

Personnel Profile – Overview of Changes

Each year, City Council establishes an authorized position list (by department) through the budget adoption process. For FY 2021, there will be a total decrease of 19.5 FTE (full-time equivalent) positions compared to the FY 2020 amended budget. Following is a summary of the position changes:

Human Resources – A total of 1.5 FTE Administrative Assistant I/II vacant positions were eliminated as a budgetary cost saving measure. In FY 2020, the department added 1.0 FTE Administrative Assistant III to provide higher level administrative support.

Planning and Community Development – Eliminated a total of 3.5 FTE positions as a budgetary cost saving measure. A 1.0 FTE Administrative Assistant I/II, a .50 FTE Associate Planner I/II in the Advance Planning Division, a 1.0 FTE Building Inspector, and 1.0 FTE Code Compliance Specialist were decreased compared to FY2020 Amended budget.

Police – Reduced the police personnel profile by a total of 11.0 FTE positions between July and October. Two FTE Administrative Assistant I/II were eliminated in July, these positions were upgraded to Administrative III classification in FY 2020. A Property and Evidence Specialist position was eliminated, as this position was reclassified as a Senior Police Property and Evidence Specialist in FY 2020. As a budget saving solutions, the department eliminated a 1.0 FTE Crime Analyst position, 9.0 FTE Ranger I/II, 3.0 FTE Senior Ranger. Instead, the department is restructuring operations to provide more extensive community policing capabilities by adding 5.0 FTE Community Service Officer I positions.

Public Works – No net change in FTE positions. The department added 1.0 FTE Senior Professional Engineer position and eliminated of 1.0 FTE Assistant Engineer position.

Water – Increase of 1.0 FTE Water Chief Financial Officer, the position will provide financial support resulting from the department’s extensive water operation facility upgrades.

Parks – As a cost saving measure, the department eliminated 1.0 FTE Special Events Coordinator positions. The elimination is sustainable at this time since many City events have been cancelled due to the pandemic. Likewise, a .50 FTE Box Office Representative was eliminated from the Parks personnel profile.

Finance – As a cost saving measure, the department eliminated a 1.0 FTE Accountant I/II position from the Audit division and a Management Analyst position in the Risk division. To provide better operational support within the department, a 1.0 FTE Accounting Assistant II was reclassified as a 1.0 FTE Administrative Assistant III.

Economic Development – As a cost saving measure, the department has eliminated a vacant 1.0 FTE Arts Program Manager position, instead shifting some of those responsibilities to an existing Economic Development Manager position which already performs some of these duties.