

BILL NO. 604 -2013
AN ORDINANCE

AN ORDINANCE ESTABLISHING THE EMPLOYEE POSITIONS FOR
THE CITY OF READING FOR THE FISCAL YEAR 2014.

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

SECTION 1. Positions for the City of Reading's fiscal year beginning January 1,
2013, and ending December 31, 2013, shall be as set forth in Exhibit A attached hereto
and made a part hereof.

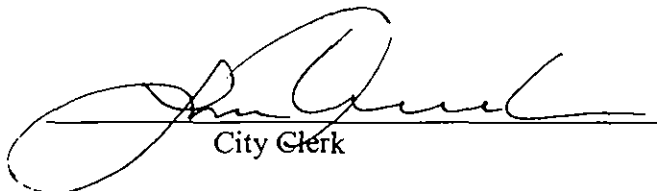
SECTION 2. This Ordinance shall become effective January 1, 2014.

Enacted Nov 25, 2013



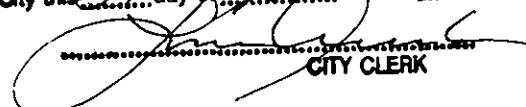
President of Council

Attest:



City Clerk

I, LINDA A. KELLEHER, City Clerk of the City
of Reading, Pa., do hereby certify that the fore-
going is a true and correct copy of the original
Ordinance passed by the Council of the City of
Reading, on the 25 day of Nov
A. D. 2013. Witness my hand and seal of the
said City this 27 day of Nov, A. D. 2013.



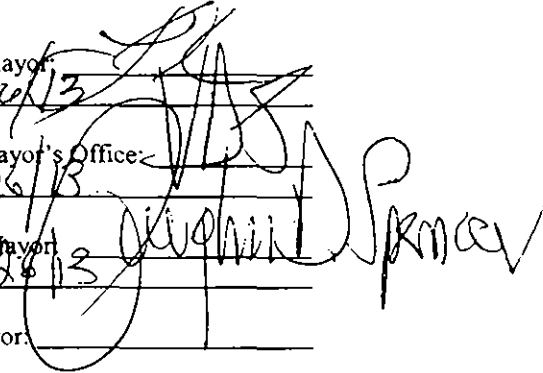
CITY CLERK

Submitted to Mayor
Date: 11/26/13

Received by Mayor's Office
Date: 11/26/13

Approved by Mayor
Date: 11/26/13

Vetoed by Mayor
Date: _____



**City of Reading
Listing of Positions
For the 2014 Operating Budget**

Division	Position Title	Adopted 2013 Number of Employees		Proposed 11/18 2014 Number of Employees	
		Full-Time	Part- Time	Full-Time	Part-Time
Mayor	Mayor	1	-	1	-
	Assistant to the Mayor	-	1	-	1
	Special Assistant, Policy and Outreach	1	-	1	-
	Special Assistant, Government Services	1	-	1	-
	Special Assistant, Media	-	-	-	-
	Executive Assistant	1	-	1	-
Managing Director		4	1	4	1
	Managing Director	1	-	1	-
	Business Analyst	1	-	1	1
	Executive Secretary// Admin Aide	1	-	1	-
		3	-	3	1

Human Relations Commission

HRC Executive Director 1 - 1 -
HRC Investigator 1 - - -
HRC Clerk 1 1 1 -

City Auditor

City Auditor 3 1 2 -
Auditing Coordinator 1 - 1 -
1 - 1 -

City Council

Council President 2 - 2 -
Council Member - 1 - 1
Deputy City Clerk - 6 - 6
Administrative Assistant 1 - 1 -
City Clerk 1 - 1 -
Intern - - - -

Solicitor

Solicitor 3 7 3 7
Confidential Secretary 1 - 1 -
1 1 - -

Executive Secretary / Admin Aide / Paralegal

- 1

1 - 1

Legal Specialist

3 - 3

6 6

Director of Administrative Services

Confidential Secretary

1 - 1

Director of Administrative Services

1 - 1

Grant Writer

1 - 1

Controller

1 - 1

Purchasing

4 - 4

Purchasing Coordinator

1 - 1

Purchasing Clerk

- - - 1

Printing Clerk

- 1 - 1

Accounting

1 1 1 2

Accounting & Treasury Manager

1 - 1 -

Accountant

1 - 1 -

Pension Administrator

1 - 1 -

Pension Administrator Assistant	-	-	-	1
Revenue Accountant	1	-	1	-
Project Accountant - WWTF	-	-	1	-
Floater/Payroll	1	-	-	-
Payroll Clerk	1	-	2	-
Accounting Clerk	1	-	1	-

7 - 8 1

Information Technology

GIS Coordinator	1	-	1	-
Public Safety Support	1	-	-	-
Network Administrator	1	-	1	-
Developer	1	-	2	-
Web Developer	1	-	1	-
Trainer	1	-	-	-
System Support Analyst	1	-	2	-
IT Manager	1	-	1	-
Lead Developer	1	-	1	-

9 - 9 -

Citizens Service Center

Citizens Service Center Manager	1	-	1	-
Treasury Coordinator	1	-	1	-
Municipal Professional	2	-	2	-
Municipal Aide II	6	-	7	-

Human Resources

Program Coordinator	1	-	-	-
Human Resources Assistant	-	-	1	-
HR Generalist	1	-	1	-
Human Resources Manager	1	-	1	-
Human Resources Coordinator - Benefits	1	-	1	-

Self - Insurance

Risk and Safety Coordinator	4	-	4	-
	1	-	1	-

Public Works

Confidential Secretary	1	-	1	-
Public Works Director	1	-	1	-

Engineering Aide III	-	-	1	-
Engineering Aide IV	-	-	1	-

Garage

Maintenance Mechanic	4	-	6	-
Maintenance Worker I/Parts Person	1	-	1	-
Secretary	1	-	1	-
Small Engine Repairperson	1	-	1	-
Foreman	1	-	1	-

Highways

Equipment Operator II	15	-	13	-
Engineering Aide III	-	-	1	-
Maintenance Worker I/Sign maker	1	-	1	-
Foreman	1	-	-	1

Parks

Equipment Operator II	2	-	2	-
Equipment Operator III	2	-	2	-

Foreman	2	-	1	-
Maintenance Worker I	-	-	-	-
Maintenance Worker III	1	-	1	-
Operations Division Manager	1	-	1	-
Secretary	1	-	1	-
Laborer	-	8	-	6

9 8 8 6

Shade Tree
 Equipment Operator II/Arborist
 Maintenance Worker I

Equipment Operator II/Arborist	1	-	1	-
Maintenance Worker I	1	-	1	-

Public Property

	2	-	2	-
Foreman	1	-	2	-
Maintenance Worker III	-	-	-	-
Tradesman	4	-	5	-
Custodial Worker	-	8	-	8

Police - Criminal Investigations

5 8 7 8

Captain

1 - 1 -

Police Officer (CI Assignment)	19	-	19	-
Lieutenant	1	-	1	-
Police Officer (ID Assignment)	4	-	4	-
Court Liaison Officer	-	1	-	1
Clerk	-	1	-	1
Sergeant	5	-	4	-

Police - Special Services

	30	2	29	2
Captain	1	-	1	-
Lead Clerk/Trainer	1	-	1	-
Police Officer/FTO	1	-	-	-
Telecommunicator Supervisor	1	-	1	-
Telecommunicator I	3	-	2	-
Telecommunicator II	11	-	12	-
Telecommunicator	-	8	-	5
Records Clerk	4	-	4	-
Records Office Supervisor	1	-	1	-
TAC Officer	1	-	1	-
Lieutenant	2	-	-	-

Secretary - Police Academy	-	2	-
Sergeant - Video Surveillance	1	1	-
Video System Supervisor	1	-	-
Video Monitor	-	8	1
Systems Administrator Supervisor	1	1	-

	30	16	29	13
Captain	1	-	1	-
Lieutenant	4	-	4	-
Police Officer	108	-	111	-
Police Officer/FTO	3	-	3	-
Sergeant	15	-	14	-
Clerk	-	1	-	1
School Crossing Guard	-	100	-	100

Police - Patrol

	131	101	133	101
Chief of Police	1	-	1	-
Confidential Secretary	1	-	1	-

Police - Administration

Lieutenant	1	-	1	-
Administrative Assistant	-	2	-	1

Fire Administration

Clerk Typist II	3	2	3	1
Administrative Officer	1	-	1	-
Fire Chief	1	-	1	-
First Deputy Chief	4	-	4	-

Fire Special Services (Preventive Education)

Lt Fire Prevention Officer	7	-	7	-
Fire Marshal	3	-	3	-
	1	-	1	-

Fire Training

Lt Fire Training Officer	4	-	4	-
	1	-	1	-

Fire Suppression

Second Deputy Chief	1	-	1	-
Firefighter V	4	-	4	-
Firefighter IV	70	-	69	-
	-	-	-	-

Firefighter III	-	-	-
Firefighter II	-	-	-
Firefighter I	11	-	21
Firefighter Trainee	-	-	-
LT Fire Suppression Officer	4	-	4

89 - 109

Fire EMS

Deputy Chief/EMS Mgr	1	-	1
EMS Lieutenant	4	-	4
Firefighter V - Medic	12	-	-
Firefighter IV - Medic	-	-	17
Firefighter III - Medic	7	-	-
Firefighter II - Medic	-	-	-
Firefighter I - Medic	1	-	-
Firefighter Trainee - Medic	-	-	3
Transport Coordinator	1	-	1
Wheelchair Van Driver	5	-	5

31

CD Planning

31

Planner III

1 - 1

CD- Property
Maintenance

1 - 1

Codes Manager

1 - 1

Chief Clerk

1 - 1

PMI Supervisor

3 - 3

Development & Inspection Clerks

3 - 5

PM Specialist

- - -

Property Maint Aide

2 - 2

Property Maint Inspector

22 - 20

Housing Coordinator

- - -

Clerk

- - -

32 - 32

CD - Zoning

Zoning Administrator

1 - 1

Zoning Technician

1 - 1

Zoning Inspector

2 - 2

Clerk 1 2

CD - Trades

Secretary	4	1	4	2
Chief Building Official	1	-	1	-
Plumbing Inspector	1	-	1	-
Building Inspector	1	-	1	-
Electrical Inspector	1	-	1	-
Mechanical Inspector	-	-	1	-
HVAC Inspector	1	-	-	-
Residential Inspector	1	-	1	-
Clerk	-	-	-	-

CD - Administration

Deputy CD Director	7	-	7	-
Business Ambassador	1	-	1	-
CD/Hist Preserv Specialist	-	-	-	-
	1	-	1	-

CD - HUD

	2	-	2	-
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CD Specialist	2 -	2	-
CD Specialist Manager	1 -	1	-
CD Specialist III	1 -	1	-
Community Development Director	1 -	1	-
Confidential Secretary	1 -	1	-
Fiscal Officer	1 -	1	-

Library Administration

Director of Libraries	7 -	7	-
Assistant Director of Libraries	1 -	1	-
	2 -	2	-

Library - Circulation

Librarian I	3 -	3	-
Librarian III	1 -	1	-
	1 -	1	-

Library - Reference

Librarian II	2 -	2	-
Librarian III	4 -	4	-
	1 -	1	-

	5 -	5	-
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Sewers

System Superintendent	1	-	1	-
Utilities Systems Manager	1	-	1	-
Utility Engineer	1	-	1	-
Environmental Prog Coordinator	1	-	1	-
Foreman	2	-	2	-
Equip Op II	10	-	11	-
Maint Worker III	1	-	-	-
Clerk Typist I	1	-	1	-
Engineer Aide III	1	-	-	-
Engineer Aide IV	1	-	-	-
Maintenance Mechanic	1	-	-	-
Project Coordinator	-	3	-	3

21 3 18 3

WWTP

Maint Supv	1	-	1	-
Belt Press Op I	2	-	1	-
Belt Press Op II	-	-	1	-

Cert Oper/Shift Sup	6	-	6
Operations Supv	1	-	1
Elec/Elect Field Eng	1	-	1
Utility Engineer	1	-	1
Equip Op II	1	-	1
Lab Supv	1	-	1
Lab Tech	5	-	5
Lab Tech	-	2	-
Maint Worker II (Mech)	3	-	3
Maintenance Mechanic	1	-	-
Maint Worker III Elec/Mech	2	-	2
Industrial Maint Mech	2	-	2
Pump Tender	4	-	4
Secretary	1	-	1
Serv Utility Person	7	-	7
Sewer Plant Operator I	-	-	1
Sewer Plant Operator II	4	-	3
Wastewater Treatment Manager	1	-	1

Tradesman (Elec)	2	-	2	-
Project Accountant - WWT	1	-	-	-

	47	2	45	2
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Recycling

Division Manager	1	-	1	-
Foreman	1	-	1	-
Commercial/Institutional Recycling Coordinator	-	-	1	-
Municipal Aide II	1	-	1	-
Equipment Operator II	6	-	6	-
Maintenance Worker II	5	-	5	-
Reading School District Recycle Education	1	-	-	-
Education Coordinator	-	1	-	1
Graffiti Abatement Technician	-	1	-	-

	15	2	15	1
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Trash

Solid Waste Supervisor	1	-	-	-
Solid Waste Coordinator	-	-	1	-
Graffiti Coordinator	1	-	-	-
Clean City Coordinator	-	-	-	-

Equipment Operator II	-	1
Graffiti Abatement Technician	-	2
	-	-

	2	4
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Number of Full-Time and Part-Time Employees

574	155	596	151
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