

**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 workforce; and
- WHEREAS, the current authorized position report was adopted as part of the FY 2021 – FY 2022 budgets; and
- WHEREAS, the City wishes to amend its current authorized position list by adding a new position. The new position is full-time Facility Services Director and by expanding the part-time Court Clerk role to a full-time position; and
- WHEREAS, the Facility Services addition will address the immediate and future needs of building management of all City of Brookhaven buildings to include oversight and preventative maintenance for the building infrastructure, heating, plumbing, electrical, ventilation, mechanical, technical wiring needs, adherence to building codes, specifications, and the overall safety, and efficiency in building upkeep and operation; and
- WHEREAS, the change in the part-time Court Clerk role to that of a full-time role will meet the needs of the court activity and improve service delivery for caseload management; and
- WHEREAS, Section 3.13 of the City of Brookhaven Charter requires the City Manager be responsible for the preparation of 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 requires a job description for each position.

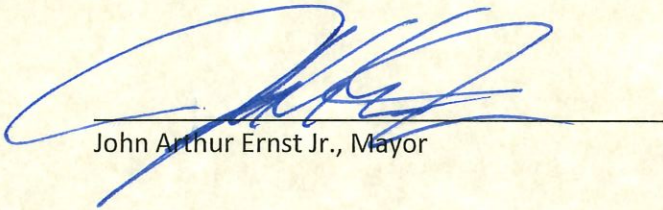
NOW, THEREFORE BE IT RESOLVED, that the attached recommended amended authorized position list of the City of Brookhaven as Exhibit "A" be established as the official 2022 list of authorized positions and salary ranges.

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute any plans necessary to affect the City Council's direction to ensure the City implements the revised 2022 Authorized Position List.

This ordinance shall be effective immediately upon its adoption.

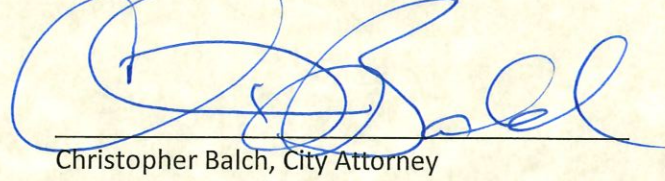
SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 12th DAY OF APRIL 2022.

Approved by:



John Arthur Ernst Jr., Mayor

Approved as to Form and Content



Christopher Balch, City Attorney

Attest:



Susan Hiott, City Clerk



Exhibit A

**City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 12, 2022 (All Funds)**

	FTE*	PTE*	Grade	Min	Contract/ Charter Req.	Max
Elected Officials						
Mayor	1				\$16,000	
Council Member	4				\$12,000	
Executive Assistant	1		108	\$46,011		\$73,618
City Manager's Office						
City Manager (appointed)	1				\$214,930	
Deputy City Manager	1		119	\$127,317		\$203,706
Assistant City Manager	1		118	\$105,559		\$168,894
Strategic Partnerships Director	1		113	\$65,984		\$105,574
Director of Facility Services	1		117	\$99,772		\$159,636
Human Resources Department						
HR Director	1		117	\$99,772		\$159,636
HR Manager	1		112	\$61,752		\$98,852
Economic Development Department						
Director of Economic Development	1		113	\$65,984		\$105,574
City Clerk's Office						
City Clerk (appointed)	1		114	\$70,471		\$112,752
Deputy Clerk	1		107	\$42,406		\$67,850
Administrative Assistant		0.5	105	\$36,023		\$57,637
Communications Department						
Communications and Public Engagement Director	1		116	\$98,000		\$150,883
Communications Manager	1		112	\$61,752		\$98,852
Public Engagement Specialist	1		105	\$36,023		\$57,637
Community Development Department						
Community Development Director	1		117	\$99,772		\$159,636
Administrative Assistant	4		105	\$36,023		\$57,637
Land Development Inspector	2		108	\$46,011		\$73,618
Arborist	2		107	\$42,406		\$67,850
Development Services Manager	1		112	\$61,752		\$98,852
Planner II	1		109	\$49,922		\$79,875
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		110	\$54,166		\$86,665
City Engineer	1		114	\$70,471		\$112,752
Fire Inspector		1.2	106	\$39,084		\$62,535

**City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 12, 2022 (All Funds)**

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	FTE*	PTE*	Grade	Min	Contract/	Max
Finance Department						
Director of Finance	1		118	\$105,559		\$168,894
Controller	1		115	\$75,262		\$120,419
Accountant III	1		111	\$57,849		\$92,558
Purchasing Manager	1		112	\$61,752		\$98,852
Payroll Manager	1		110	\$54,166		\$86,665
Accounting Liaison	1		107	\$42,406		\$67,850
Accountant II	1		110	\$54,166		\$86,665
Information Technology Department						
Director of IT	1		117	\$99,772		\$159,636
Senior System Engineer	1		112	\$61,752		\$98,852
GIS Manager	1		112	\$61,752		\$98,852
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		111	\$57,849		\$92,558
Deputy Chief Clerk of Court	1		108	\$46,011		\$73,618
Court Clerk	1	1	105	\$36,023		\$57,637
Parks & Recreation Department						
Director of Parks & Recreation	1		116	\$98,000		\$150,883
Assistant Director of Parks & Recreation	1		115	\$75,262		\$120,419
Administrative Assistant	1		105	\$36,023		\$57,637
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 Leader	1	4.3	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 Operations Supervisor	1		108	\$46,011		\$73,618
Park Operations Manager	1		110	\$54,166		\$86,665

**City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 12, 2022 (All Funds)**

	FTE*	PTE*	Grade	Min	Contract/	Max
Police Department						

Police Chief	1		7	\$111,681		\$178,690
Deputy Chief	1		6	\$89,132		\$142,613
Major	3		5	\$83,770		\$126,000
Lieutenant	7		4	\$69,806		\$105,000
Sergeant	12		3	\$61,076		\$92,000
Master Officer	18		2	\$59,008		\$89,406
Officer	27		1	\$48,500		\$71,792
Senior Administrative Assistant	1		107	\$42,406		\$67,850
Crime Analyst	1		107	\$42,406		\$67,850
Detective	8		1	\$48,500		\$71,792
Crime Scene Technician	2		106	\$39,084		\$62,535
Police Service Representative	6		105	\$36,023		\$57,637
K-9 Officer	3		1	\$48,500		\$71,792
Senior Terminal Agency (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		2.6	1	\$48,500		\$71,792
	173	10.6				

* Full-time & Part-time Equivalent

Source: Finance Department

Amended 4.20.2022