Drafted by	City Clerk
Sponsored by/Referred by	Managing Director
Introduced on	October 12, 2015
Advertised on	N/A

BILL NO. 70 2015

AN ORDINANCE

AN ORDINANCE ESTABLISHING THE EMPLOYEE POSITIONS FOR THE CITY OF READING FOR THE FISCAL YEAR 2016.

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

SECTION 1. Employment positions for the City of Reading's fiscal year beginning January 1, 2016, and ending December 31, 2016, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This Ordinance shall become effective January 1, 2016.

Enacted Nov 23, 2015

Vice 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 passed by the Council of the City of Reading, on the 23 day of Nov, 2015. Witness my hand and seal of the said City this 25 day of Nov A. D. 2015

CITY CLERK

Submitted to Mayor:
Date: 11/24/15
Received by the Mayor's Office:
Date: 11/24/15
Approved by Mayor:
Date: 11/24/15
Vetoed by Mayor:
Date:

City of Reading
Listing of Positions (Reporting)
For the 2016 Operating Budget

C:\Users\lakelleher\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\JEEZ3399\[Position Listing 2 1.xls]Position Listing

Division	*Position Title*	*Status*	*Adopted 2016 Number of Employees* *Full-Time*	*Part-Time*
Mayor				
	Mayor	Full-Time	1	-
	~~Assistant to the Mayor~~	~~Part-Time~~	~~1~~	1
	Assistant	Full-Time	1	-
	Assistant	Full-Time	1	-
	Executive Assistant	Full-Time	1	-
			5	1
Managing Director				
	Managing Director	Full-Time	1	-
	Business Analyst	Full-Time	1	-
	Executive Secretary/Admin Aide	Full-Time	1	-
			3	-
Human Relations Commission				
	HRC Executive Director	Full-Time	1	

	HRC Investigator	Full-Time	-	1
	HRC Clerk	Full-Time	1	-
			2	1
City Auditor				
	City Auditor	Full-Time	1	-
	Auditing Coordinator	Full-Time	1	-
			2	-
City Council				
	Council President	Part-Time	-	1
	Council Member	Part-Time	-	6
	Deputy City Clerk	Full-Time	1	-
	Legislative Aide	Full-Time	1	-
	City Clerk	Full-Time	1	-
			3	7
Solicitor				
	Solicitor	Full-Time	1	-
	Confidential Secretary	Full-Time	1	-
	Executive Secretary/Admin Aide/Paralegal	Full-Time	1	-

	Legal Specialist	Full-Time	3	-
			6	
Director of Administrative Services				
	Confidential Secretary	Full-Time	1	-
	Director of Administrative Services	Full-Time	1	-
	Grant Writer	Full-Time	1	-
	Controller	Full-Time	1	-
			4	-
Purchasing				
	Purchasing Coordinator	Full-Time	1	-
	Purchasing Clerk	Part-Time	-	1
	Printing Clerk	Part-Time	-	1
			1	2
Accounting				
	Accounting & Treasury Manager	Full-Time	1	-
	Accountant	Full-Time	1	-
	Revenue Accountant	Full-Time	1	-
	Project Accountant - WWT	Full-Time	1	-
	Accounting Clerk	Full-Time	1	

			5	-
Information Technology				
	GIS Coordinator	Full-Time	1	-
	Network Administrator	Full-Time	1	-
	Network Engineer	Full-Time	1	-
	Developer	Full-Time	1	-
	Web Developer	Full-Time	1	-
	System Support Analyst	Full-Time	2	-
	IT Manager	Full-Time	1	-
	Lead Developer	Full-Time	1	-
			9	-
Citizens Service Center				
	Citizens Service Center Manager	Full-Time	1	-
	Citizens Service Center Assistant Manager	Full-Time	1	-
	Municipal Professional	Full-Time	1	-
	Municipal Aide II	Full-Time	7	-
			10	-
Human Resources				

	Compensation Administrator	Full-Time	1	-
	Human Resources Assistant	Full-Time	2	-
	Pension Coordinator	Full-Time	1	-
	Pension Assistant	Part-Time	-	1
	HR Generalist	Full-Time	1	-
	Human Resources Manager	Full-Time	1	-
	Human Resources Coordinator - Benefits	Full-Time	1	-
			7	1
Self - Insurance				
	Risk and Safety Coordinator	Full-Time	1	-
			1	-
Public Works				
	Confidential Secretary	Full-Time	1	-
	Public Works Director	Full-Time	1	-
	Operations Division Manager	Full-Time	1	-
	Project Manager	Full-Time	1	-
	Secretary	Full-Time	1	-
	Engineering Aide III	Full-Time	2	

	Engineering Aide IV	Full-Time	1	-
			8	-
Garage				
	Maintenance Mechanic	Full-Time	6	-
	Maintenance Worker I/Parts Person	Full-Time	1	-
	Secretary	Full-Time	1	-
	Small Engine Repairperson	Full-Time	1	-
	Foreman	Full-Time	1	-
			10	-
Highways				
	Equipment Operator II	Full-Time	13	-
	Maintenance Worker I/Sign maker	Full-Time	1	-
	Foreman	Full-Time	1	
			15	
Parks				
	Equipment Operator II	Full-Time	2	-
	Equipment Operator III	Full-Time	2	-
	Foreman	Full-Time	1	-

	Maintenance Worker III	Full-Time	1	-
	Operations Division Manager	Full-Time	-	-
	Secretary	Full-Time	-	-
	Laborer	Part-Time	-	6
			6	6
Shade Tree	Equipment Operator II/Arborist	Full-Time	1	-
	Maintenance Worker I	Full-Time	1	-
			2	-
Public Property				
	Foreman	Full-Time	2	-
	Tradesman	Full-Time	5	-
	Custodial Worker	Part-Time	-	7
			7	7
Police - Criminal Investigations				
	Captain	Full-Time	1	-
	Police Officer (CI/Vice Assignment)	Full-Time	20	-
	Lieutenant	Full-Time	1	-
	Police Officer (ID Assignment)	Full-Time	4	

				-
	Court Liaison Officer	Part-Time	-	1
	Clerk	Part-Time	-	1
	Sergeant	Full-Time	4	-
			30	2
Police - Special Services				
	Captain	Full-Time	1	-
	Lead Clerk/Trainer	Full-Time	1	-
	Telecommunicator Supervisor	Full-Time	1	-
	Telecommunicator I	Full-Time	4	-
	Telecommunicator II	Full-Time	11	-
	Telecommunicator	Part-Time	-	4
	Records Clerk	Full-Time	4	-
	Records Office Supervisor	Full-Time	1	-
	Lieutenant	Full-Time	2	-
	Secretary - Police Academy	Full-Time	1	-
	Sergeant - Video Surveillance	Full-Time	1	-
	Video System Supervisor	Full-Time	1	-

	Video Monitor	Part-Time	-	8
	Systems Administrator Supervisor	Full-Time	1	-
			29	12
Police - Patrol				
	Captain	Full-Time	1	-
	Lieutenant	Full-Time	4	-
	Police Officer	Full-Time	111	-
	Police Officer/FTO	Full-Time	2	-
	Sergeant	Full-Time	14	-
	Clerk	Part-Time	-	1
	School Crossing Guard	Part-Time	-	87
			132	88
Police - Administration				
	Chief of Police	Full-Time	1	-
	Confidential Secretary	Full-Time	1	-
	Lieutenant	Full-Time	1	-
	Administrative Assistant	Part-Time	-	1
			3	1

Fire Administration				
	Clerk Typist II	Full-Time	1	-
	Administrative Officer	Full-Time	1	-
	Fire Chief	Full-Time	1	-
	First Deputy Chief	Full-Time	4	-
			7	-
Fire Special Services (Preventive Education)				
	LT Fire Prevention Officer	Full-Time	3	-
	Fire Marshal	Full-Time	1	-
			4	-
Fire Training				
	Lt Fire Training Officer	Full-Time	1	-
			1	-
Fire Suppression				
	Second Deputy Chief	Full-Time	4	-
	Firefighter V	Full-Time	57	-
	Firefighter IV	Full-Time	9	-
	Firefighter III	Full-Time	16	-
	Firefighter II	Full-Time	2	-

	LT Fire Suppression Officer	Full-Time	4	-
			92	-
Fire EMS				
	Deputy Chief/EMS Mgr	Full-Time	1	-
	EMS Lieutenant	Full-Time	4	-
	Firefighter V - Medic	Full-Time	14	
	Firefighter IV - Medic	Full-Time	-	-
	Firefighter III - Medic	Full-Time	2	-
	Firefighter II - Medic	Full-Time	4	-
	Firefighter I - Medic	Full-Time	-	-
	Firefighter I - Medic-Trainee	Full-Time	8	-
	Transport Coordinator	Full-Time	-	-
	Wheelchair Van Driver	Full-Time	-	-
			33	-
CD Planning				
	Planner III	Full-Time	-	-
			-	-
CD- Property Maintenance				
	Codes Manager	Full-Time	1	-

	Chief Clerk	Full-Time	1	-
	PMI Supervisor	Full-Time	2	-
	Development & Inspection Clerks	Full-Time	4	-
	Property Maint Specialist	Full-Time	1	
	Property Maint Inspector	Full-Time	19	-
			28	-
CD - Zoning				
	Zoning Administrator	Full-Time	1	-
	Planner III	Full-Time	1	-
	Zoning Technician	Full-Time	-	-
	Zoning Inspector	Full-Time	3	-
	Clerk	Part-Time		1
			5	1
CD - Trades				
	Secretary	Full-Time	1	-
	Chief Building Official	Full-Time	1	-
	Plumbing Inspector	Full-Time	1	-
	Building Inspector	Full-Time	1	-
	Electrical Inspector	Full-Time	1	

				-
	Mechanical Inspector	Full-Time	1	-
	Residential Inspector	Full-Time	1	-
	Clerk	Full-Time	1	-
			8	-
CD - Administration				
	Deputy CD Director	Full-Time	-	-
	Housing Coordinator	Full-Time	0.5	-
	Community Development Director	Full-Time	0.5	-
	CD Program Manager	Full-Time	0.5	-
	CD Specialist Manager	Full-Time	-	-
	Confidential Secretary	Full-Time	0.5	-
	CD/Hist Preserv Specialist	Full-Time	1.0	-
			3.0	-
CD - HUD				
	CD Specialist	Full-Time	-	-
	CD Specialist Manager	Full-Time	-	-
	CD Program Manager	Full-Time	0.5	
	Deputy CD Director	Full-Time	-	-

	Housing Coordinator	Full-Time	0.5	-
	CD Specialist III	Full-Time	1.0	-
	Community Development Director	Full-Time	0.5	-
	Confidential Secretary	Full-Time	0.5	-
	Fiscal Officer	Full-Time	1.0	-
			4.0	-
Library Administration				
	Director of Libraries	Full-Time	1	-
	Assistant Director of Libraries	Full-Time	2	-
	Librarian I	Full-Time	1	-
	Librarian II	Full-Time	4	-
	Librarian III	Full-Time	2	-
			10	-
Sewers				
	System Superintendent	Full-Time	1	-
	Utilities Systems Manager	Full-Time	1	-
	Utility Engineer	Full-Time	1	-
	Environmental Prog Coordinator	Full-Time	1	-

	Supervisor/Foreman	Full-Time	2	-
	Equip Op II	Full-Time	11	-
	Equip Op II Second Shift	Full-Time	1	-
	Clerk Typist I	Full-Time	1	-
	Project Coordinator	Part-Time	-	3
			19	3
WWTP				
	Maint Supv	Full-Time	1	-
	Belt Press Op I	Full-Time	1	-
	Belt Press Op II	Full-Time	1	-
	Cert Oper/Shift Sup	Full-Time	5	-
	Operations Supv	Full-Time	1	-
	Elec/Elect Field Eng	Full-Time	1	-
	Utility Engineer	Full-Time	1	-
	Equip Op II	Full-Time	1	-
	Lab Supv	Full-Time	1	-
	Lab Tech	Full-Time	5	-
	Lab Tech	Part-	-	

	Time		2
Maint Worker II (Elec/Mech)	Full-Time	3	-
Service Utility Crew Leader	Full-Time	1	-
Maint Worker III Elec/Mech	Full-Time	2	-
Industrial Maint Mech	Full-Time	2	-
Pump Tender	Full-Time	4	-
Secretary	Full-Time	1	-
Serv Utility Person	Full-Time	6	-
Sewer Plant Operator I	Full-Time	-	-
Sewer Plant Operator II	Full-Time	4	-
Acting Wastewater Treatment Manager	Full-Time	1	-
Wastewater Treatment Manager	Full-Time	-	-
Tradesman (Elec)	Full-Time	2	-
Legal Specialist	Part-Time	-	1
		44	3
Recycling			
Foreman	Full-Time	1	-
Commercial/Institutional Recycling Coordinator	Full-Time	-	-

	Municipal Aide II	Full-Time	1	-
	Equipment Operator II	Full-Time	6	-
	Maintenance Worker II	Full-Time	5	-
	Education Coordinator/Graffiti/Staff Shortage	Part-Time	-	3
			13	3
Trash				
	Division Manager	Full-Time	1	-
	Clean City Coordinator	Full-Time	1	-
	Equipment Operator II	Full-Time	2	-
			4	-
Number of Full-Time and Part-Time Employees			575	138