

STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF BROOKHAVEN

ORD.
ORDINANCE 2022-12-03

**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 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 (1) one new position in Community Development as a Permit Technician and Systems Administrator (Full-time equivalency role). This position is currently placed with an external contractor and is set to end next month.

WHEREAS, bringing this position in-house will ensure the continued development of workflows in software, provide ongoing oversight of the system, (Cityworks PLL and OnBase Software System), as well as serve as the lead for training the Permit Technicians.

WHEREAS, the Operations role of the Permit Technician and Systems Administrator will address the permit needs which are instrumental to the city's growth, continued partnerships, and sustainability activity and commitments. The Permits Technician and Systems Administrator position would support Community Development's permit issuance process and related system maintenance day-to-day operational needs with a cost savings from conversion from a contract to a COB employee of \$50,000 inclusive of benefits.

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.

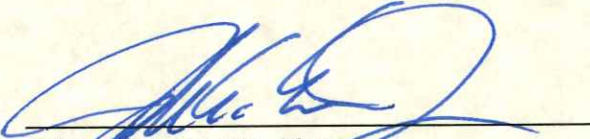
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AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED AUTHORIZED POSITION LIST OF THE CITY OF BROOKHAVEN CONT'D.

This ordinance shall be effective immediately upon its adoption.


SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 13th DAY OF December 2022.

Approved by:



John Arthur Ernst Jr., Mayor

Approved as to Form and Content

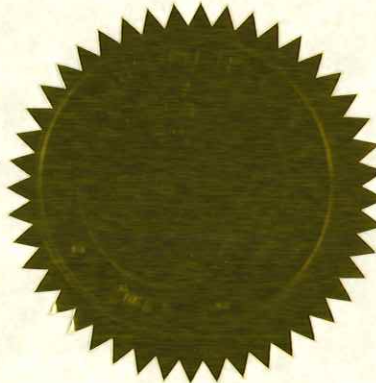


Christopher Balch, City Attorney

Attest:



Susan Hiott, City Clerk



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City of Brookhaven, Ga. Authorized Positions
FY 2023 Approved Budget (All Funds) Amended 12-13-2022

	FT	PT*	Change	Proposed FT	Grade	Min	Contract/ Charter Req.	Max
Elected Officials								
Mayor	1			1			\$16,000	
Council Member	4			4			\$12,000	
Executive Assistant	1			1	108	\$47,851		\$76,563
Total City Council	6			6				
City Manager's Office								
City Manager (appointed)	1			1			\$214,930	
Deputy City Manager	1			1	119	\$132,410		\$211,854
Assistant City Manager	1			1	118	\$109,781		\$175,650
Strategic Partnerships Director	1			1	113	\$68,623		\$109,797
Program Administrator	1			1	110	\$56,333		\$90,132
Total City Manager's Office	5			5				
Facility Services Department								
Director of Facility Services	1			1	117	\$103,762		\$166,021
Administrative Assistant	1			1	105	\$37,464		\$59,942
Total Facility Services	2			2				
Human Resources Department								
HR Director	1			1	117	\$103,762		\$166,021
HR Manager	1			1	112	\$64,222		\$102,536
HR Generalist	1			1	107	\$44,102		\$70,564
Total Human Resources	3			3				
Economic Development Department								
Director of Economic Development	1			1	113	\$68,623		\$109,797
Total Economic Development	1			1				
City Clerk's Office								
City Clerk (appointed)	1			1	114	\$73,290		\$117,262
Deputy Clerk	1			1	107	\$44,102		\$70,564
Administrative Assistant		0.5			105	\$37,464		\$59,942
Total City Clerk	2			2				
Communications Department								
Communications and Public Engagement Director	1			1	116	\$101,920		\$156,918
Communications Manager	1			1	112	\$64,222		\$102,536
Public Engagement Specialist	0			0	105	\$37,464		\$59,942
Events Planner	1			1	107	\$44,102		\$70,564
Communications Coordinator	1			1	106	\$43,155		\$65,036
Total Communications	4			4				
Community Development Department								
Community Development Director	1			1	117	\$103,762		\$166,021
Administrative Assistant I	2			2	105	\$37,464		\$59,942
Land Development Inspector	2			2	108	\$47,851		\$76,563
Arborist	2			2	107	\$44,102		\$70,564
Development Services Manager	1			1	112	\$64,222		\$102,536
Planner II	1			1	109	\$51,922		\$83,070
Senior Planner	1			1	110	\$56,333		\$90,132
Planning & Zoning Manager	1			1	111	\$60,163		\$96,260
Tree Canopy Preservation Program Manager	1			1	110	\$56,333		\$90,132
Fire Marshal	1			1	110	\$56,333		\$90,132
City Engineer	1			1	114	\$73,290		\$117,262
Fire Inspector		1.2			106	\$43,155		\$65,036
Permit Technician and Systems Administrator	1			1	108	\$47,851		\$76,563
Administrative Assistant II	1			1	106	\$43,155		\$65,036
Total Community Development	16			16				

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**City of Brookhaven, Ga. Authorized Positions
FY 2023 Approved Budget (All Funds) Amended 12-13-2022**

Finance Department							
Director of Finance	1		1	118	\$109,781		\$175,650
Controller	1		1	115	\$78,272		\$125,236
Accountant III	1		1	111	\$60,163		\$96,260
Purchasing Manager	1		1	112	\$64,222		\$102,536
Payroll Manager	1		1	110	\$56,333		\$90,132
Accountant II	1		1	110	\$56,333		\$90,132
Accounting Liaison	1		1	107	\$44,102		\$70,564
Buyer	1		1	110	\$56,333		\$90,132
Total Finance	8		8				
Information Technology Department							
Director of IT	1		1	117	\$103,762		\$166,021
Senior System Engineer	0		0	112	\$64,222		\$102,536
GIS Manager	1		1	112	\$64,222		\$102,536
Systems Engineer II	2		2	111	\$60,163		\$96,260
Systems Analyst II	1		1	111	\$60,163		\$96,260
System Engineer I	1		1	110	\$56,333		\$90,132
IT Manager	1		1	112	\$64,222		\$102,536
Total Information Technology	7		7				
Municipal Court							
Judges (appointed)	2		2			\$225/hr	
Chief Clerk of Court	1		1	113	\$68,623		\$109,797
Deputy Chief Clerk of Court	1		1	109	\$51,922		\$83,070
Court Clerk	1	2	1	105	\$37,464		\$59,942
Total Municipal Court	5		5				
Parks & Recreation Department							
Director of Parks & Recreation	1		1	116	\$101,920		\$156,918
Assistant Director of Parks & Recreation	1		1	115	\$78,272		\$125,236
Administrative Assistant	1		1	105	\$37,464		\$59,942
Recreation Supervisor	1		1	107	\$44,102		\$70,564
Athletic Supervisor	1		1	107	\$44,102		\$70,564
Recreation Leader/ Pool Leader (Seasonal)	1	4.3	1	104	\$34,529		\$55,246
Custodian	2		2	103	\$32,448		\$46,928
Park Maintenance Worker	13		13	103	\$32,448		\$46,928
Park Crew Leader	4		4	104	\$34,529		\$55,246
Park Operations Supervisor	1		1	108	\$47,851		\$76,563
Park Operations Manager	1		1	110	\$56,333		\$90,132
Total Parks	27		27				
Police Department							
Police Chief	1		1	117	\$103,762		\$166,021
Deputy Chief	1		1	116	\$101,920		\$156,918
Major	3		3	5	\$87,121		\$131,040
Lieutenant	7		7	4	\$72,598		\$109,200
Sergeant	12		12	3	\$63,519		\$95,680
Master Officer	1		1	2	\$61,368		\$92,982
Officer	47		47	1	\$50,440		\$74,664
Senior Administrative Assistant	1		1	107	\$44,102		\$70,564
Crime Analyst	1		1	107	\$44,102		\$70,564
Detective	8		8	1	\$48,500		\$71,792
Crime Scene Technician	2		2	106	\$43,155		\$65,036
Police Service Representative	6		6	105	\$37,464		\$59,942
K-9 Officer	3		3	1	\$50,440		\$74,664
Senior Terminal Agency (TAC)	1		1	107	\$44,102		\$70,564
Record Clerk	3		3	105	\$37,464		\$59,942
Administrative Assistant	0	0.5	0	105	\$37,464		\$59,942
Property & Evidence Clerk	1	0.5	1	105	\$37,464		\$59,942
Mental Health Clinician	1		1	109	\$51,922		\$83,070

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PT Officer		2.6			1	\$50,400		\$74,664
Total Police	99			99				
	185	11.6	0	185				