

AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED AUTHORIZED POSITION LIST FOR THE POLICE AND PARKS AND RECREATION DEPARTMENTS 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 requests to amend its current Authorized Position List with one change each in the Parks and Recreation and Police Department. The City requests to eliminate the position of Events Coordinator - Parks and Recreation Department and replace the same full-time equivalent with the new role of Events Planner. The new position would provide oversight and leadership for all City of Brookhaven-related events; and

WHEREAS, the Events Planner position will address the immediate and future needs of all City of Brookhaven events in partnership with internal staff, external vendors, and other stakeholders. This position will provide cohesiveness for the management, planning, and execution of all events, including our Flagship Cherry Blossom Event to other community events and newly designed and implemented ones.

WHEREAS, the City also requests to add a new full-time equivalent position of Mental Health Clinician to the Police Department; and

WHEREAS, the adoption of the new Event and Planner and Mental Health Clinician position will allow the City to continue its focus on workforce needs that meet City goals and objectives; and

WHEREAS, Section 3.13 of the City of Brookhaven Charter requires the City Manager to 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.

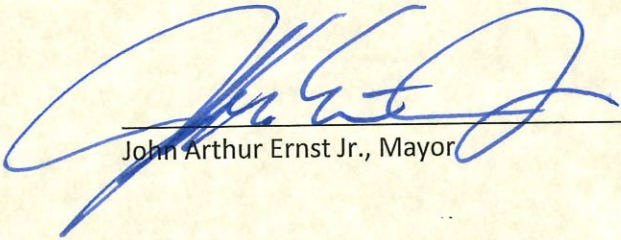
STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF BROOKHAVEN

ORDINANCE ORD 2022-04-05

This ordinance shall be effective immediately upon its adoption.

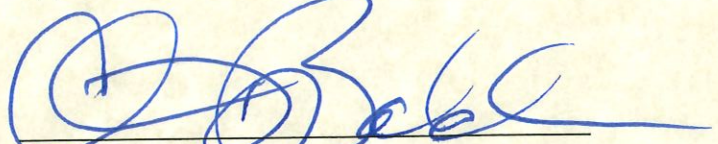
SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 26th
DAY OF APRIL 2022.

Approved by:



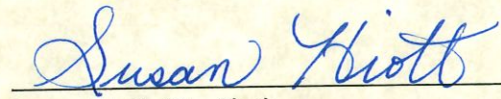
John Arthur Ernst Jr., Mayor

Approved as to Form and Content



Christopher Balch, City Attorney

Attest:



Susan Hiott, City Clerk



ORD 2022-04-05

Exhibit A

Exhibit A

City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 26, 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 26, 2022 (All Funds)

	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 Planner	1		107	\$42,406		\$67,850
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

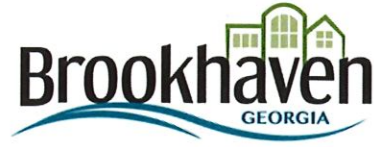
**City of Brookhaven, Ga. Authorized Positions
Wage and Grade Scale - Adopted April 26, 2022 (All Funds)**

	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
Mental Health Clinician	1		109	\$49,922		\$79,875
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
	174	10.6				

* Full-time & Part-time Equivalent

Source: Finance Department

Revised 4.26.2022



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Job Title: Mental Health Clinician

Department: Police Department

Pay Grade: 109

FLSA Status: Exempt

JOB SUMMARY

Under the general direction of the Deputy Chief of Police, the Mental Health Clinician will provide on-site face-to-face, rapid response to City of Brookhaven Police Officers who are experiencing such challenges as excessive stress, anxiety, detachment, depression, etc. behavior related to their essential work duties that impact their health and wellness and/or mental capacity. While this position does follow the City of Brookhaven's core business hours. The incumbent will be available on call or as required to address emergency-related crisis situations and employee needs. This position requires a very detail-oriented, organized professional whose role is instrumental in supporting the health and wellness of the City of Brookhaven's police officers. In addition, the incumbent will exercise reasonable initiative and independent judgment in communicating extensively with applicable stakeholders, health care personnel, and community service providers.

ESSENTIAL JOB FUNCTIONS:

This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

- Serve as lead in response providing clinical oversight to the COB law enforcement team
- Complete the assessment of the immediate needs of the individual; the level of risk to the individual and/or others due to the crisis; contributing environmental, medical, psychiatric, and/or interpersonal factors; resources available to the individual in the current setting to resolve the crisis, and community resources that may be accessed to resolve the crisis
- Assist in de-escalating the crisis situation through the provision of support to the individual. Aid the individual and, when present, family/caregivers in identifying precursors to the crisis and potential solutions for resolving the crisis within the setting
- Aid the individual and, when present, family/caregivers in developing a crisis plan to decrease the potential for future crisis occurrences

- Identify and, when possible, link the individual to needed community resources, including medical, psychiatric, and other services, to meet immediate and/or ongoing needs
- Assess when the immediate safety needs of the individual require referral to a higher level of care than is available through the in-house crisis services and facilitate the referral
- Provide and conduct a critical incident debrief immediately following a crisis or serious incident
- Identify applicable training needs based on data of incidents and opportunities for improvement and further support
- Work in partnership with law enforcement to include arriving on the scene to aid in the assessment and de-escalation of a perpetrator(s)
- Complete appropriate documentation, follow-up, and disposition of cases in accordance with established guidelines and standards
- Communicate and coordinate care with other team members, ensuring the safety of the team, serviced individuals, and the general public
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review employee status, exchange information, or resolve problems; responds to requests for service or assistance
- Assists supervisors, staff, and other departments in identifying and resolving behavioral health threats
- Reviews and analyzes the effectiveness and efficiency of identified strategies for improving overall employee well-being
- Prepare end-of-shift reports, communicating unresolved issues with the Deputy Chief of Police or applicable
- Work with the law enforcement team in reviewing reports for incidents that require follow-up and referral to appropriate resources
- Maintain a current license in the state of Georgia and adheres to the professional Code of Ethics

Knowledge, Skills, and Abilities:

- Knowledge of Mental Health and Behavioral illness.
- Principles and practices utilized in securing and storage of records and other confidential and sensitive data
- Knowledge of recordkeeping, and records management techniques.
- Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations related to the field and practice of social work counseling and mental health.
- Ability to maintain organized and accurate records, files, and/or other materials.
- Ability to follow oral and written instructions.
- Ability to write routine reports and business correspondence.
- Ability to effectively present information and respond to the needs of law enforcement personnel
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make sound judgment, deliver quality work, communicate effectively – orally, in writing, and superior listening skills,
- Excellent collaboration and teamwork

MINIMUM REQUIREMENTS TO PERFORM WORK:

Master's degree from an accredited school with a valid license in the state of Georgia as an LCSW or an LPG (Must be legally authorized with the ability to complete form 1013 or 1014). Must possess a minimum of 3 years of direct clinical experience in case management, crisis intervention, stabilization skills, and familiarity with the mental health addictive disease service delivery system; including an understanding of referrals and mandates. Must have at least one year of working in a public government and/or law enforcement environment. Additional certifications are a plus. Must possess and maintain valid State of Georgia drivers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and listen actively
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in an office environment
- The employee performs some duties outdoors (inclement weather, heat/cold/wind may exist) while conducting official business
- May be required to attend evening and weekend meetings and events, on or off-site

The City has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR Representative) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Job Title:	Events Planner
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Department: Parks
Pay Grade: 107
FLSA Status: Exempt

JOB SUMMARY

Under the general direction of the Assistant Parks Director, the employee will provide pre-event, on-site, and post-event leadership for special events put on by the City of Brookhaven. This position requires a very detail-oriented, organized self-starter whose role is instrumental in supporting a busy special events program. In addition, the incumbent will exercise reasonable initiative and independent judgment in communicating extensively with event organizers and City Departments to ensure compliance with Parks and Recreation rules and regulations and the Special Events planning process.

ESSENTIAL JOB FUNCTIONS:

This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

- Make recommendations and assist in the preparation of the department budget
- Responsible for the day-to-day budget management of their functional area
- Assist in recruiting and training employees, volunteers, and participants
- Prioritize job tasks and develop timelines and complete them within specified timeframes meeting strict deadlines
- Enforce City policies and procedures for events and park rules for staff, instructors, volunteers, and contracted facility renters as well as enforcement of all safety procedures
- Maintain accurate records and documents and is responsible for their retention
- Responsible for preparing reports and disseminating information, conducting debriefings, and giving presentations for internal and external participants
- Create work schedules for events, detail specific job duties, and schedule staff
- Work independently to oversee special events to include set-up and takedown at facilities and areas for special events
- Stay up to date with industry trends and identifies best practices in the profession regarding special events
- Network with other individuals and groups to identify best practices and develop new relationships

- Work in collaboration with others to secure needed permits, licensing, and signage
- Ensure safety standards are reviewed and implemented to minimize exposure of injury and damage to persons or property
- As the point of contact, manage festival contracts, vendors, stakeholders, and entertainment needs
- Must adhere to all safety and City procedural requirements while operating a vehicle for City business
- Perform other related duties as required or assigned

MINIMUM REQUIREMENTS TO PERFORM WORK:

Bachelor's degree from an accredited college or university in Parks and Recreation Administration or closely related field and three (3) years of progressively responsible related experience and/or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid State of Georgia driver's license upon hire and obtain a Certified Park and Recreation Professional (CPRP) certificate; and CPR/AED Red Cross certificate within twelve (12) months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of effective planning, scheduling, and event management techniques, and procedures; effective public information dissemination
- Ability to communicate orally and in writing with other staff members and/or supervisors and have working knowledge of appropriate technology to best serve the public and manage events
- Strong attention to detail, organizational skills, creative thinking, and a passion for events, and creating a high-quality guest experience
- Proficient knowledge of the Microsoft Office Suite program
- Ability to understand, follow and complete oral and/or written directions
- Ability to multi-task assignments with concurrent deadlines and varying degrees of complexity
- Ability to maintain accurate records and prepare reports; explain rules, procedures, processes clearly and concisely
- Able to coordinate the technical needs of events, including administering contracts, purchasing materials, obtaining permits, arranging security, and parking, and soliciting vendors and sponsors
- Ability to follow and maintain a budget
- Ability to communicate and establish rapport, understanding, and confidence with participants and the public; exercise independent judgment in the application of event rules and procedures; plan, promote, organize, and coordinate events; and be a team player in the organization
- Possess strong verbal, written, and interpersonal communication skills and the ability to present in front of a group
- Skill in event site layout to promote good participant circulation and safety needs
- Skill in dealing with members of the public, a variety of contract personnel, and providing leadership internally to other team members

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms
- The employee is routinely required to walk, climb, balance, stoop, kneel and crouch
- The employee must routinely lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- While performing the duties of this job, the employee regularly works in an office and outdoors. The employee will be exposed to all types of weather and will work around light and heavy equipment

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in an office environment
- The employee performs some duties outdoors (inclement weather, heat/cold/wind may exist) while conducting official business
- May be required to attend evening and weekend meetings and events, on or off-site

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Employee Signature

Date

Supervisor (or HR Representative) Signature

Date