BILL NO. 66 -2011

AN ORDINANCE

AN ORDINANCE ESTABLISHING THE FULL-TIME EMPLOYEE POSITIONS FOR THE CITY OF READING FOR THE FISCAL YEAR 2012

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Full-Time positions for the City of Reading's fiscal year beginning January 1, 2012, and ending December 31, 2012, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This Ordinance shall become effective January 1, 2012.

Enacted Nov 28, 2011

President of Council

Attest:

City Clerk

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 28 day of Nov A. D. 20 11. Witness my hand and seal of the said City this 29 day of Nov A. D. 20 11.

CITY CLERK

Submitted to Mayor:
Date: 11-29-11

Received by the Mayor's Office:
Date: 11-29-11

Approved by Mayor:
Date: 11/29/11

Vetoed by Mayor: _____
Date: _____

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Mayor				
	Administrative Assistant To The Mayor	1	1	-
	Executive Assistant To The Mayor	1	1	-
	MAIG Regional Coordinator	1	1	-
	Mayor	1	1	-
		4	4	-
Managing Director				
	Managing Director	1	1	-
	Business Analyst	1	1	-
	Executive Secretary/Admin Aide	1	1	-
		3	3	-
Call Center				
	Call Center Manager	0	0	-
	Customer Service Representatives	0	0	-
		0	0	-
Human Relations Commission				
	HRC Executive Director	1	1	-
	HRC Investigator	1	1	-
	HRC Clerk	2	1	(1)
		4	3	(1)
City Auditor				
	City Auditor	1	1	-
	Auditing Coordinator	1	1	-
		2	2	-

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
City Council				
	Council President	1	1	-
	Council Member	6	6	-
	Deputy City Clerk	1	1	-
	Administrative Assistant	1	1	-
	City Clerk	1	1	-
		10	10	-
Treasurer				
	Clerk Typist II	0	0	-
	Chief Clerk	0	0	-
		0	0	-
Director of Administrative Services				
	Confidential Secretary	1	1	-
	Director of Administrative Services	1	1	-
	Grant Writer	1	1	-
	Controller	1	1	-
		4	4	-
Purchasing				
	Purchasing Coordinator	1	1	-
		1	1	-

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Accounting				
	Accounting & Treasury Manager	1	1	-
	Accountant	1	1	-
	Pension Administrator	1	1	-
	Revenue Accountant	1	1	-
	Payroll Clerck	0	2	2
	Accounting Clerk	1	1	-
		5	7	2
Tax Administration				
	Tax Manager	0	0	-
	Tax Supervisor	0	0	-
	Tax Examiner	0	0	-
	EIT Analyst	0	0	-
	Tax Specialist	0	0	-
	Accounts Coordinator	0	0	-
	Secretary	0	0	-
	Delinquent Tax Collector	0	0	-
	Tax Clerk I	0	0	-
	Tax Clerk II	0	0	-
	Clerk Typist II	0	0	-
		0	0	-

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Information Technology				
	GIS Coordinator	1	1	-
	Public Safety Support	1	1	-
	Network Administrator	1	1	-
	Developer	1	1	-
	Web Developer	1	1	-
	Trainer	1	1	-
	System Support Analyst	1	1	-
	IT Manager	1	1	-
	Lead Developer	1	1	-
		9	9	-
Citizens Service Center				
	Citizens Service Center Manager	1	1	-
	Billing Coordinator	1	1	-
	Treasury Coordinator	1	1	-
	Municipal Professional	2	2	-
	Municipal Aide II	7	8	1
		12	13	1
Human Resources				
	Payroll Clerk	0	0	-
	HR Floater	0	0	-
	Clerks	2	0	(2)
	Diversity and Information Officer	1	1	-
	Human Resources Director	0	0	-
	Human Resources Supervisor	1	1	-
	Human Resources Coordinator - Benefits	1	1	-
		5	3	(2)

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Mailroom				
	Mailroom Clerk	1	1	-
		1	1	-
Solicitor				
	Solicitor	1	1	-
	Confidential Secretary	1	1	-
	Executive Secretary/Admin Aide/Paralegal	1	1	-
	Legal Specialist	3	3	-
		6	6	-
Public Works				
	Confidential Secretary	1	1	-
	Public Works Director	1	1	-
		2	2	-
Garage				
	Maintenance Mechanic	6	4	(2)
	Maintenance Worker I/Parts Person	1	1	-
	Secretary	1	1	-
	Small Engine Repairperson	1	1	-
	Foreman	1	1	-
		10	8	(2)
Engineering				
	Engineering Aide III	1	0	(1)
	Engineering Aide IV	1	1	-
		2	1	(1)

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Traffic Engineering				
	Equipment Operator I	0	0	-
	Equipment Operator II	0	0	-
	Traffic Engineering Technician	0	0	-
	Maintenance Worker I/Signmaker	0	0	-
		0	0	-
Highways				
	Equipment Operator II	16	16	-
	Maintenance Worker I/Signmaker	1	1	-
	Foreman	1	1	-
		18	18	-
Parks				
	Custodian II	0	0	-
	Equipment Operator II	3	2	(1)
	Equipment Operator III	2	2	-
	Foreman	2	2	-
	Maintenance Worker I	1	0	(1)
	Maintenance Worker II	0	0	-
	Maintenance Worker III	1	1	-
	Operations Division Manager	1	1	-
	Secretary	1	1	-
		11	9	(2)
Shade Tree	Equipment Operator II/Arborist	0	1	1
	Maintenance Worker I	0	1	1
		0	2	2

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Recreation				
	Superintendent of Recreation	0	0	-
	Recreation Supervisor	2	0	(2)
		2	0	-2
Public Property				
	Foreman	2	2	-
	Tradesman	4	4	-
		6	6	0
Police - Criminal Investigations				
	Captain	1	1	-
	Criminal Investigator	20	19	(1)
	Lieutenant	1	1	-
	Police Officer	4	4	-
	Sergeant	7	5	(2)
		33	30	(3)
Police - Special Services				
	Captain	0	1	1
	Lead Clerk/Trainer	1	1	-
	Police Officer	0	0	-
	Police Officer/FTO	1	1	-
	Telecommunicator Supervisor	1	1	-
	Telecommunicator I	3	3	-
	Telecommunicator II	11	11	-
	Records Clerk	4	4	-

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
	Records Office Supervisor	1	1	-
	TAC Officer	1	1	-
	Lieutenant	2	2	-
	Secretary - Police Academy	1	1	-
	Sergeant - Records	2	1	(1)
	CCTV System Monitor	1	1	-
	Systems Administrator Supervisor	1	1	-
		30	30	-
Police - Patrol				
	Captain	2	1	(1)
	Clerk Typist I	0	0	-
	Lieutenant	4	4	-
	Police Officer	107	107	-
	Police Officer/FTO	5	4	(1)
	Sergeant	19	14	(5)
		137	130	(7)
Police PMI (moved to CD in 2011)				
	PMI Administrator	0	0	-
	Chief Clerk	0	0	-
	PMI Supervisor	0	0	-
	Health and Safety Clerks	0	0	-
	Property Maint Inspector Aide	0	0	-
	Property Maintenance Inspector	0	0	-
		0	0	-

City of Reading
Listing of Positions
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Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Police - Administration				
	Chief of Police	1	1	-
	Deputy Chief of Police	1	0	(1)
	Confidential Secretary	1	1	-
	Lieutenant	1	0	(1)
	Sergeant	1	2	1
	Inspector	0	0	-
		5	4	(1)
Fire Administration				
	Clerk Typist II	1	1	-
	Administrative Officer	1	1	-
	Fire Chief	1	1	-
	First Deputy Chief	3	4	1
		6	7	1
Fire Special Services (Preventive Education)				
	LT Fire Prevention Officer	2	3	1
	Fire Marshal	1	1	-
	Lt Fire Training Officer	1	0	(1)
		4	4	-
Fire Training				
	Lt Fire Training Officer	0	1	1
		0	1	1

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Fire Suppression				
	Second Deputy Chief	3	4	1
	Firefighter IV	0	76	76
	Firefighter IV	81	0	(81)
	Firefigher III	0	0	-
	Firefighter II	0	0	-
	Firefighter I	0	4	4
	LT Fire Suppression Officer	3	4	1
		87	88	1
Fire EMS				
	Deputy Chief/EMS Mgr	1	1	-
	EMS Lieutenant	4	4	-
	Paramedic	20	20	-
	Transport Coordinator	1	1	-
	Wheelchair Van Driver	3	5	2
		29	31	2
CD Planning				
	Planner III	1	1	-
		1	1	-
CD- Property Maintenance				
	Codes Manager	1	1	-
	Chief Clerk	1	1	-
	PMI Supervisor	3	3	-
	Development & Inspection Clerks	2	3	1

City of Reading
Listing of Positions
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Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
	PM Specialist	0	1	1
	Property Maint Aide	3	3	-
	Property Maint Inspector	13	20	7
		23	32	9
CD - Zoning				
	Zoning Administrator	0	1	1
	Zoning Technician	0	0	-
	Zoning Technician	1	1	-
	Zoning Inspector	1	2	1
		2	4	2
CD - Trades				
	Secretary	1	1	-
	Chief Building Official	0	1	1
	Plumbing Inspector	1	1	-
	Building Inspector	1	1	-
	Electrical Inspector	1	1	-
	HVAC Inspector	1	1	-
	Residential Inspector	0	1	1
	Clerk	0	1	1
		5	8	3
CD - Administration				
	Deputy CD Director	1	1	-
	PMI Specialist	1	0	(1)
	CD/Hist Preserv Specialist	1	1	-
	Zoning Administrator	1	0	(1)
	Building Official	1	0	(1)
		5	2	(3)

City of Reading
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Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
CD - HUD				
	CD Specialist	1	2	1
	CD Specialist Manager	1	1	-
	CD Specialist III	1	1	-
	Community Development Director	1	1	-
	Confidential Secretary	1	1	-
	Fiscal Officer	1	1	-
	Rehab Specialist	1	1	-
		7	8	1
Library Administration				
	Director of Libraries	1	1	-
	Assistant Director of Libraries	2	2	-
		3	3	-
Library - Circulation				
	Librarian I	1	1	-
	Librarian II	1	0	(1)
	Librarian III	1	1	-
		3	2	(1)
Library - Reference				
	Librarian II	4	4	-
	Librarian III	1	1	-
		5	5	-
Water Administration				
	Foreman	1	0	(1)
	Customer Service Rep.	2	0	(2)
	GIS/CAD Technician	1	0	(1)

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
	Engineering Aide III	1	0	(1)
	Distribution Engineer	1	0	(1)
		6	0	(6)
Water Collection				
	Equipment Operator I	1	0	(1)
	Equipment Operator II	1	0	(1)
	Equipment Operator III	1	0	(1)
	Foreman	1	0	(1)
	Maintenace Worker II	6	0	(6)
	Watershed Manager	1	0	(1)
		11	0	(11)
Water Purification				
	Centrifuge Operator I	0	0	-
	Dewatering Technician	1	0	(1)
	Lab Technician	1	0	(1)
	Chief Operator	1	0	(1)
	Clerk Typist II	1	0	(1)
	Foreman	1	0	(1)
	Lab Supervisor/Bact.	1	0	(1)
	Maintenance Worker II	5	0	(5)
	Tradesman	1	0	(1)
	Water Plant Oper. I	1	0	(1)
	Water Plant Oper. II	3	0	(3)
		16	0	(16)

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
Water Distribution				
	Equipment Operator II	3	0	(3)
	Field Investigator	3	0	(3)
	Foreman	2	0	(2)
	Foreman - Meter	1	0	(1)
	Foreman - Mechanic	1	0	(1)
	Foreman - Main Crew	3	0	(3)
	Foreman - Service Crew	2	0	(2)
	Maintenance Mechanic II	1	0	(1)
	Maintenance Worker II	8	0	(8)
	Maintenance Worker III	6	0	(6)
	Superintendent	1	0	(1)
		31	0	(31)
Self - Insurance				
	Risk and Safety Coordinator	1	1	-
	OCIP Coordinator	1	0	(1)
		2	1	(1)
Sewers				
	System Superintendent	1	1	-
	Utilities Div Manager/Environ	1	1	-
	Utility Engineer	1	1	-
	Environmental Prog Coordinator	1	1	-
	Foreman	2	2	-

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
	Equip Op II	10	10	-
	Maint Worker III	1	1	-
	Clerk Typist I	0	1	1
	Egineer Aide III	0	1	1
	Maintenance Mechanic	0	1	1
		17	20	3
WWTP				
	Maint Supv	1	1	-
	Belt Press Op I	2	2	-
	Cert Oper/Shift Sup	6	6	-
	Operations Supv	1	1	-
	Elec/Elect Field Eng	1	1	-
	Elec/Inst Tech	1	0	(1)
	Utilities Div Manager/Environ	0	0	-
	Utility Engineer	0	1	1
	Utility Clerk Typist	1	0	(1)
	Env Prog Coord	0	0	-
	Equip Op II	1	1	-
	Lab Supv	1	1	-
	Lab Tech	5	5	-
	Maint Worker II (Mech)	3	3	-
	Maint Worker III	4	0	(4)
	Maintenance Mechanical	0	1	1
	Maint Worker III Elec/Mech	0	2	2
	Indusrial Maint Mech	0	2	2
	Pump Tender	4	4	-
	Secretary	1	1	-

City of Reading
Listing of Positions
For the 2012 Operating Budget

Division	*Position Title*	*2011 # of Employees*	*2012 # of Employees*	*Difference*
	Serv Utility Person	7	7	-
	Sew Plant Op I (6th St.)	4	0	(4)
	Sew Plant Op I (Fritz Is)	1	0	(1)
	Sew Plant Op II (Fritz Is)	3	0	(3)
	Sewer Plant Operator II	0	4	4
	Superintendent	1	1	-
	Tradesman (Elec)	2	2	-
	Project Account	0	1	1
		50	47	(3)
Recycling/Trash				
	Solid Waste Supervisor	0	1	1
	Graffiti Coordinator	0	1	1
	Foreman	0	1	1
	Maintenance Worker II	0	5	5
	Maintenance Mechanic	0	1	1
	Equipmant Operator II	0	5	5
	Clerk Typist II	0	1	1
	Solid Waste Coordinator/Environmentalist	1	0	(1)
		1	15	14
Number of Full Time Employees		636	585	-51