

STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF BROOKHAVEN

ORD-2021-07-03

**AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED
AUTHORIZED POSITION LIST OF THE CITY OF BROOKHAVEN**

WHEREAS, the City of Brookhaven, Georgia (hereinafter, the "City") was duly incorporated on December 17, 2012; and

WHEREAS, a key factor in the success of the City is the quality and commitment of its work force; and

WHEREAS, the current authorized position report was adopted as part of the FY 2018-FY2021 budgets; and

WHEREAS, the City wishes to amend its current authorized position list by reclassifying four current positions. The new job titles include; Human Resources Manager and Senior Planner. These changes will improve service delivery and departmental flow responsibilities; and

WHEREAS, the position changes and reclassifications will not increase the overall staffing level currently performing the work in the City; and

WHEREAS, Section 3.13 of the City of Brookhaven Charter require the city manager be responsible for the preparation of a position classification and a pay plan which shall be submitted to the city council for adoption; and

WHEREAS, Section 2.31 of the Brookhaven Code of Ordinances require job descriptions for each position.

NOW, THEREFORE BE IT RESOLVED, that the attached recommended amended authorized position list of the City of Brookhaven as Exhibit "A" be established as the official 2021 list of authorized positions and salary ranges.

BE IT FURTHER RESOVLED, that the City Manager is authorized to execute any and all plans necessary to affect the City Council's direction to ensure the City implements the revised 2021 Authorized position list.

This ordinance shall be effective immediately upon its adoption.

SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 27th DAY OF JULY 2021.

Approved by:

John A. Ernst Jr., Mayor

Attest:

Susan Hiott, City Clerk



Approved as to form:

Christopher D. Batch, City Attorney

{City Seal}

Payroll Manager	1		108	\$46,011		\$73,618
Accountant I	2		109	\$49,922		\$79,875
Information Technology Department						
Director of IT	1		118	\$89,132		\$142,613
Senior System Engineer	1		112	\$61,752		\$98,852
GIS Manager	1		113	\$65,984		\$105,574
Systems Engineer II	2		111	\$57,849		\$92,558
Systems Analyst II	1		111	\$57,849		\$92,558
System Engineer I	1		110	\$54,166		\$86,665
Municipal Court						
Judges (appointed)		2			\$225/hr	
Chief Clerk of Court	1		109	\$49,922		\$79,875
Deputy Chief Clerk of Court	1		108	\$46,011		\$73,618
Court Clerk		5	105	\$36,023		\$57,637
Parks & Recreation Department						
Director of Parks & Recreation	1		117	\$84,246		\$138,719
Assistant Director of Parks & Recreation	1		113	\$65,984		\$105,574
Executive Assistant	1		107	\$42,406		\$67,850
Recreation Coordinator	1		106	\$39,084		\$62,535
Events Coordinator	1		106	\$39,084		\$62,535
Athletic Coordinator	1		106	\$39,084		\$62,535
Recreation Leader/ Seasonal Pool Manager	1	16	102	\$31,200		\$45,123
Custodian	2		102	\$31,200		\$45,123
Park Maintenance Worker	10		102	\$31,200		\$45,123
Park Crew Leader	3		104	\$33,201		\$53,121
Park Maintenance Supervisor	1		107	\$42,406		\$67,850
Park Maintenance Manager	1		110	\$54,166		\$86,665
Police Department						
Police Chief	1		120	\$99,772		\$159,636
Deputy Chief	1		116	\$79,628		\$127,405
Major	3		116	\$70,471		\$121,500
Lieutenant	7		113	\$69,806		\$105,000
Sergeant	12		111	\$61,076		\$92,000
Officer	45		108	\$48,500		\$71,792
Executive Assistant	1		107	\$42,406		\$67,850
Crime Analyst	1		106	\$39,084		\$62,535
Detective	8		108	\$48,500		\$71,792
Crime Scene Technician	2		105	\$36,023		\$57,637
Police Service Representative	6		104	\$33,201		\$53,121
K-9 Officer	3		108	\$48,500		\$71,792
Terminal Agency Supervisor (TAC)	1		107	\$42,406		\$67,850
Record Clerk	3	1	104	\$33,201		\$53,121
Property & Evidence Clerk	1		105	\$36,023		\$57,637
PT Officer		6	107	\$42,406		\$67,850
	168	33				

* Part-time Positions are based on individuals and not on hours worked.

Source: Human Resources Department

Exhibit A

**City of Brookhaven, Ga. Authorized Positions
FY 2021 Adopted Budget (All Funds)**

	FT	PT*	Grade	Min	Contract/ Charter Req.	Max
Elected Officials						
Mayor	1				\$16,000	
Council Member	4				\$12,000	
Executive Assistant	1		107	\$42,406		\$67,850
City Manager's Office						
City Manager (appointed)	1				\$190,000	
Deputy City Manager	1		121	\$122,004		\$196,267
Assistant City Manager	1		121	\$122,004		\$196,267
Strategic Partnerships Director	1		112	\$61,782		\$98,852
Human Resources Department						
HR Director	1		117	\$84,246		\$138,719
HR Manager	1		113	\$65,984		\$105,574
Economic Development Department						
Director of Economic Development	1		112	\$61,782		\$98,852
City Clerk's Office						
City Clerk (appointed)	1		114	\$70,471		\$112,752
Deputy Clerk	1		107	\$42,406		\$67,850
Administrative Assistant		1	105	\$36,023		\$57,637
Communications Department						
Communications and Public Engagement Director	1		117	\$84,246		\$138,719
Communications Manager	1		113	\$65,984		\$105,574
Public Engagement Specialist	1		105	\$36,023		\$57,637
Community Development Department						
Community Development Director	1		117	\$84,246		\$138,719
Administrative Assistant	4		105	\$36,023		\$57,637
Land Development Inspector	2		109	\$49,922		\$79,875
Arborist	1		109	\$49,922		\$79,875
Development Services Manager	1		113	\$65,984		\$105,574
Planner II	1		108	\$46,011		\$73,618
Senior Planner	1		110	\$54,166		\$86,665
Planning & Zoning Manager	1		111	\$57,849		\$92,558
Tree Canopy Preservation Program Manager	1		110	\$54,166		\$86,665
Fire Marshal	1		111	\$57,849		\$92,558
City Engineer	1		114	\$70,471		\$112,752
Fire Inspector		2	104	\$33,201		\$53,121
Finance Department						
Director of Finance	1		120	\$99,772		\$159,636
Controller	1		115	\$75,262		\$120,419
Accountant III	1		113	\$65,984		\$105,574
Purchasing Manager	1		115	\$75,262		\$120,419