

STAFFING

OVERVIEW

As the policy board, City Council approves all new positions and status (employee verses contract). In addition, Council reviews all staffing levels on an annual basis during the budget process. A "Payroll Allocation Schedule" is the standard mechanism used by municipalities to track and monitor staffing levels and approvals. A Payroll Allocation Schedule is included in this section.

As directed by the City Council, great consideration was given to the policy question of the appropriate ratio of City employees and contracted staff.

Staffing Philosophy

It is the City Council's policy to attract and promote highly qualified, motivated employees who, working together, will achieve the City's financial and service objectives.

EXISTING CITY EMPLOYEE POSITIONS

The following are existing full-time, part-time, and seasonal positions held by City employees.

Regular Full-Time Employee Positions

Position

City Manager

1-----City Manager
1-----Confidential Administrative Assistant

City Clerk

1-----City Clerk

Finance Department

1-----Finance Manager
2-----Accountant I
1-----Senior Account Clerk
1-----Account Clerk II

Public Works/Community Development Department

1-----Public Works Director
1-----Associate Planner
1-----Administrative Assistant

1-----Public Works Superintendent
2-----Senior Maintenance Worker

- 2-----Maintenance Worker II
- 2-----Maintenance Worker I
- 1-----Public Works Mechanic

Police Department

- 1-----Chief of Police (*currently filled by an Interim*)
- 2-----Police Sergeant
- 8-----Police Officer
- 1-----Police Record Technician

Fire Department

- 3-----Captains
- 3-----Firefighter Paramedics

Regular Part-Time Employee Positions

Position

Community Development Department

- 1-----Building Inspector (*not to exceed 1040 hrs/yr*)

Public Works

- 1-----Administrative Assistant (*not to exceed 1040 hrs/yr*)
- 1-----Transportation/Airport Coordinator (*not to exceed 2000 hrs/yr*)

Police Department

- 1-----Community Services Officer (*not to exceed 960 hrs/yr*)

Fire Department

- 1-----Fire Chief (*Interim Chief with employment contract- not to exceed 960 hrs/yr*)

CONTRACTED CITY SERVICES

The following are City services that have been staffed by outside contractors

Attorney's Office:

City Attorney – Kronick, Moskovitz, Tiedemann & Girard

Information Technology Department:

IT Consultants – Tech Pro

Community Development:

Plan Check Services – various outside consultants.

Public Works:

Engineering Services – Dillon & Murphy

Public Works Inspector – Dillon & Murphy (*Developer Funded*)

Transit Operations – Storer

Public Works – Water/Sewer:

Sewer Operations – Veolia Water

Public Safety:

Police Dispatch – Contra Costa County Sheriff's Office

Fire Dispatch – Solano County Sheriff's Office

Animal Control Officer – City of Fairfield

PAYROLL ALLOCATION SCHEDULE

**CITY OF RIO VISTA
AUTHORIZED POSITIONS & DISTRIBUTION BY FUND TYPE**

AUTHORIZED POSITIONS BY FISCAL YEAR		2011-12 POSITION DISTRIBUTION BY FUND TYPE									
	2006-07	2007-08	2008-09	2009-10	2010-11	POSITION DESCRIPTION	GENERAL FUND	SPECIAL REVENUE	ENTERPRISE FUNDS	CAPITAL SERVICE	FIDUCIARY DISTRICTS
CITY COUNCIL											
	1.00	1.00	1.00	1.00	1.00	Mayor	1.00	-	-	-	-
	4.00	4.00	4.00	4.00	4.00	Councilperson	4.00	-	-	-	-
	1.00	1.00	1.00	1.00	1.00	Treasurer	1.00	-	-	-	-
	6.00	6.00	6.00	6.00	6.00	TOTAL - COUNCIL	6.00	-	-	-	-
ADMINISTRATION											
	1.00	1.00	1.00	1.00	0.55	City Manager	0.45	0.31	0.19	-	0.05
	1.00	1.00	1.00	1.00	0.50	Confidential Adm. Asst. to the City Manager	0.40	0.18	0.13	0.25	0.05
	1.00	1.00	-	-	-	Management Analyst	-	-	-	-	-
	3.00	2.00	2.00	2.00	1.15	TOTAL - ADMINISTRATION	0.85	0.49	0.32	0.25	0.10
CITY CLERK											
	1.00	1.00	1.00	0.50	0.50	City Clerk	0.85	0.02	0.10	-	0.03
	1.00	1.00	1.00	0.50	0.50	TOTAL - CITY CLERK	0.85	0.02	0.10	-	0.03
COMMUNITY DEVELOPMENT											
	1.00	1.00	-	-	-	Community Development Director	-	-	-	-	-
	1.00	1.00	1.00	1.00	0.00	Planning Manager	-	-	-	-	-
	-	-	-	-	1.00	Associate Planner	0.71	0.27	0.02	-	-
	1.00	1.00	0.50	0.50	0.50	Building Inspector	0.40	0.10	-	-	-
	1.00	1.00	1.00	1.00	1.00	Administrative Assistant	0.86	0.14	-	-	-
	4.00	2.50	2.50	2.50	2.50	TOTAL - COMMUNITY DEVELOPMENT	1.97	0.51	0.02	-	-
FINANCE											
	1.00	1.00	-	-	-	Finance Director	-	-	-	-	-
	-	-	1.00	1.00	1.00	Finance Manager	0.20	0.21	0.34	-	0.25
	1.00	1.00	-	-	-	Accountant II	-	-	-	-	-
	1.00	1.00	1.00	1.00	1.00	Accountant	0.41	0.18	1.35	-	0.06
	1.00	1.00	1.00	1.00	1.00	Sr. Acct. Clerk	0.56	0.12	0.31	-	0.03
	1.00	1.00	1.00	1.00	1.00	Acct. Clerk II	0.08	0.01	0.92	-	-
	5.00	5.00	4.00	4.00	4.00	TOTAL - FINANCE/PERSONNEL	1.24	0.51	2.92	-	0.34

POLICE

1.00	1.00	1.00	1.00	1.00	1.00	1.00	Police Chief	1.00	-	-	-	-
4.00	4.00	2.00	2.00	2.00	2.00	2.00	Sergeant	2.00	-	-	-	-
9.00	8.00	9.00	8.00	8.00	8.00	8.00	Police Officer	8.00	-	-	-	-
2.50	2.50	0.50	0.50	0.50	0.50	0.50	Community Service Officer	0.50	-	-	-	-
1.00	1.00	1.00	1.00	1.00	1.00	1.00	Police Records Technician	1.00	-	-	-	-
1.00	-	-	-	-	-	-	Conf. Admin. Asst	-	-	-	-	-
18.50	14.50	13.50	12.50	12.50	12.50	12.50	TOTAL - POLICE	12.50	-	-	-	-

FIRE

1.00	1.00	0.50	0.50	0.50	0.50	0.50	Fire Chief	0.50	-	-	-	-
1.00	1.00	0.50	0.50	0.50	0.50	0.50	Fire Marshall	0.50	-	-	-	-
3.00	3.00	3.00	3.00	3.00	3.00	3.00	Fire Captain	3.00	-	-	-	-
3.00	3.00	3.00	3.00	3.00	3.00	3.00	Paramedic/Firefighters	3.00	-	-	-	-
8.00	8.00	7.00	7.00	7.00	7.00	7.00	TOTAL - FIRE	6.50	0.50	-	-	-

PUBLIC WORKS

1.00	1.00	0.50	0.50	1.00	1.00	1.00	Public Works Director	0.30	0.01	0.69	-	-
1.00	1.00	1.00	1.00	1.00	1.00	1.00	Airport Manager	-	-	-	-	-
1.00	1.00	-	-	-	-	-	Superintendent of Public Works	0.20	0.04	0.76	-	-
1.00	1.00	1.00	1.00	1.00	1.00	1.00	Public Works Supervisor	-	-	-	-	-
1.00	1.00	1.00	1.00	1.00	1.00	1.00	Public Works Mechanic	0.70	-	0.30	-	-
2.00	2.00	2.00	2.00	2.00	2.00	2.00	Sr. Maintenance Worker	0.38	0.21	1.41	-	-
2.00	2.00	2.00	2.00	2.00	2.00	2.00	Maintenance Worker II	0.26	0.15	1.59	-	-
3.00	2.00	2.00	2.00	2.00	2.00	2.00	Maintenance Worker I	1.85	0.10	0.05	-	-
1.00	1.00	0.50	0.50	0.50	0.50	0.50	Administrative Assistant	0.26	0.08	0.16	-	-
-	-	-	-	-	-	0.75	Transportation/Airport Coordinator	-	-	0.75	-	-
12.00	10.00	9.00	9.00	10.25	10.25	10.25	TOTAL - PUBLIC WORKS	3.95	0.59	5.71	-	-

CITY OF RIO VISTA
AUTHORIZED POSITIONS & DISTRIBUTION BY FUND TYPE

AUTHORIZED POSITIONS BY FISCAL YEAR	2011-12 POSITION DISTRIBUTION BY FUND TYPE								
	2006-07	2007-08	2008-09	2009-10					
	2010-11	2010-11	2010-11	2010-11					
	POSITION DESCRIPTION				GENERAL FUND	SPECIAL REVENUE	ENTERPRISE FUNDS	CAPITAL SERVICE	FIDUCIARY DISTRICTS
RECREATION									
1.00	1.00	1.00	-	-	Rec. & Comm. Serv. Mngr	-	-	-	-
-	2.00	0.75	0.75	0.00	Site Coordinators (PT)	-	-	-	-
-	-	-	-	0.19	ATOD Coordinator (PT)	-	-	-	0.19
-	-	-	-	-	Summer Recreation Aides (PT)	-	-	-	-
1.00	2.00	1.75	0.75	0.19	TOTAL - UTILITIES	-	-	-	0.19
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58.50	51.00	46.75	44.25	44.09	TOTAL - ALL PERSONNEL	33.86	2.80	9.06	0.25
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7,329	7,823	8,127	8,324	7,344	CITY POPULATION				
140	174	199	218	193	PEOPLE PER EMPLOYEE *				

* Doesn't include city council in employee count.

