

**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 (4) four new positions in parks and recreation to include; (3) three maintenance workers and one park and recreation crew leader. The City also requests to add (3) operations positions; (1) one Program Administrator and (1) one Purchasing Buyer, both positions are all Full-time equivalency roles, and add an Administrative Assistant in the Police department as Part-time replacing the current vacant part-time Records Clerk position.

WHEREAS, the Parks and Recreation Field Service additions will address the immediate and future needs of our parks, streets, building upkeep, continued beautification, and recreational operations.

WHEREAS, the Operations role of the Program Administrator will address special service district activity along with community development block grant programs which are instrumental to the city's growth, continued partnerships, and sustainability activity and commitments. The Buyer addresses our current and future needs as the City continues to grow and secure additional assets and contracts for business operations. The Administrative Assistant position would support CID in the day-to-day operational needs.

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.

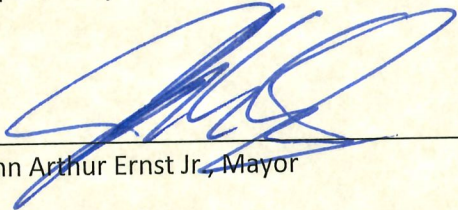
ORD 2022-09-04

**AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED AUTHORIZED  
POSITION LIST OF THE CITY OF BROOKHAVEN CONT'D.**

This ordinance shall be effective immediately upon its adoption.

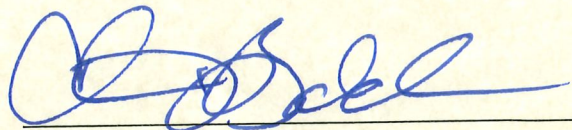
SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 13<sup>th</sup> DAY OF  
SEPTEMBER 2022.

Approved by:



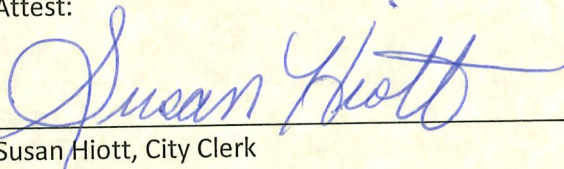
John Arthur Ernst Jr., Mayor

Approved as to Form and Content



Christopher Balch, City Attorney

Attest:



Susan Hiott, City Clerk



Exhibit A

ORD 2022-09-04

City of Brookhaven, Ga. Authorized Positions  
Wage and Grade Scale - Adopted September 13, 2022 (All Funds)

	FTE*	PTE*	Grade	Min	Contract/ Charter Req.	Max
<b>Elected Officials</b>						
Mayor	1				\$16,000	
Council Member	4				\$12,000	
Executive Assistant	1		108	\$46,011		\$73,618
<b>City Manager's Office</b>						
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
Program Administrator	1		110	\$54,166		\$86,665
<b>Human Resources Department</b>						
HR Director	1		117	\$99,772		\$159,636
HR Manager	1		112	\$61,752		\$98,852
<b>Economic Development Department</b>						
Director of Economic Development	1		113	\$65,984		\$105,574
<b>City Clerk's Office</b>						
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
<b>Communications Department</b>						
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
<b>Community Development Department</b>						
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

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City of Brookhaven, Ga. Authorized Positions						
Wage and Grade Scale - Adopted September 13, 2022 (All Funds)						
	FTE*	PTE*	Grade	Min	Contract/	Max
<b>Finance Department</b>						
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
Buyer	1		110	\$54,166		\$86,665
<b>Information Technology Department</b>						
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
<b>Municipal Court</b>						
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
<b>Parks &amp; Recreation Department</b>						
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 Supervisor	1		106	\$42,406		\$67,850
Events Planner	1		107	\$42,406		\$67,850
Athletic Supervisor	1		106	\$42,406		\$67,850
Recreation Leader/ Seasonal Pool Leader	1	4.3	102	\$31,200		\$45,123
Custodian	2		102	\$31,200		\$45,123
Park Maintenance Worker	13		102	\$31,200		\$45,123
Park Crew Leader	4		104	\$33,201		\$53,121
Park Operations Supervisor	1		108	\$46,011		\$73,618
Park Operations Manager	1		110	\$54,166		\$86,665

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**City of Brookhaven, Ga. Authorized Positions  
Wage and Grade Scale - Adopted September 13, 2022 (All Funds)**

	FTE*	PTE*	Grade	Min	Contract/	Max
<b>Police Department</b>						
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	0	104	\$33,201		\$53,121
Administrative Assistant		1	105	\$36,023		\$57,637
Property & Evidence Clerk	1		105	\$36,023		\$57,637
PT Officer		2.6	1	\$48,500		\$71,792
	<b>180</b>	<b>10.6</b>				

\* Full-time & Part-time Equivalent

Source: Finance Department

Revised 9.13.2022