

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 2023 budget; and

WHEREAS, the City wishes to amend its current authorized position list by moving the existing Parks and Recreation Maintenance staff under the recently formed Facility Services Department. This move would include; all Maintenance roles, Park Supervisor, Park Maintenance Manager, and Park Crew Leaders both full and part-time. The titles will change for all to reflect Facility Services as the identified department, replacing Parks and Recreation.

WHEREAS, the Facility Service changes will address the immediate and future needs of overall facility services operations to include; internal and external building maintenance and repair, rights-of-way, homeless encampments, and continued beautification goals under the Special Service District. This change has no impact on the existing budget as all personnel costs associated with the identified positions will be moved accordingly.

WHEREAS, the Park and Recreation organization restructure changes to Facility Services will address and allow for continuity of service, streamlined work order management, adherence to special service district activity along with continued partnerships, and sustainability activity and commitments, all allowing for better alignment of the maintenance function enterprise wide.

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 2023 list of authorized positions and salary ranges.

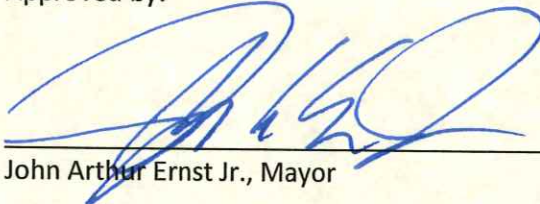
BE IT FURTHER RESOLVED, that the City Manager is authorized to execute any plans necessary to affect the City Council's direction to ensure the City implements the revised 2023 Authorized Position List.

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.

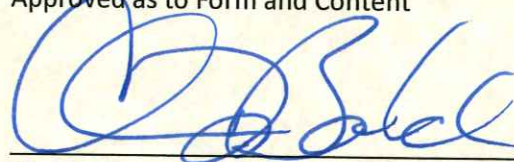
SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 10th DAY OF
JANUARY 2023.

Approved by:



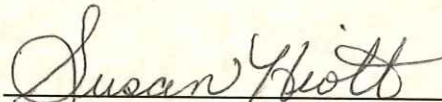
John Arthur Ernst Jr., Mayor

Approved as to Form and Content



Christopher Balch, City Attorney

Attest:



Susan Hiott, City Clerk



ORD 2023-01-03

**City of Brookhaven, Ga. Authorized Positions
FY 2023 Approved Budget (All Funds) Amended 1-10-2023**

| | 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 | 109 | \$51,922 | | \$83,070 |
| 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 |
| Facility Services Maintenance Worker | 13 | | | 13 | 103 | \$32,448 | | \$46,928 |
| Facility Services Crew Leader | 4 | | | 4 | 104 | \$34,529 | | \$55,246 |
| Facility Services Operations Supervisor | 1 | | | 1 | 108 | \$47,851 | | \$76,563 |
| Facility Services Operations Manager | 1 | | | 1 | 110 | \$56,333 | | \$90,132 |
| Total Facility Services | 21 | | | 21 | | | | |
| 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 |
| 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 | | | | |

**City of Brookhaven, Ga. Authorized Positions
FY 2023 Approved Budget (All Funds) Amended 1-10-2023**

| | | | | | | | |
|--|----------|-----|----------|-----|-----------|----------|-----------|
| 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 | 1 | | 1 | 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 | 0 | | 0 | 112 | \$64,222 | | \$102,536 |
| Total Information Technology | 7 | | 7 | | | | |
| Municipal Court | | | | | | | |
| Judges (appointed) | 2 | | 2 | | | \$275/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 Program Supervisor | 1 | | 1 | 107 | \$44,102 | | \$70,564 |
| Athletic Program Supervisor | 1 | | 1 | 107 | \$44,102 | | \$70,564 |
| Recreation Leader/ Pool Leader (Seasonal) | 1 | 4.3 | 1 | 104 | \$34,529 | | \$55,246 |
| Parks Custodian | 2 | | 2 | 103 | \$32,448 | | \$46,928 |
| Total Parks | 8 | | 8 | | | | |
| Police Department - separate (PD) Scale | | | | | | | |
| Police Chief | 1 | | 1 | 117 | \$103,762 | | \$166,021 |
| Deputy Chief | 1 | | 1 | 116 | \$101,920 | | \$156,918 |
| Major | 3 | | 3 | PD5 | \$87,121 | | \$131,040 |
| Lieutenant | 7 | | 7 | PD4 | \$72,598 | | \$109,200 |
| Sergeant | 12 | | 12 | PD3 | \$63,519 | | \$95,680 |
| Master Officer | 1 | | 1 | PD2 | \$61,368 | | \$92,982 |
| Officer | 47 | | 47 | PD1 | \$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 | PD1 | \$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 | PD1 | \$50,440 | | \$74,664 |
| Senior Terminal Agency (TAC) | 1 | | 1 | 108 | \$47,851 | | \$76,563 |
| Record Clerk | 3 | | 3 | 105 | \$37,464 | | \$59,942 |
| Administrative Assistant | | 0.5 | | 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 |
| PT Officer | | 2.6 | | | PD1 | \$50,400 | | \$74,664 |
| Total Police | 99 | | | 99 | | | | |
| | 185 | 11.6 | 0 | 185 | | | | |