintenance Laborer	1	042	44,635
Overtime			25,000
Overtime (Snow)			5,000
Totals			<u>658,040</u>

Department: Water

Personnel Supplement 2013-2014

Division: Administration

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Chief of Water	1	438	93,181
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	14,787
Water Utility/Cust. Service Tech.	1	719	37,995
Personnel Chargeback Expense			269,525
Totals			<u>623,661</u>
Turnover Expectancy			<u>(2,395)</u>
			<u>621,266</u>

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

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

Department: Water

Personnel Supplement 2013-2014

Division: Field

	No. of Positions	Job Code	Total Allowance
<u>Classified-Exempt</u>			
Water Program Manager	1	461	82,211
Supervisor/Water	1	496	78,692
<u>Classified-Bargaining Unit</u>			
Senior Foreman	2	064	113,864
Water Draftsperson/Doc. Ctrl Coord.	1	076	44,152
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	98,035
Storekeeper	1	017	50,246
Transmission & Dist. Operator	2	056	94,334
Meter Service Lead Person	1	049	56,362
Meter Service Person	4	047	190,404
Meter Reader	3	048	149,856
Senior Laborer	5	054	195,368
Overtime			95,000
Overtime (Snow)			14,000
Totals			<u>1,546,735</u>
Turnover Expectancy			<u>(9,810)</u>
			<u>1,536,925</u>

Department: Sewer Review Board

Personnel Supplement 2013-2014

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

Department: Warwick Sewer Authority

Personnel Supplement 2013-2014

	No. of Positions	Job Code	Total Allowance
<u>Unclassified-Exempt</u>			
Chairperson and Members	5	521	15,150
Executive Director	1	316	84,891
Administrative Technical Asst.	1	315	45,316
<u>Classified-Exempt</u>			
Superintendent	1	457	90,400
Industrial Pretreatment Coordinator	1	459	77,965
Collection System Mgr.	1	408	72,116
Administrative Coordinator	1	407	54,090
Assistant Superintendent	1	458	73,000
Financial Customer Service Mgr.	1	449	68,303
Account Auditor	1	460	57,802
<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	93,753
Mechanic I	2	713	92,337
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	143,023
Wastewater Sampler/Lab Technician	1	704	58,735
Industrial Pretreatment Lab. Spec.	1	715	55,386
Billing Specialist	3	706	123,159
Senior Clerk/Cashier***	2	085	43,407
Senior Clerk/Cashier*****	1	085	14,787
Personnel Chargeback Expense			239,579
Overtime			65,000
Totals			<u>2,018,540</u>
Turnover Expectancy			<u>(11,793)</u>
			<u>2,006,747</u>

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

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

