



CITY OF SOUTH BEND, IN JAMES MUELLER, MAYOR
DEPARTMENT OF ADMINISTRATION AND FINANCE

2021 PROPOSED BUDGET

Budget Hearing #7: Transpo, Clerk’s Office, Common Council, Salary Ordinances
September 23, 2020

Budget Packet Contents

Transpo Budget Presentation Slides..... 2-15

City Clerk’s Office Budget Presentation Slides..... 16-25

Common Council Budget Presentation Slides 26-40

Salary Ordinances Presentation Slides..... 41-56

Appendices

City Department Organizational Charts 57-70

Personnel Detail List – City-wide 71-86

Job Descriptions – New Positions / Titles in 2021..... 87-124



transpo

2021 Budget Presentation

AMY HILL – General Manager & CEO

CHRIS KUBASZAK - Controller



- 118 Employees
- Local, State, Federal Funding
- 47 fixed route buses
- 22 paratransit vans
- Serving the cities of South Bend & Mishawaka



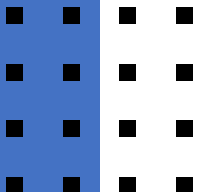


Accomplishments

- Five (5) consecutive months of increased ridership heading into March 2020
 - 1.5 million fixed route rides; 84,000 paratransit rides in 2019

- Strategic Planning / Customer Service Survey
 - Customer Service Survey Completed
 - Plan and new Mission Statement will be finalized in 2020

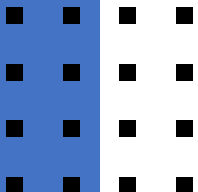
- Collective Bargaining
 - Two Year Access Paratransit contract effective February 2020
 - Two Year Fixed Route & Maintenance contract effective August 2020





Accomplishments

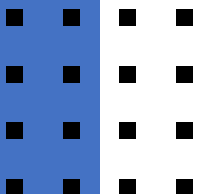
- Expanded Ridership Programs
 - University of Notre Dame, Saint Mary's College, Holy Cross College, IU South Bend, Ivy Tech Community College
 - South Bend Community School Corporation – new program for high school students following a successful pilot program
 - School City of Mishawaka – expanded access for John Young Middle School and Mishawaka High School students
 - Purdue Polytechnic High School – new program for high school students
 - City of South Bend Ride Guarantee Program (Bloomberg Mayor's Challenge)





COVID-19 Impact

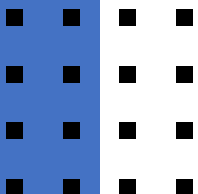
- Dramatic ridership decline starting in March 2020 – approximately 80% decline in both fixed route and paratransit service
- Implemented Reduced Service Schedule in April 2020
- Resumed Full Service Schedule in July 2020 – ridership continues to be down approximately 50-60%
- No Employee Layoffs / Furloughs – continue to recruit new hires
- Safety Measures – enhanced cleaning / disinfecting, PPE, social distancing, protective barriers and hand sanitizing dispensers installed on vehicles; face coverings required to ride





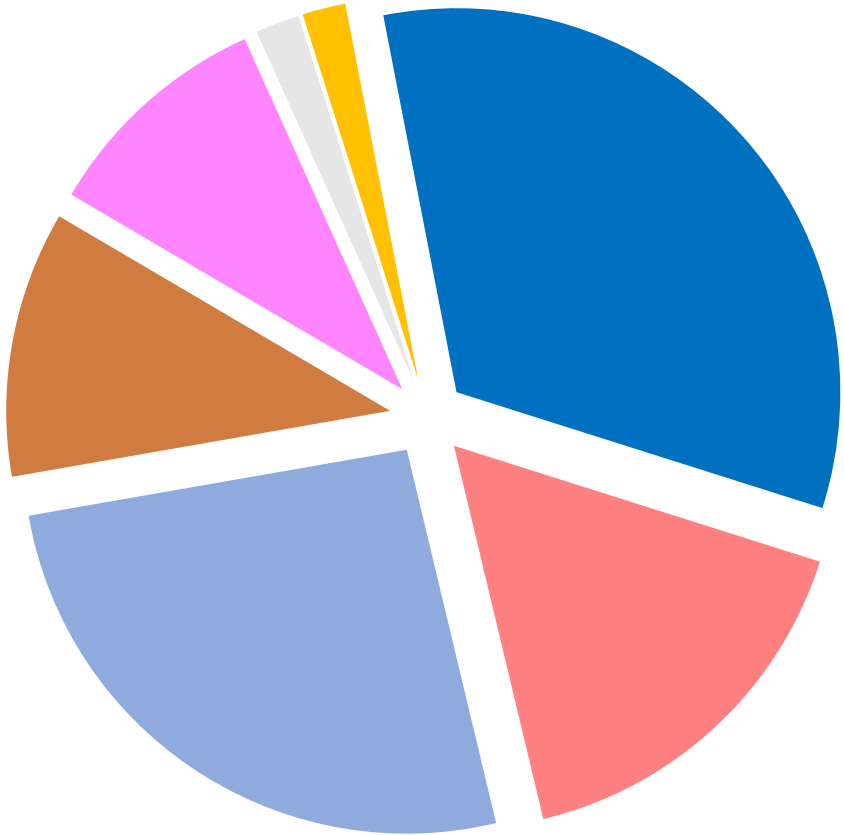
COVID-19 Funding

- \$8,505,079 CARES Act funding towards COVID-19 and operational expenses
 - \$2,155,079 – Fixed Route replacement buses
 - \$600,000 – Access paratransit replacement vans
 - \$5,750,000 – Fixed Route, Paratransit operational assistance and Preventative Maintenance
- \$1,223,100 Payroll Protection Plan





2021 Revenue Sources

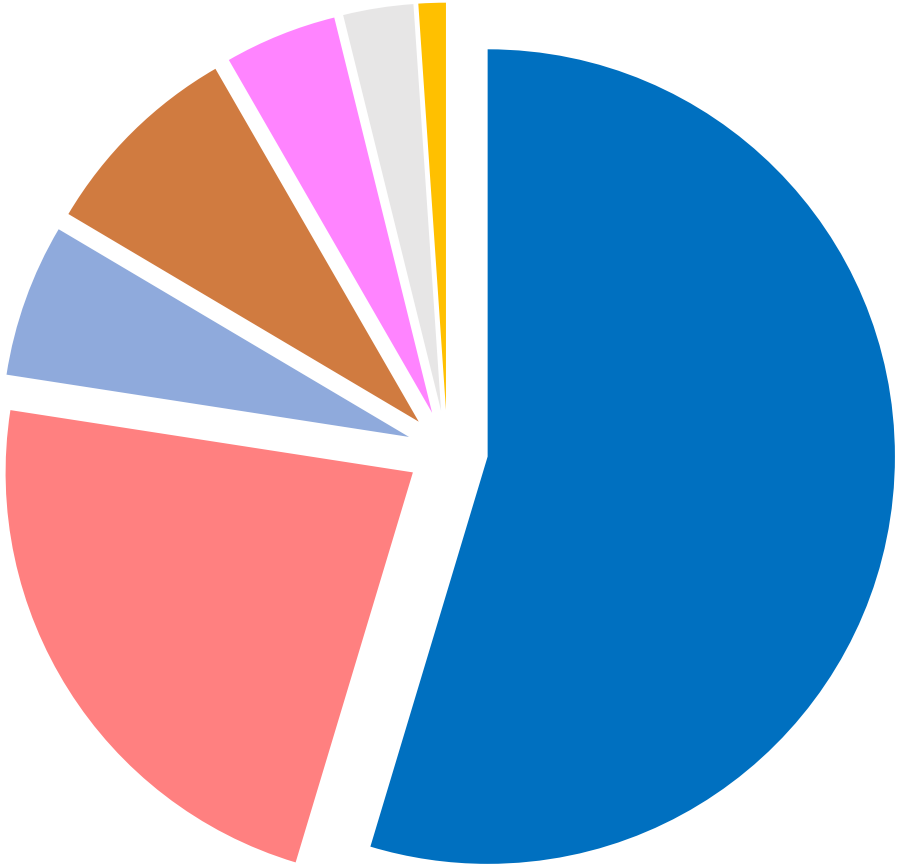


2021 Budget - \$10,750,540

- Local Tax Revenue (33%)
- State Assistance (16%)
- Federal Operating Assistance (26%)
- Federal Prev. Maint. (11%)
- Passenger Fares (10%)
- Lease Revenue (2%)
- Advertising/Interest/Misc. (2%)



2021 Expenses

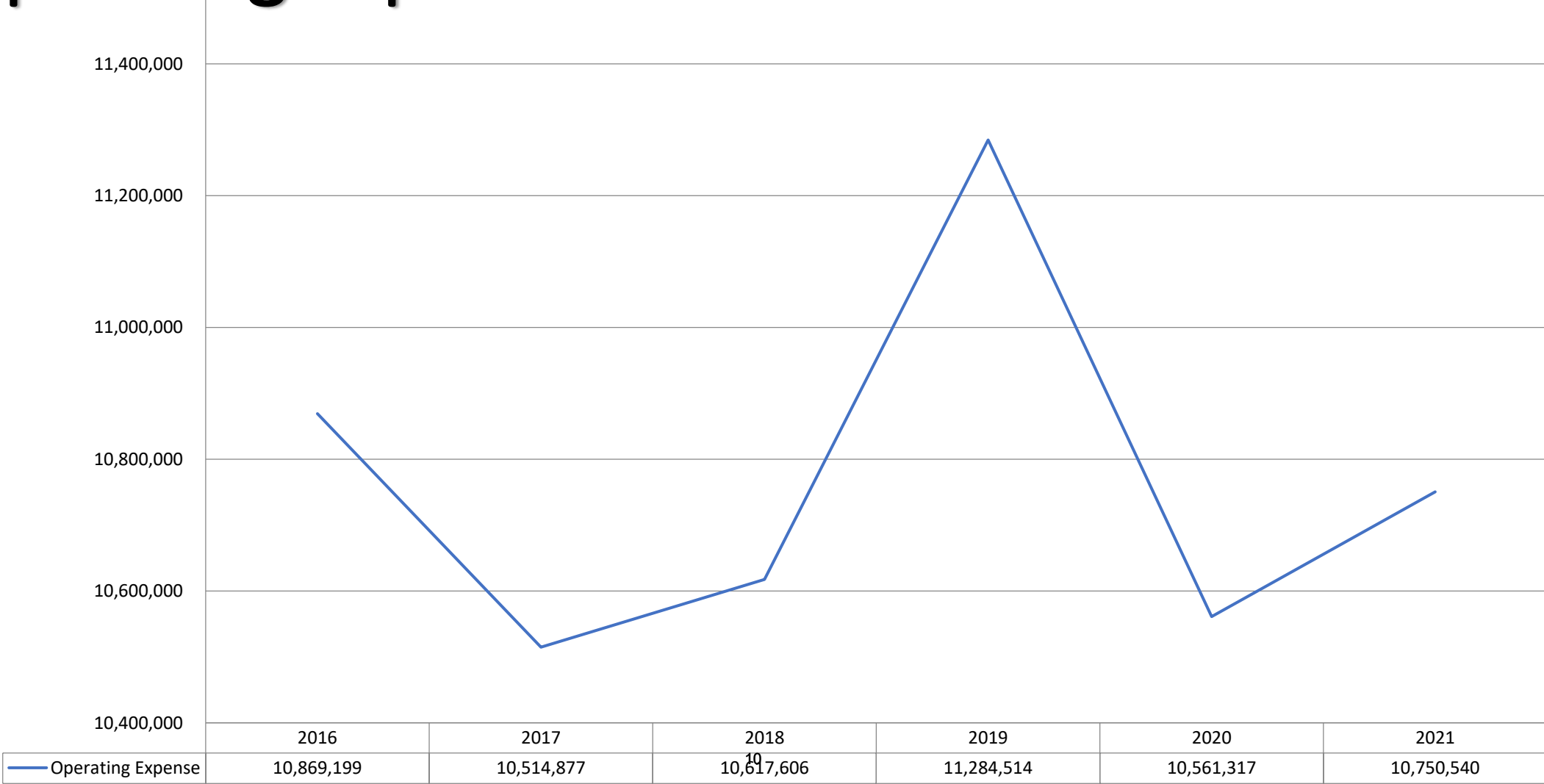


2021 Budget - \$10,750,540

- Wages (55%)
- Benefits (23%)
- Fuel Expense (6%)
- Utilities/Insurance (8%)
- Services (4%)
- Materials/Supplies (3%)
- Misc Expenses (1%)



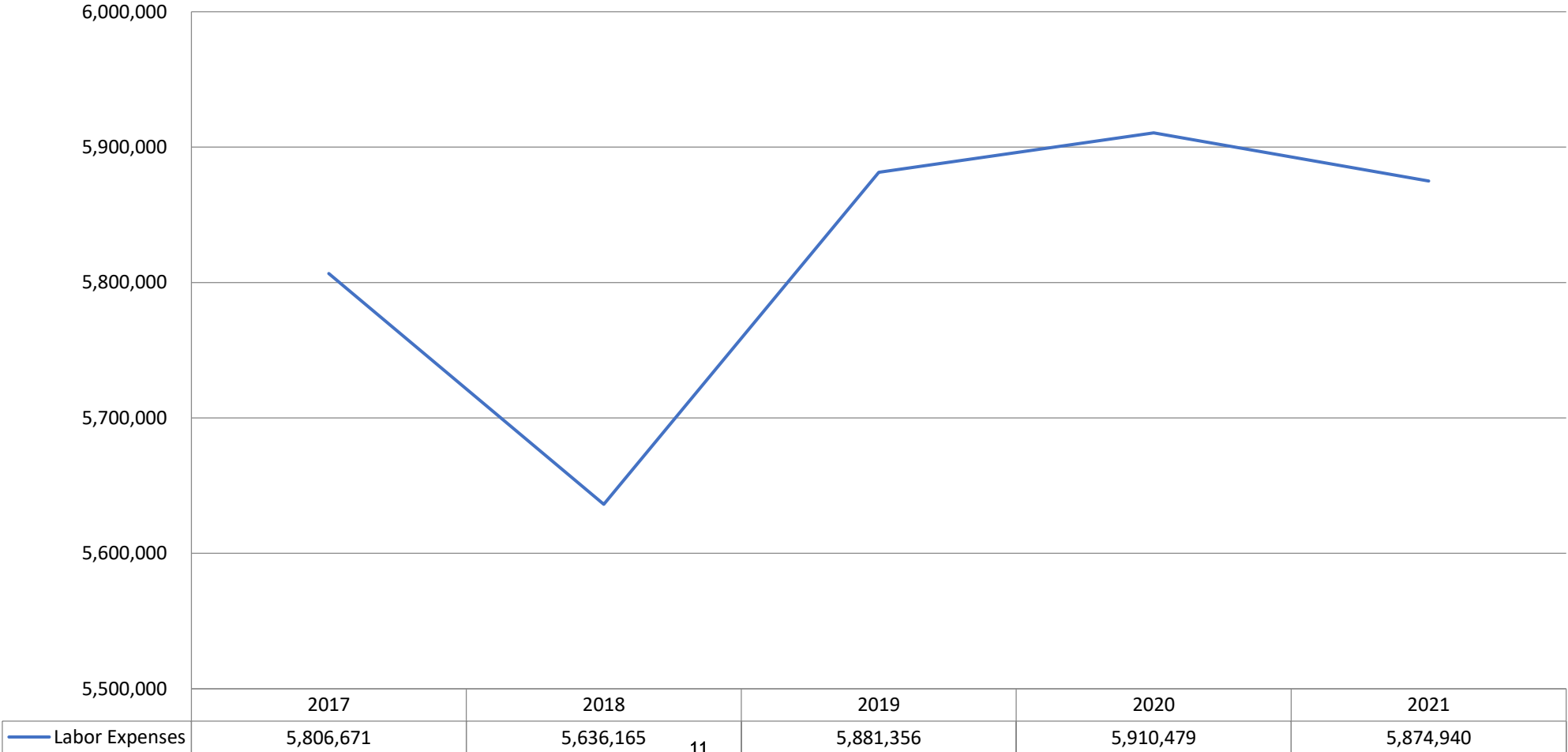
Operating Expenses Operating Expense





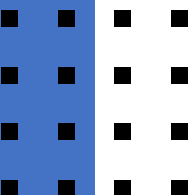
Labor Expenses

Labor Expenses



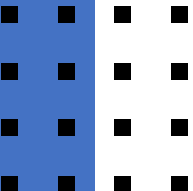


- Aging Fleet – 25 fixed route buses eligible for replacement
 - 6 buses ordered utilizing 100% CARES Act Funding
 - \$800,000 IDEM VW Grant secured in August 2020
 - Utilize as partial local match for \$4.9 million in Federal funding secured in 2018 to purchase an additional 7-8 replacement vehicles
 - 11-12 buses will remain eligible for replacement





- Funding Uncertainty
 - Indiana's Public Mass Transportation Fund (PMTF) – anticipated reductions
 - Long-term Federal Funding for Public Transportation
- Increasing Insurance Costs
- Ridership Recovery
- Requests for Increased Service

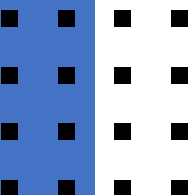




- Strategic Plan Implementation
 - Employee Engagement
 - Regional Comprehensive Operational Analysis

- Community Outreach & Partnership Expansion

- Increased Recruitment Initiatives for ongoing Employment Opportunities





Thank you!

AMY HILL – General Manager & CEO

CHRIS KUBASZAK - Controller





2021 Proposed Budget City Clerk's Office

September 23, 2020



Onboarding



3 new staff members

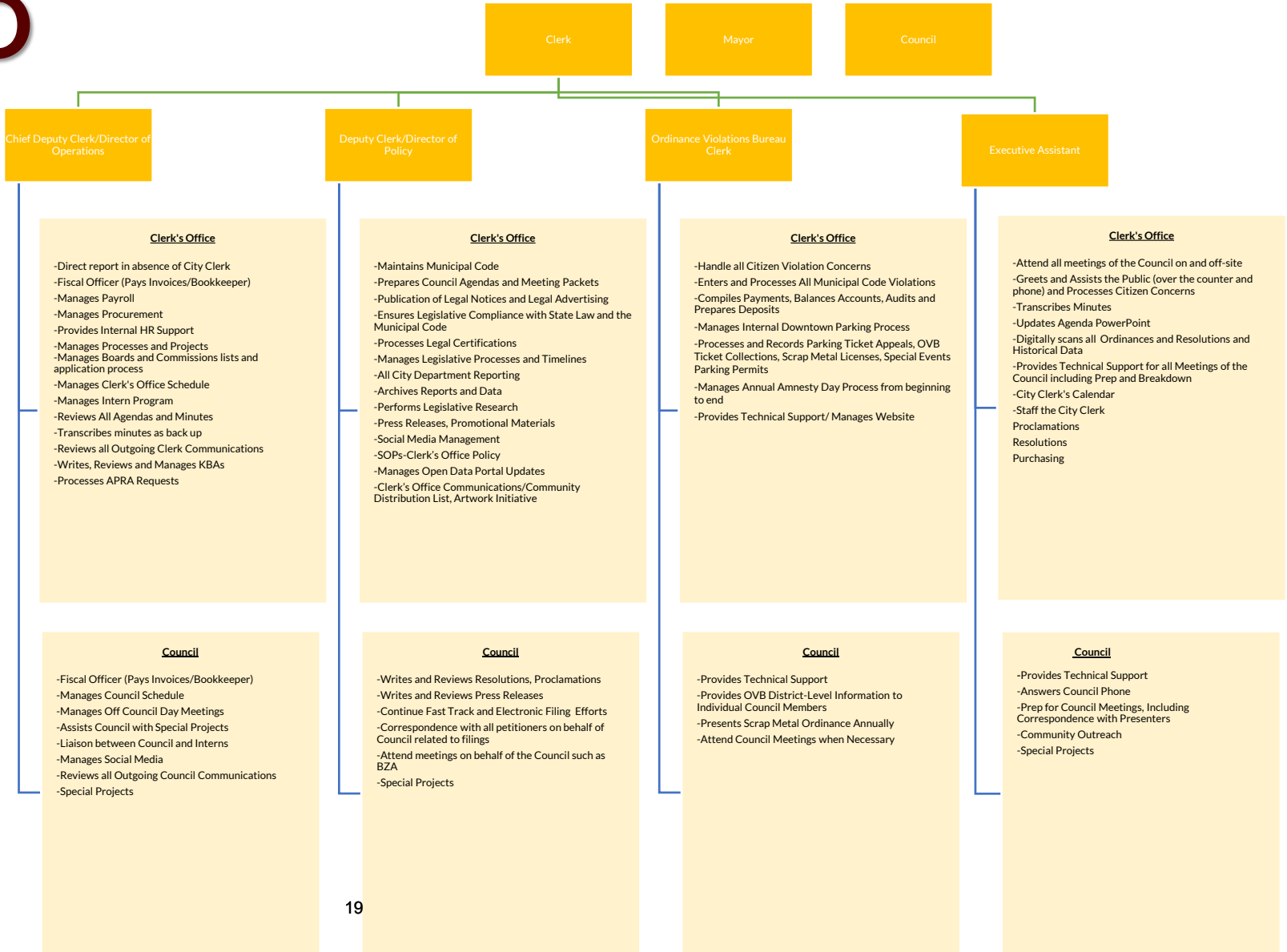
- Deputy Clerk/Director of Policy
- Executive Assistant
- OVB Clerk



7 New Council Members



WHAT WE DO



Clerk's Office

- Direct report in absence of City Clerk
- Fiscal Officer (Pays Invoices/Bookkeeper)
- Manages Payroll
- Manages Procurement
- Provides Internal HR Support
- Manages Processes and Projects
- Manages Boards and Commissions lists and application process
- Manages Clerk's Office Schedule
- Manages Intern Program
- Reviews All Agendas and Minutes
- Transcribes minutes as back up
- Reviews all Outgoing Clerk Communications
- Writes, Reviews and Manages KBAs
- Processes APRA Requests

Council

- Fiscal Officer (Pays Invoices/Bookkeeper)
- Manages Council Schedule
- Manages Off Council Day Meetings
- Assists Council with Special Projects
- Liaison between Council and Interns
- Manages Social Media
- Reviews all Outgoing Council Communications
- Special Projects

Clerk's Office

- Maintains Municipal Code
- Prepares Council Agendas and Meeting Packets
- Publication of Legal Notices and Legal Advertising
- Ensures Legislative Compliance with State Law and the Municipal Code
- Processes Legal Certifications
- Manages Legislative Processes and Timelines
- All City Department Reporting
- Archives Reports and Data
- Performs Legislative Research
- Press Releases, Promotional Materials
- Social Media Management
- SOPs-Clerk's Office Policy
- Manages Open Data Portal Updates
- Clerk's Office Communications/Community Distribution List, Artwork Initiative

Council

- Writes and Reviews Resolutions, Proclamations
- Writes and Reviews Press Releases
- Continue Fast Track and Electronic Filing Efforts
- Correspondence with all petitioners on behalf of Council related to filings
- Attend meetings on behalf of the Council such as BZA
- Special Projects

Clerk's Office

- Handle all Citizen Violation Concerns
- Enters and Processes All Municipal Code Violations
- Compiles Payments, Balances Accounts, Audits and Prepares Deposits
- Manages Internal Downtown Parking Process
- Processes and Records Parking Ticket Appeals, OVB Ticket Collections, Scrap Metal Licenses, Special Events Parking Permits
- Manages Annual Amnesty Day Process from beginning to end
- Provides Technical Support/ Manages Website

Council

- Provides Technical Support
- Provides OVB District-Level Information to Individual Council Members
- Presents Scrap Metal Ordinance Annually
- Attend Council Meetings when Necessary

Clerk's Office

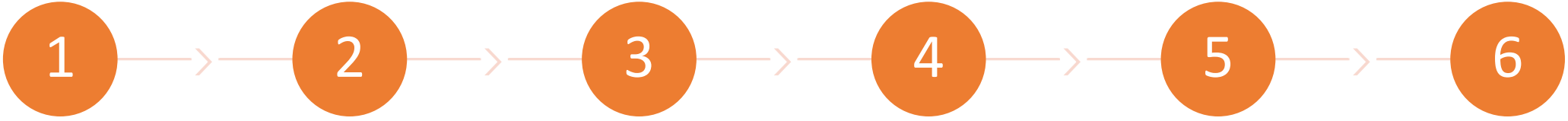
- Attend all meetings of the Council on and off-site
- Greets and Assists the Public (over the counter and phone) and Processes Citizen Concerns
- Transcribes Minutes
- Updates Agenda PowerPoint
- Digitally scans all Ordinances and Resolutions and Historical Data
- Provides Technical Support for all Meetings of the Council including Prep and Breakdown
- City Clerk's Calendar
- Staff the City Clerk Proclamations Resolutions Purchasing

Council

- Provides Technical Support
- Answers Council Phone
- Prep for Council Meetings, Including Correspondence with Presenters
- Community Outreach
- Special Projects



2021 Department Goals



More inclusive transparency to increase community awareness and participation with new interacting technology programming (PrimeGov)

- Council
- Boards and commissions
- Public

Continue efforts to move toward a paperless office

- OVB Citations and payments
- Tablets and cameras

Continue to upgrade technology, finding innovative, cost-efficient and energy-saving solutions through streamlining and integrating between departments and other governmental entities.

Ensure the Open-Door Law and ADA compliance of all meetings of the Council (we are exploring close captioned options)

Build upon a comprehensive internship program

Ensure smooth transition through training and support for PrimeGov processing



Operating Budget – Highlights & Changes

increase in IT allocation

decrease in legal services

Increase in collection costs to offset charges due to new process and contract with Krisor and Associates (\$2,000)

Decrease in Other Professional Services for dictation services (\$0)

Hired and trained new executive assistant

Navigated through virtual world created by Covid-19

Meetings

Filing process

Working remotely

Created safe environment with installing ppe equipment, reconfiguring clerk's office to help prevent the spread of covid and other infectious diseases such as flu etc., new construction to at large offices and begin plans to accommodate offices for new citizen review board.



“ First make it work, then make it better
- Ajay Shrivastava, Knowlarity

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2021 Budget Overview

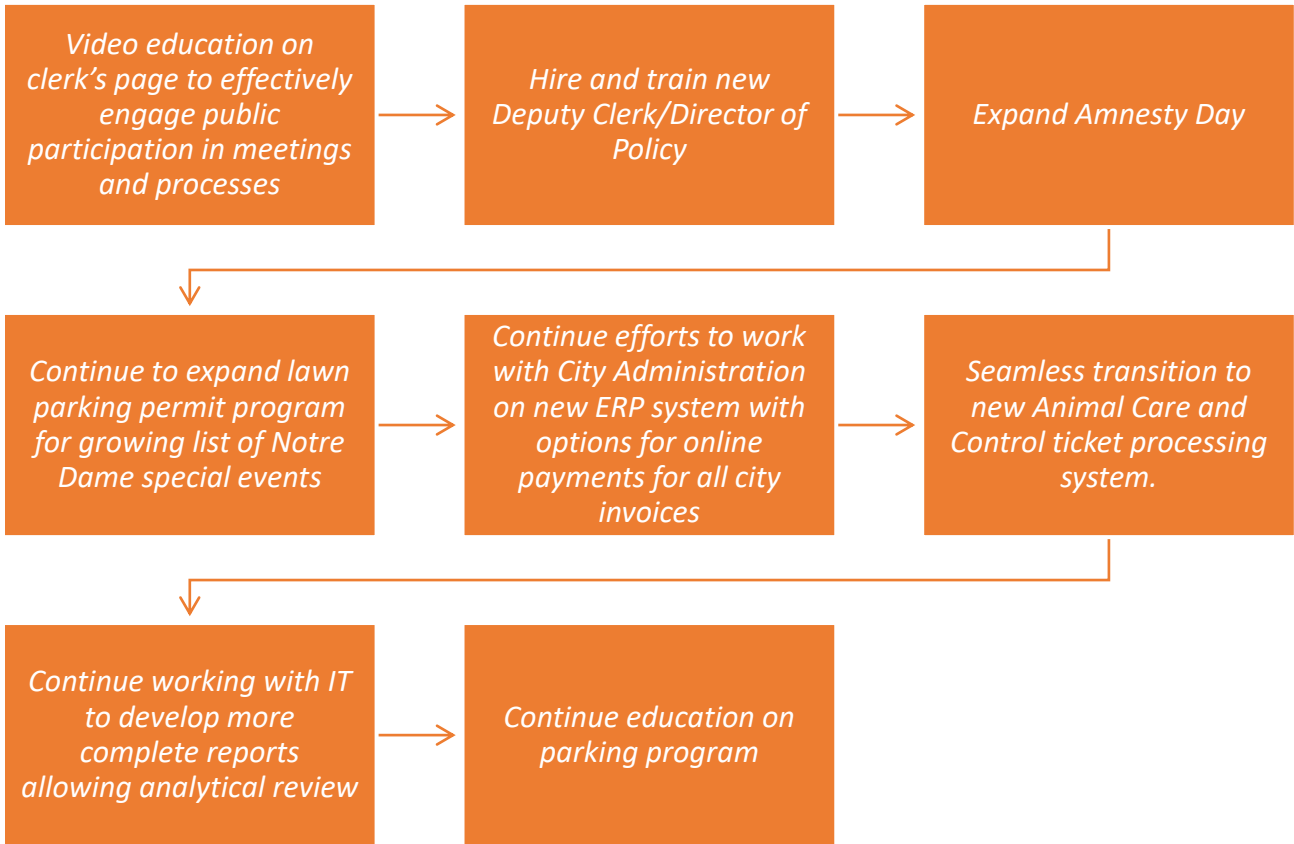
	2018 Actual	2019 Actual	2020 Amended Budget	06/30/20 Actual	2021 Proposed Budget	Forecast				Budget Variance 2020-2021	% Change
						2022	2023	2024	2025		
Expenditures by Type											
Personnel											
Salaries & Wages	252,036	258,911	291,397	133,895	310,119	312,485	314,869	317,272	319,695	18,722	6%
Fringe Benefits	101,244	85,361	118,181	48,839	121,838	138,322	142,486	146,869	151,446	3,657	3%
Total Personnel	353,280	344,272	409,578	182,734	431,957	450,807	457,355	464,141	471,141	22,379	5%
Supplies	4,398	11,385	6,800	2,249	4,700	4,794	4,889	4,987	5,086	(2,100)	-31%
Services & Charges											
Professional Services	26,812	20,177	43,610	13,652	27,500	28,050	28,611	29,183	29,766	(16,110)	-37%
Printing & Advertising	28,674	33,443	29,745	2,494	27,500	28,050	28,612	29,184	29,768	(2,245)	-8%
Education & Training	3,233	2,880	3,060	-	3,000	3,060	3,121	3,183	3,247	(60)	-2%
Travel	1,693	481	7,089	342	5,000	5,100	5,202	5,306	5,412	(2,089)	-29%
Repairs & Maintenance	5,344	6,491	17,500	-	5,000	5,100	5,202	5,306	5,412	(12,500)	-71%
Other Interfund Allocations	90,906	76,327	48,956	24,476	155,926	148,360	149,741	148,709	148,609	106,970	219%
Other Services & Charges	2,949	2,849	5,152	918	4,500	4,590	4,681	4,775	4,870	(652)	-13%
Total Services & Charges	159,612	142,649	155,112	41,882	228,426	222,310	225,170	225,646	227,084	73,314	47%
Capital	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	517,289	498,306	571,490	226,865	665,083	677,911	687,414	694,774	703,311	93,593	16%



Common Council 2021 Budget Hearings Ordinance Violations



2021 Department Goals





2021 Proposed Budget Common Council

September 23, 2020



South Bend Common Council
2021 Proposed Budget
Wednesday, September 23, 2020

27



South Bend Common Council 2021 Proposed Budget

To make certain that our City Government is always responsive to the needs of our residents
& that the betterment of South Bend is always our highest priority”





Common Council Members & The Districts They Represent

Districts

First District -- Councilman Canneth Lee

Third District – Councilwoman Sharon McBride

Fifth District – Councilman Jake Teshka

Second District – Councilman Henry Davis Jr.

Fourth District – Councilman Troy Warner

Sixth District – Councilwoman Sheila Niezgodski

At Large

Councilwoman Lori Hamann
Councilwoman Rachel Tomas Morgan
Councilwoman Karen L. White

Bob Palmer, Attorney





The Budget

The budget preparation and administration is a shared responsibility between the Common Council, the Mayor, and the administration. Each year the city must forecast the expenditures and revenues it will incur in the upcoming year. The budget is not just an accounting document, ***its is a management and planning tool.***

As the fiscal body, the Council has the authority to levy certain taxes and it has the sole responsibility of adopting a City budget each year. The Common Council has the authority to reduce, but not to increase, any items in the city budget as submitted by the mayor for its approval.

The Personnel and Finance Committee is one of the eleven standing committees of the Common Council. It reviews and holds public meetings on all matters filed by the City Administration which include but not limited to:

- Annual City Budgets and Tax Rates
- City Employee Salary Ordinances
- Proposed appropriations and transfers
- Fees and Charges for service
- Personnel Policies, Health benefits and other related matters.



Common Council 2020 Goals & Challenges

- Welcoming new council members Completed
- Implement training & committee assignments for new council members Completed
- Partner with the Administration on Police and Teamsters Collective bargaining negotiations Currently in Negotiations with FOP
- Vote of confidence on continuing the Tapes Legal Action Completed
- Continue Neighborhood meetings and walking tours Unable to do so, due to Covid-19
- Focus on infrastructure, quality-of-life and public safety in our neighborhoods On-going
- Fill every board, commission, and citizen appointee/training Completed
- Improve technology to better serve the citizens Not Completed
- Legislation to support electronic signatures and filings Not Completed
- Continue to search for opportunities for cost reductions the council operations Not Completed



Common Council 2020 Accomplishments

- Continued Light Up South Bend Program
- Continued Curbs & Sidewalks Program
- Advocated for additional funding for Streets
- Proposed Citizens Review Ordinance
- Onboarding of New Council Members
- Historical joint meeting between South Bend Common Council and South Bend Community Schools Board of Trustees
- Youth Advisory Council Town Hall Meeting
- Digital Town Hall on Rental & Utility Assistance



January 2020

February 25, 2020

June 25, 2020

July 30, 2020



2020 To Date Common Council by the numbers

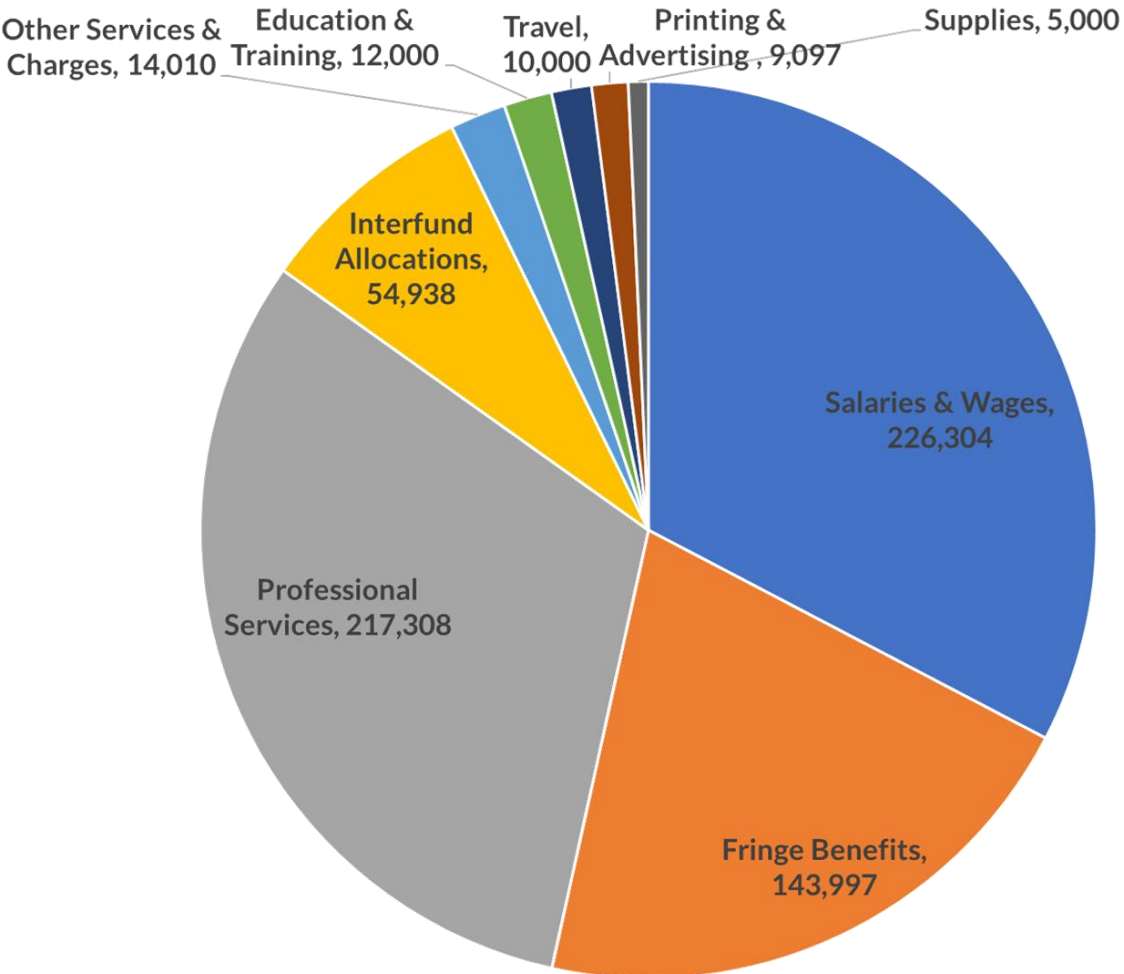
- Number of formal council meetings held in 2020 year to date **(17)**
- Attendance for formal Council meetings year to date: **(91%)**
- Education Budget Hearing year to date: **(1)**
- Number of 2021 Budget Hearings scheduled: **(9)**
- 2021 Council Budget Working Sessions: **(3)**
- Number of public meetings (off night council meetings) year to date: **(28)**
- Number of bills voted upon year to date **(70 Bills) (30 resolutions and 40 Ordinances)**
- Number of special resolutions year to date: **(5)**
- Number of Council Press Releases and Community Recognition year to date: **(88)**
- Violations if any of the public meetings laws or public access violation: There have been no violations.



**Monroe Park Homeless Walk
Councilwoman Lori Hamann**



City of South Bend Common Council 2021 Proposed Budget Expenditure Summary



<u>Category</u>	<u>2021 Proposed Budget</u>	<u>2021 Percent of Total</u>
Salaries & Wages	226,304	32.61%
Fringe Benefits	143,997	20.75%
Professional Services	217,308	31.32%
Interfund Allocations	54,938	7.92%
Other Services & Charges	14,010	2.02%
Education & Training	12,000	1.73%
Travel	10,000	1.44%
Printing & Advertising	9,097	1.31%
Supplies	5,000	0.72%
Repairs & Maintenance	1,255	0.18%
Total Expenditures by Type	693,909	100.00%

2021 Budget Narrative

1. Salaries & Wages

- No change – 0% increase in 2021

2. Fringe Benefits

- No change – health insurance remains steady in 2021

3. Personnel Services

- No change in budget for interns
- No change in attorney’s salary or in budget for tapes case / labor negotiations

4. Interfund Allocations

- Increase of \$12,602 in IT Allocation, primarily due to some enhancements in security and data plans

5. Other Costs

- Reduced Printing budget (\$5,000) – increased in 2020 due to new Council members, bringing down to where it was prior to 2020
- Reduced “Other Services” (\$2,500) – Meeting expenses increased in 2020 due to new Council members, bringing down to where it was prior to 2020

6. Travel & Training

- Reduced training budget (\$9,000) – increased in 2020 due to new Council members, bringing down to where it was prior to 2020

7. Supplies / equipment

- Reduced equipment expenses by \$5,000 –2020’s budget included upgrades to informal meeting room – one-time expense
- Reduced Office equipment repairs/maintenance³⁵ by \$2,500 – back to where it was prior to 2020.



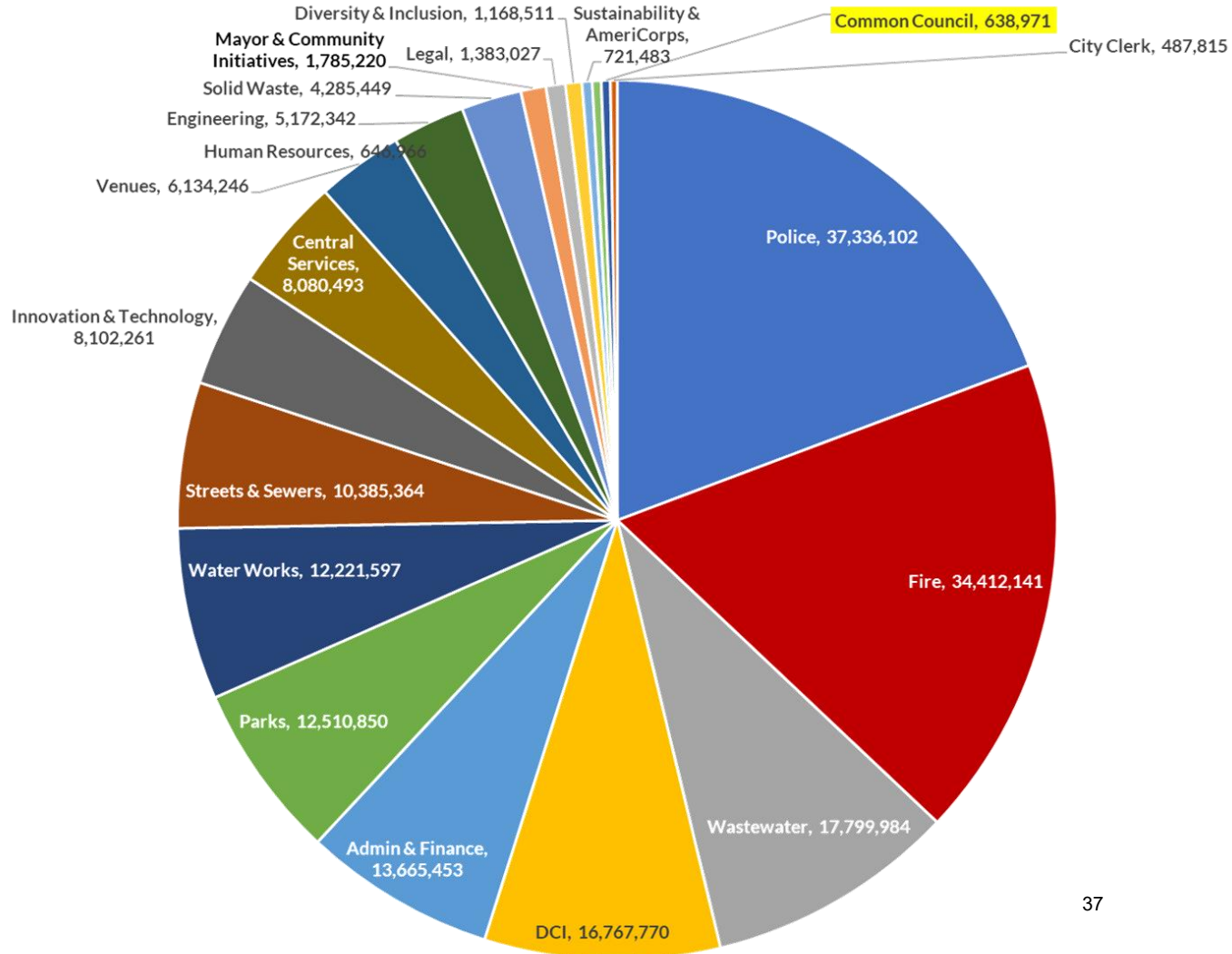
Common Council Proposed Budget Changes for 2021

- **2021 Increases/decreases over the 2020 budget**
 - Council salaries by 0%
 - Council attorney salary by 0%
 - Health Insurance by 0%
 - Additional Legal Services by 0% (Tapes, Fire & Teamsters)
 - Education / Training by 0%
- **2021 Reductions**
 - Printing Budget decrease by \$5,000
 - Office Supplies / equipment decrease by \$7,500
 - Other Services decrease by \$2,500

Overall budget (not including allocations): **decrease** by \$15,000 (-2.2%)



City of South Bend 2021 Proposed Budget Expenditure Summary Personnel, Supplies, & Services by Department



Category	2021 Proposed Budget	2021 Percent of Total
Police	37,336,102	19.28%
Fire	34,412,141	17.77%
Sewage Works	17,799,984	9.19%
DCI	16,767,770	8.66%
Admin & Finance	13,665,453	7.06%
Parks	12,510,850	6.46%
Water Works	12,221,597	6.31%
Streets & Sewers	10,385,364	5.36%
Innovation & Technology	8,102,261	4.18%
Central Services	8,080,493	4.17%
Venues	6,134,246	3.17%
Engineering	5,172,342	2.67%
Solid Waste	4,285,449	2.21%
Mayor & Community Initiatives	1,785,220	0.92%
Legal	1,383,027	0.71%
Diversity & Inclusion	1,168,511	0.60%
Sustainability & AmeriCorps	721,483	0.37%
Human Resources	646,966	0.33%
Common Council	638,971	0.33%
City Clerk	487,815	0.25%
Total Expenditures by Type	193,706,045	100%



Proposed 2021 Priorities/Goals

Administrative and Education

- The creation of a strong internship program and better utilize interns from the colleges.
- The Expansion of the Youth Advisory Council.
- Resolution in support of the Common Council and the South Bend Community School Corporation working relations.

Economy Development

- Job Creation.
- Review of the current tax abatement process.
- Utilization of MWBE and minority contractors.
- Review of City Positions that align with goals and visions for our City that are smart and strategic.

Housing

- Eviction/Foreclosures and utility support.
- Supportive housing and services for our homeless population.



Technology

- Work with IT and Clerk's office to modernize technology for Council Chambers, our Council meetings, and update our website and other social media.

Public Safety

- Implementation of 21CP recommendations.
- Advancing of the Citizens Review Board.
- Competitive and fair police compensation for recruitment and retention of officers.
- Camera and video Capacity.
- The Successful end to the Police Legal Action in reference to the police tapes.

Strategic Focus on Neighborhoods

- Review of all current and new neighborhoods plans.
- Home Repair Program.
- Landlords Registration Program.
- Infrastructure improvements, street paving, curbs and sidewalks, streetlights, more traffic calming measures and expansion of ShotSpotter.





Questions?





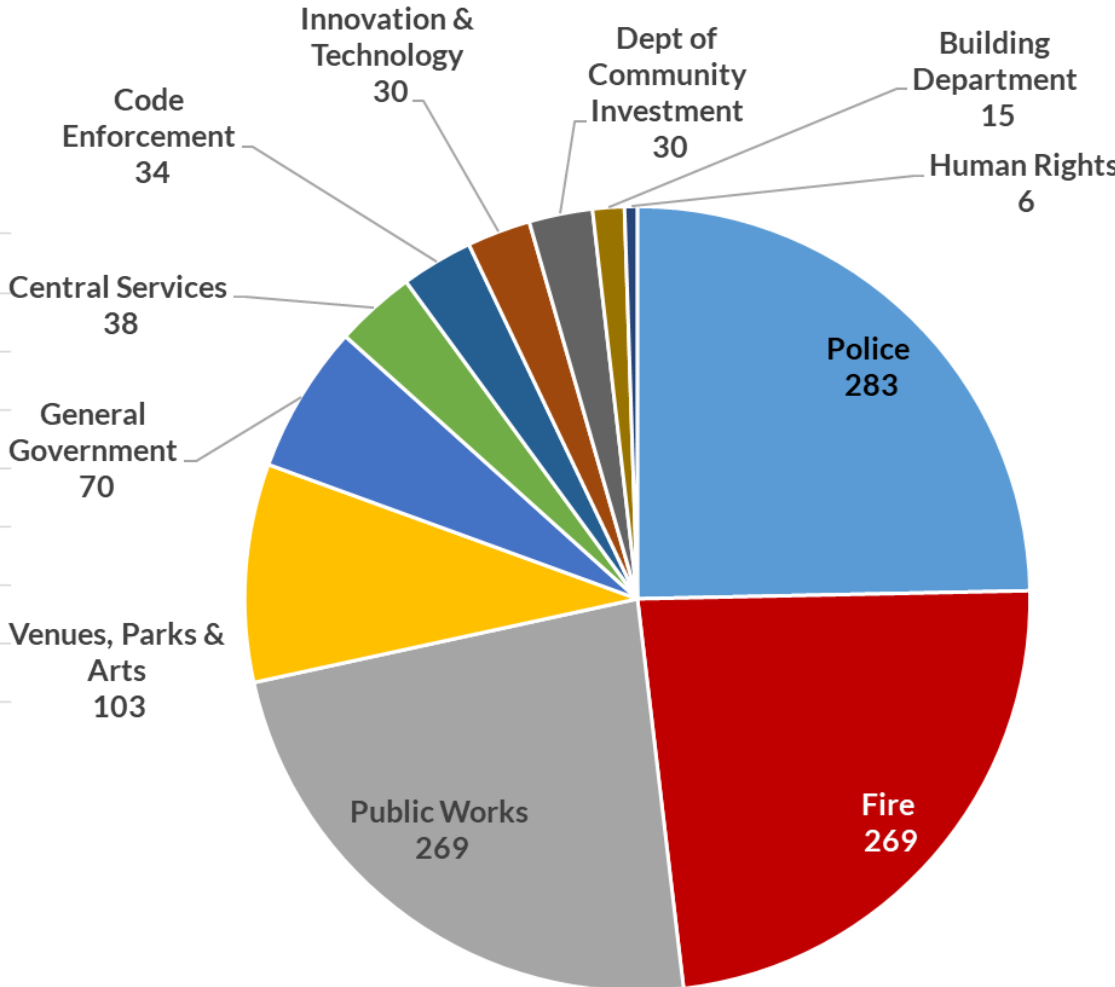
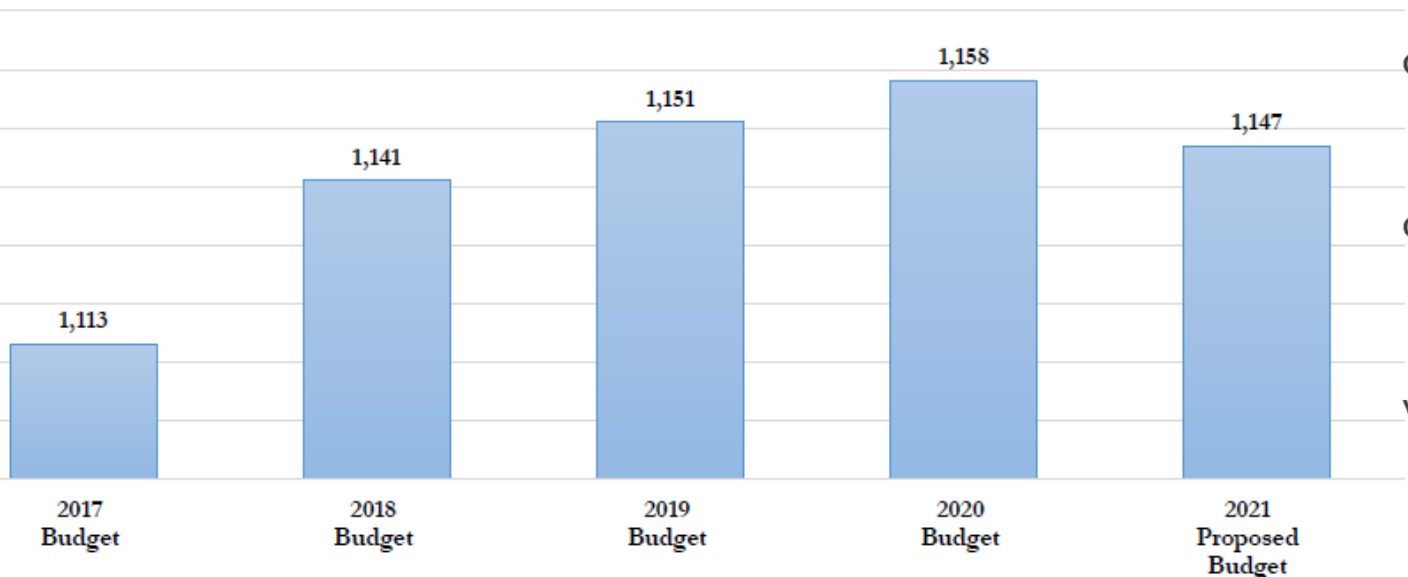
2021 Salary Ordinances

September 23, 2020



Employee Summary

Total Budgeted Full-Time Positions by Year





Salary Ordinances

A. Mayor's Salary Ordinance

B. City Clerk's Salary Ordinance

C. Common Council Member Salary Ordinance

D. Teamsters Salary Ordinance

E. Police Department Salary Ordinance

F. Fire Department Salary Ordinance

G. Non-Bargaining Salary Ordinance: Deputies / Employees Appointed by City Clerk

H. Non-Bargaining Salary Ordinance: Executive Departments



Salary Ordinances

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H. Non-Bargaining Salary Ordinance: Executive Departments



Compensation of Elected Officials

IC 36-4-7-2 Elected city officers; fixing of annual compensation; determining increases or decreases in compensation

...

- b) The city legislative body shall, by ordinance, fix the annual compensation of all elected city officers. An ordinance adopted under this subsection that fixes the annual compensation of an elected city officer shall provide for an annual, monthly, or biweekly salary schedule. An elected city officer is not required to report hours worked and may not be compensated based on the number of hours worked

- c) The compensation of an elected city officer may not be changed in the year for which it is fixed nor may it be reduced below the amount fixed for the previous year.



Salary Ordinances

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H. Non-Bargaining Salary Ordinance: Executive Departments



Fire Department – Re-Affirmation Ordinance

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF SOUTH BEND, INDIANA, RE-AFFIRMING ORDINANCE NO. 10549-17 AND FIXING THE ANNUAL PAY AND MONETARY FRINGE BENEFITS OF SWORN MEMBERS OF THE SOUTH BEND FIRE DEPARTMENT FOR CALENDAR YEAR 2021

STATEMENT OF PURPOSE AND INTENT

The South Bend Common Council, pursuant to *Indiana Code* § 36-8-3-3, established the annual compensation and monetary fringe benefits of the South Bend Fire Department following successful labor negotiations with representatives of South Bend Firefighters Local Union #362 in 2017. The total wage, monetary fringe benefits and working conditions package was ratified by voting members of the Firefighters Union which resulted in the South Bend Common Council passing Ordinance No. 10549-17 on October 23, 2017.

Ordinance No. 10549-17 set forth the provisions of a four year agreement establishing the annual pay and monetary fringe benefits for calendar years 2018, 2019, 2020 and 2021, and also established maximum annual pay and monetary fringe benefits for upper level policy making positions in the South Bend Fire Department as defined in *Indiana Code* § 36-8-1-12.

This ordinance formally re-affirms all provisions of Ordinance No. 10549-17 in its entirety for the 2021 calendar year.



Salary Ordinances

A. Mayor's Salary Ordinance

B. City Clerk's Salary Ordinance

C. Common Council Member Salary Ordinance

D. Teamsters Salary Ordinance

E. Police Department Salary Ordinance

F. Fire Department Salary Ordinance

G. Non-Bargaining Salary Ordinance: Deputies / Employees Appointed by City Clerk

H. Non-Bargaining Salary Ordinance: Executive Departments



Non-Bargaining Employees: Clerk's Office

- New for 2021

IC 36-4-7-3 Appointive officers, deputies, and other employees; compensation

- a) This section does not apply to compensation paid by a city to members of its police and fire departments.
- b) Subject to the approval of the city legislative body, the city executive shall fix the compensation of each appointive officer, deputy, and other employee of the city. The legislative body may reduce but may not increase any compensation fixed by the executive. Compensation must be fixed under this section not later than November 1 of each year for the ensuing budget year.
- c) Compensation fixed under this section may be increased or decreased by the executive during the budget year for which it is fixed.
- d) Notwithstanding subsection (b), the city clerk may, with the approval of the legislative body, fix the salaries of deputies and employees appointed under [IC 36-4-11-4](#).

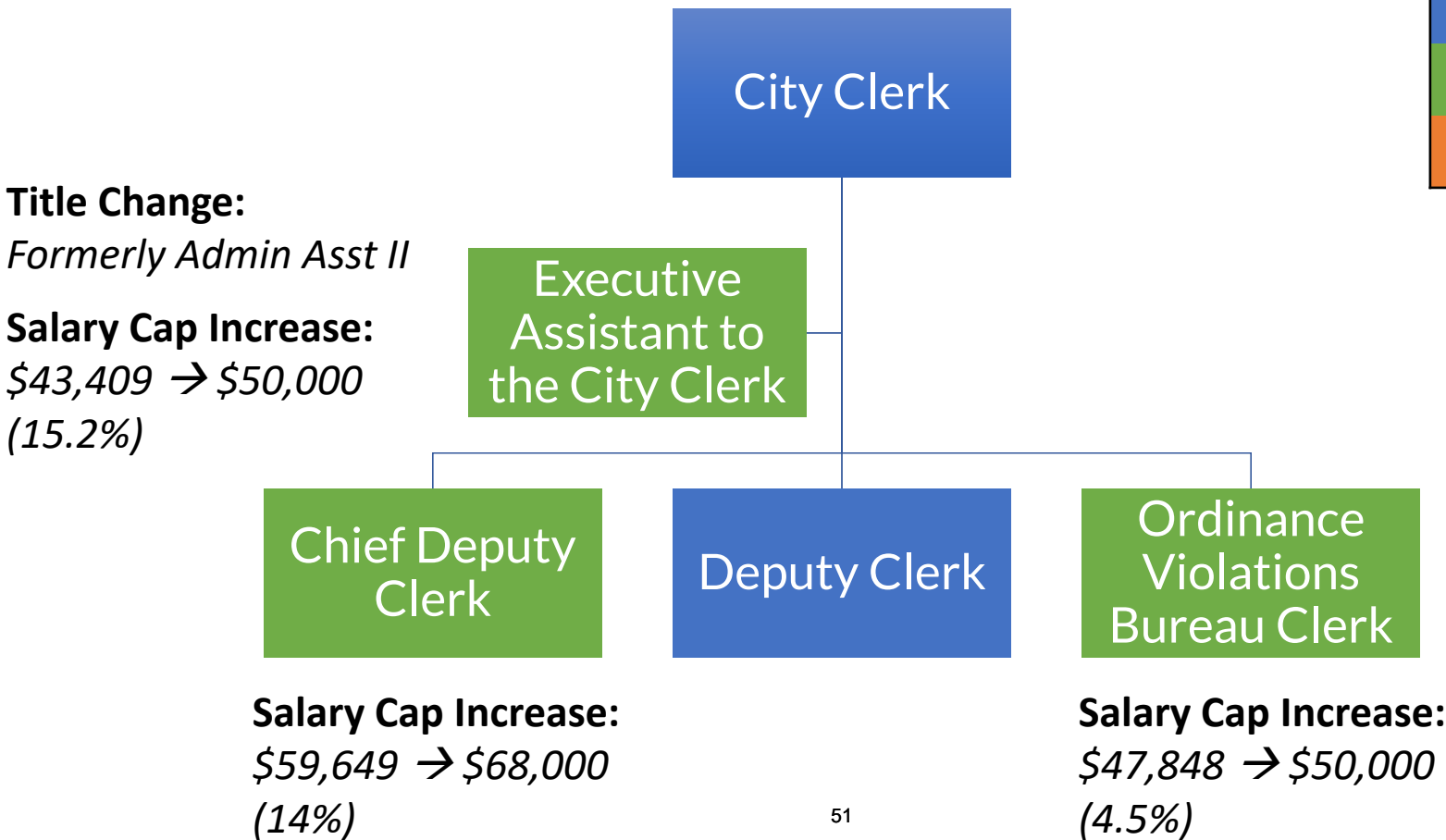
• IC 36-4-11-4 City clerk; appointment of deputies and employees

The city clerk may appoint the number of deputies and employees authorized by the city legislative body. The clerk's deputies and employees serve at the clerk's pleasure.



Non-Bargaining Employees: Clerk's Office

Key	
 	Existing Position, Standard Raise
 	Existing Position, Raise > 0.3%
 	New Position





Salary Ordinances

A. Mayor's Salary Ordinance

B. City Clerk's Salary Ordinance

C. Common Council Member Salary Ordinance

D. Teamsters Salary Ordinance

E. Police Department Salary Ordinance

F. Fire Department Salary Ordinance

G. Non-Bargaining Salary Ordinance: Deputies / Employees Appointed by City Clerk

H. Non-Bargaining Salary Ordinance: Executive Departments



Non-Bargaining Salary Ordinance

- Increase tied to CPI-W Index (same index used to calculate cost of living increase for Social Security).
- **Subject to change** – expecting one more release of data prior to October.
- If change occurs in the positive direction, each 0.1% increase means:
 - Approximately \$34,600 additional cost to the budget overall.
 - \$10,600 to General Fund



Non-Bargaining Salary Ordinance Changes

- **Police**

- **New Position:** *Crime Resource Specialist*
 - Cost offset by reduction in 3 non-bargaining positions

- **Department of Community Investment**

- **Above Standard Raise:** *Assistant Director of Business Development*
 - Salary Cap: \$68,390 → \$75,327 (10.14%)
 - Additional responsibility related to new RLF program
- **New Positions:** *Business Development Specialist II (2 FTEs)*
 - Salary Cap: \$65,000
 - Cost offset by new RLF program

- **Diversity & Inclusion / Human Rights**

- **New Position:** *Director of Human Rights*
 - Salary Cap: \$74,508



Non-Bargaining Salary Ordinance Changes

- **Title Changes / Reorganizations:**

- Recreation Division Reorganization: 4 new titles in salary ordinance:
 - Manager – Center
 - Manager – Aquatics
 - Manager – Athletics
 - Manager – Youth Employment
- Reorganization of Code Enforcement into DCI:
 - Director of Neighborhoods (*formerly Director of Code Enforcement*)
 - Director of Code Enforcement Services (*formerly Deputy Director of Code Enforcement*)
- Reorganization of Division of Safety & Risk
 - Manager of Employee Safety (*formerly Director of Safety & Risk*)



Staffing Summary - Overall

Department	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Proposed Budget	Variance 2020-2021	Explanation of Changes
Mayor's Office	7	7	7	8	10	12	2	+2 Violence Prevention Coordinators (transfer from VPA-Recreation)
Clerk's Office	5	5	5	5	5	5	-	
Common Council	9	9	9	9	9	9	-	
Admin & Finance	65	66	67	67	67	67	-	
Diversity & Inclusion / Human Rights	6	6	6	7	8	9	1	+1 Director of Human Rights
Legal	11	11	11	11	12	12	-	
Public Works	267	254	264	267	269	269	-	
Innovation & Technology	10	24	27	30	30	30	-	
Police	294	287	291	288	288	283	(5)	+1 Crime Resource Specialist, -1 Director of Civilian Services, -2 Records Specialists, -5 Sworn Officers, +2 recruits
Fire	258	266	270	270	269	269	-	
DCI	39	37	40	43	43	45	2	+2 Business Development Specialists
Venues Parks & Arts	106	112	114	114	114	103	(11)	-6 positions in Recreation (includes 2 transferred to Mayor's Office), -1 Director of Experience (2020 reorg), -1 Admin Asst in Palais, -1 Manager in Morris, -1 Financial Specialist in Century Center (2020 reorg), -1 Financial Specialist in Parks Administration
Code Enforcement	24	29	30	32	34	34	-	
Grand Total	1,101	1,113	1,141	1,151	1,158	1,147	⁵⁶ (11)	

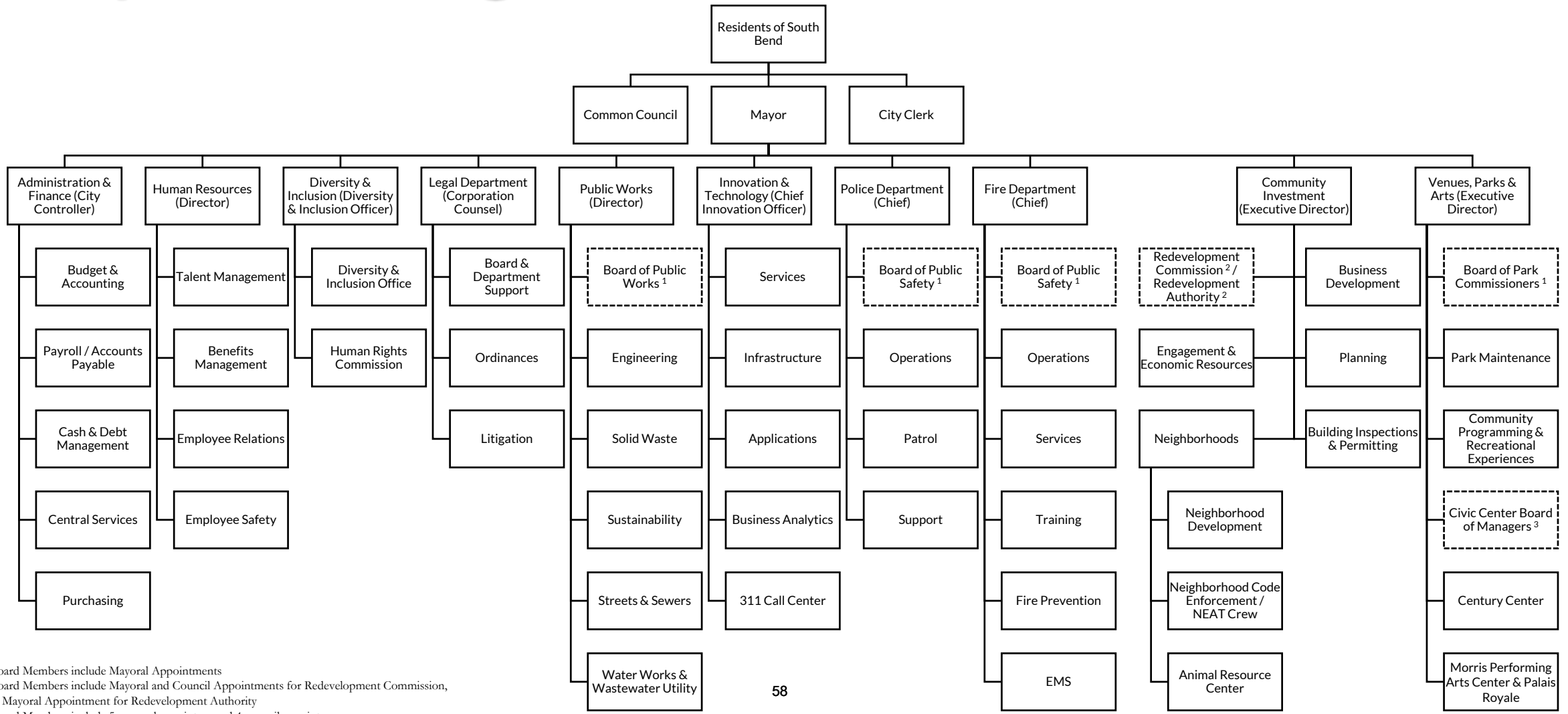


City Department Organizational Charts

September 23, 2020



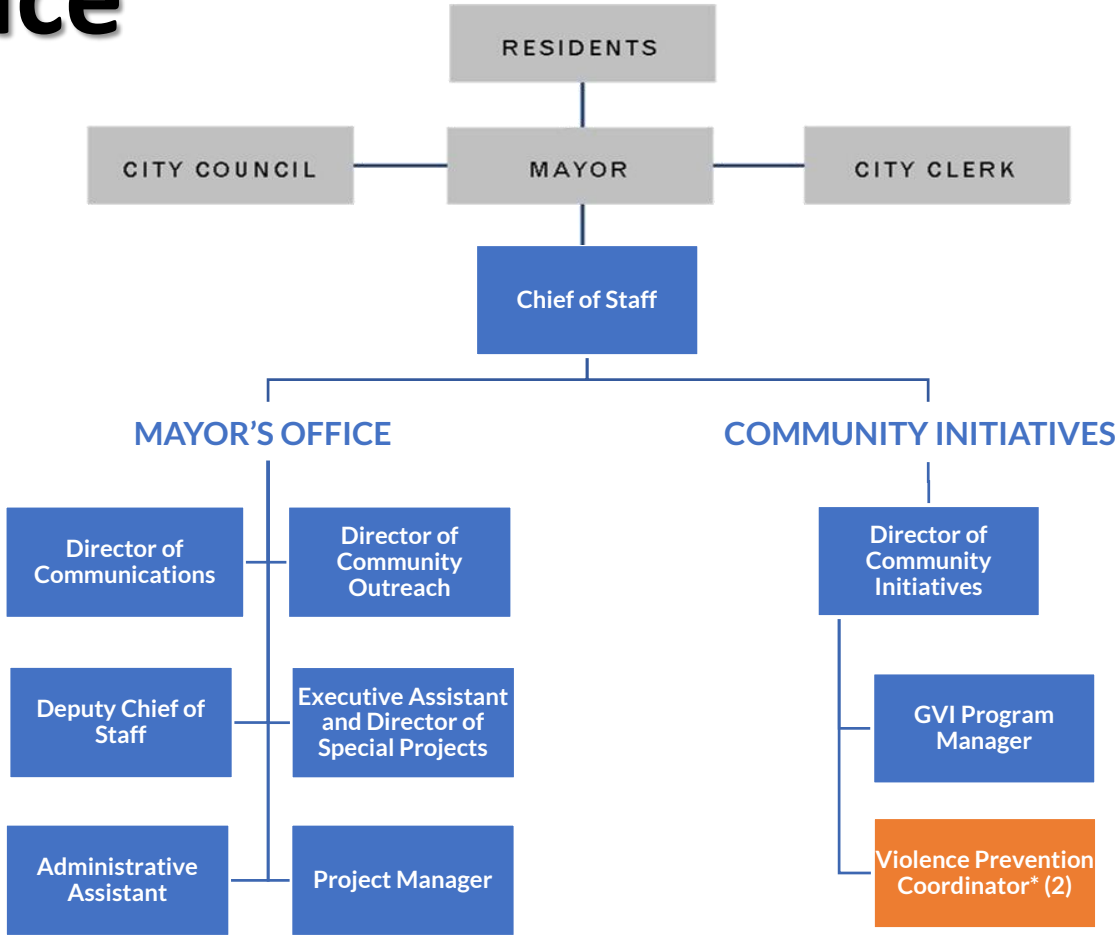
City-Wide Organizational Chart



(1) Board Members include Mayoral Appointments
 (2) Board Members include Mayoral and Council Appointments for Redevelopment Commission, Mayoral Appointment for Redevelopment Authority
 (3) Board Members include 5 mayoral appointees and 4 council appointees



Mayor's Office



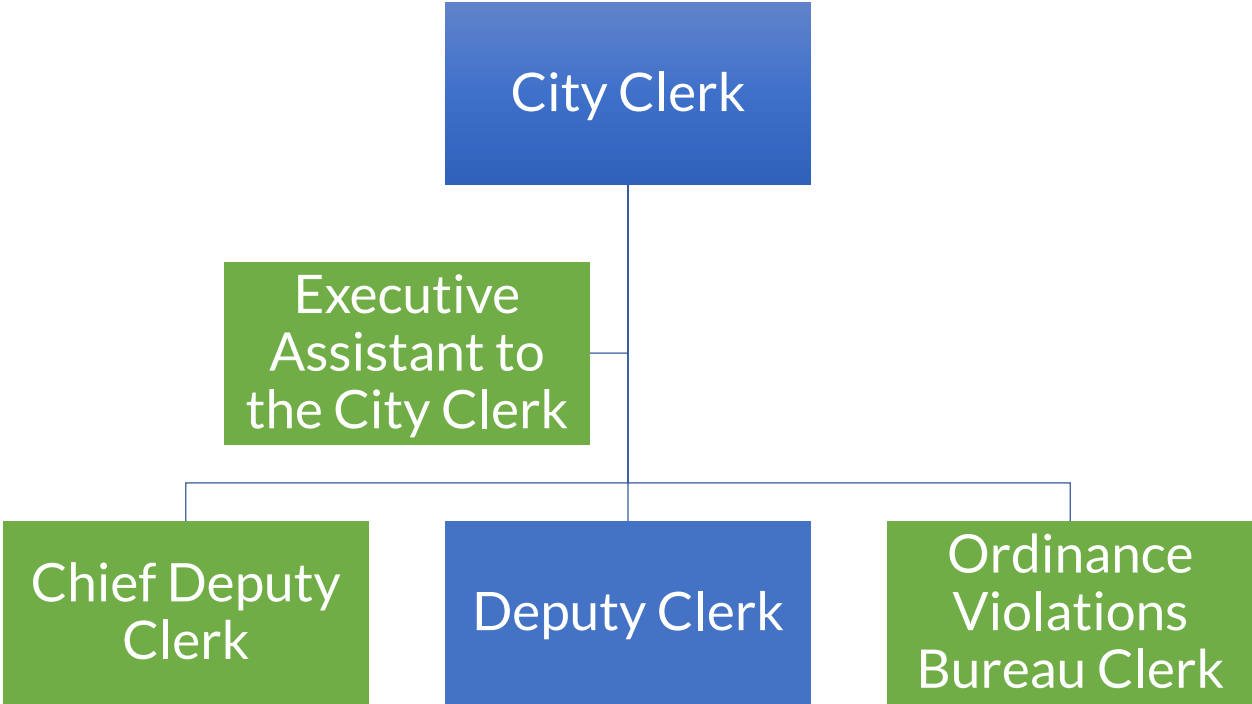
Key	
	Existing Position, Standard Raise
	Existing Position, Raise > 0.3%
	New Position

**Note: 2 FTEs for Violence Prevention Coordinator positions were transferred from the Recreation Division in VPA*



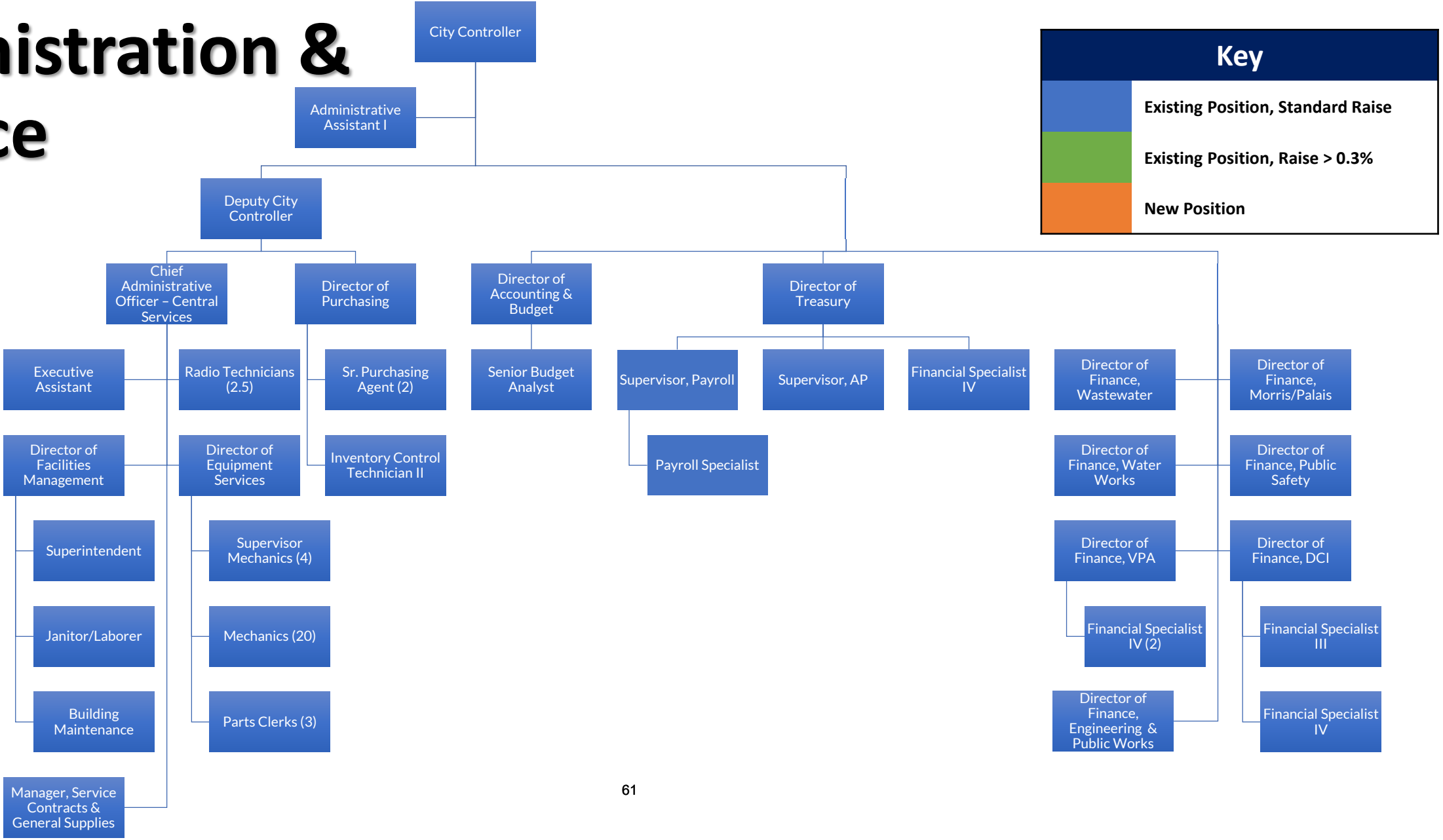
City Clerk's Office

Key	
Blue	Existing Position, Standard Raise
Green	Existing Position, Raise > 0.3%
Orange	New Position





Administration & Finance

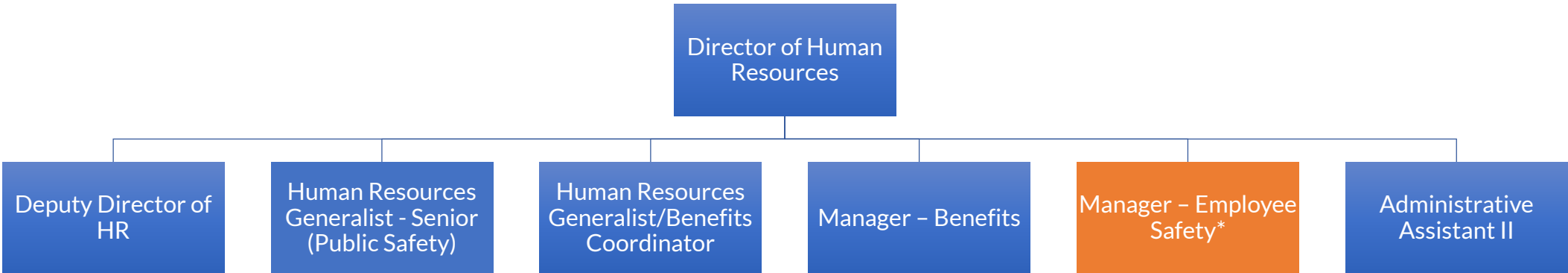


Key	
Existing Position, Standard Raise	
Existing Position, Raise > 0.3%	
New Position	



Human Resources

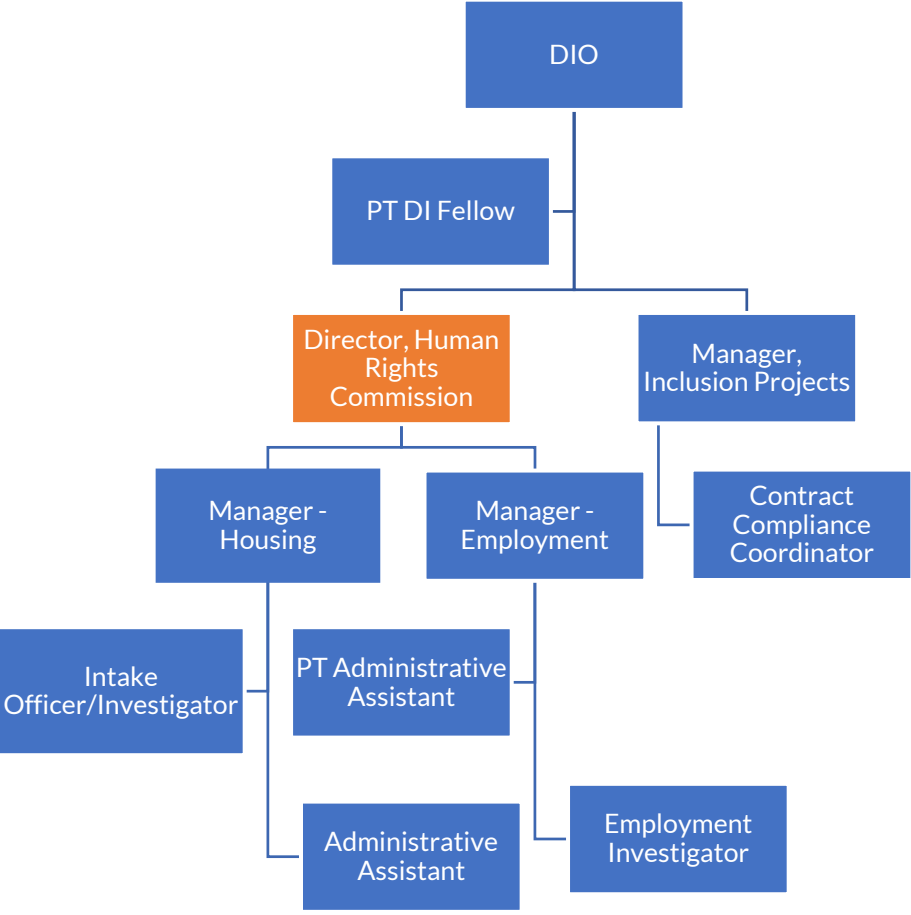
Key	
	Existing Position, Standard Raise
	Existing Position, Raise > 0.3%
	New Position



**Note: FTE for Manager - Employee Safety position was transferred from Safety & Risk Division within the Department of Administration & Finance*



Diversity & Inclusion

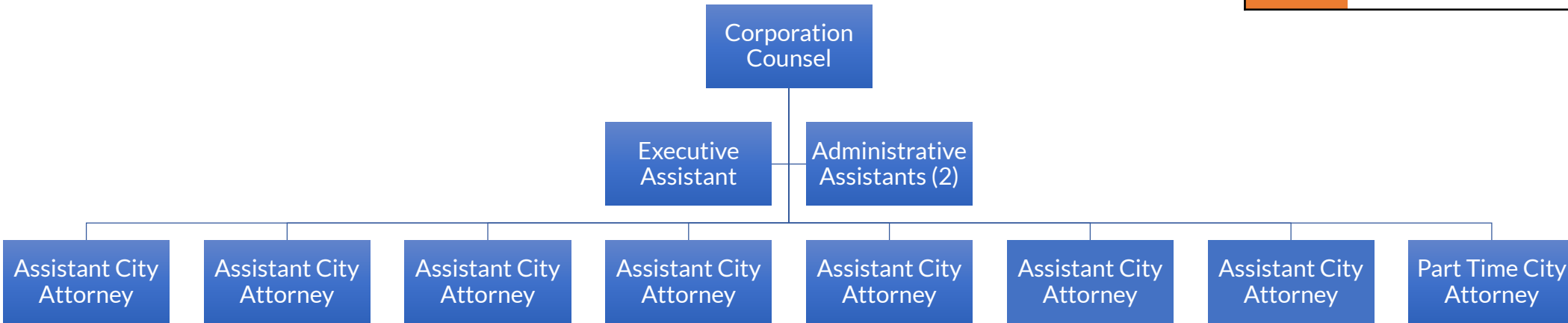


Key	
	Existing Position, Standard Raise
	Existing Position, Raise > 0.3%
	New Position



Legal Department

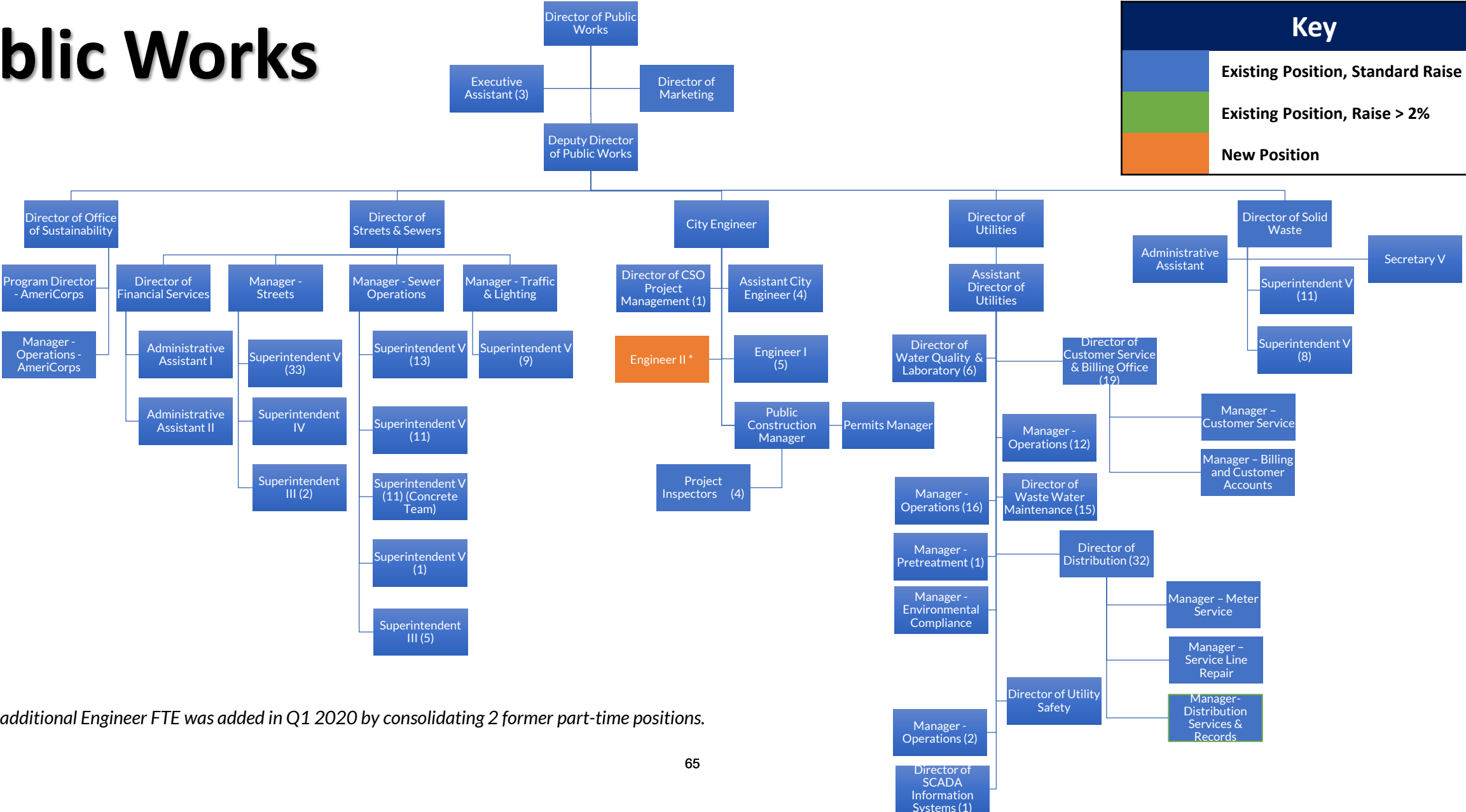
Key	
	Existing Position, Standard Raise
	Existing Position, Raise > 0.3%
	New Position





Public Works

Key	
	Existing Position, Standard Raise
	Existing Position, Raise > 2%
	New Position

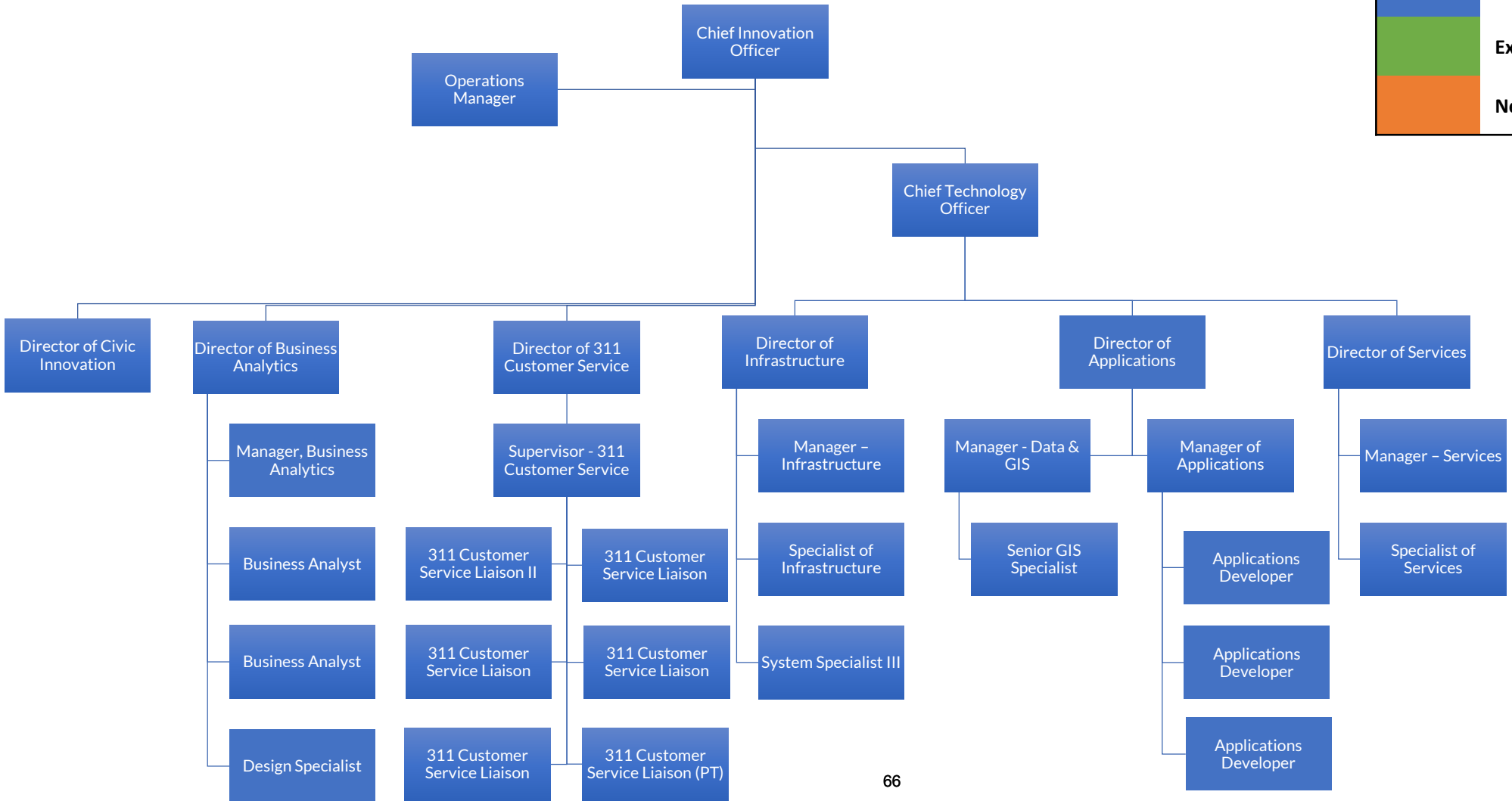


*Note: 1 additional Engineer FTE was added in Q1 2020 by consolidating 2 former part-time positions.



Innovation & Technology

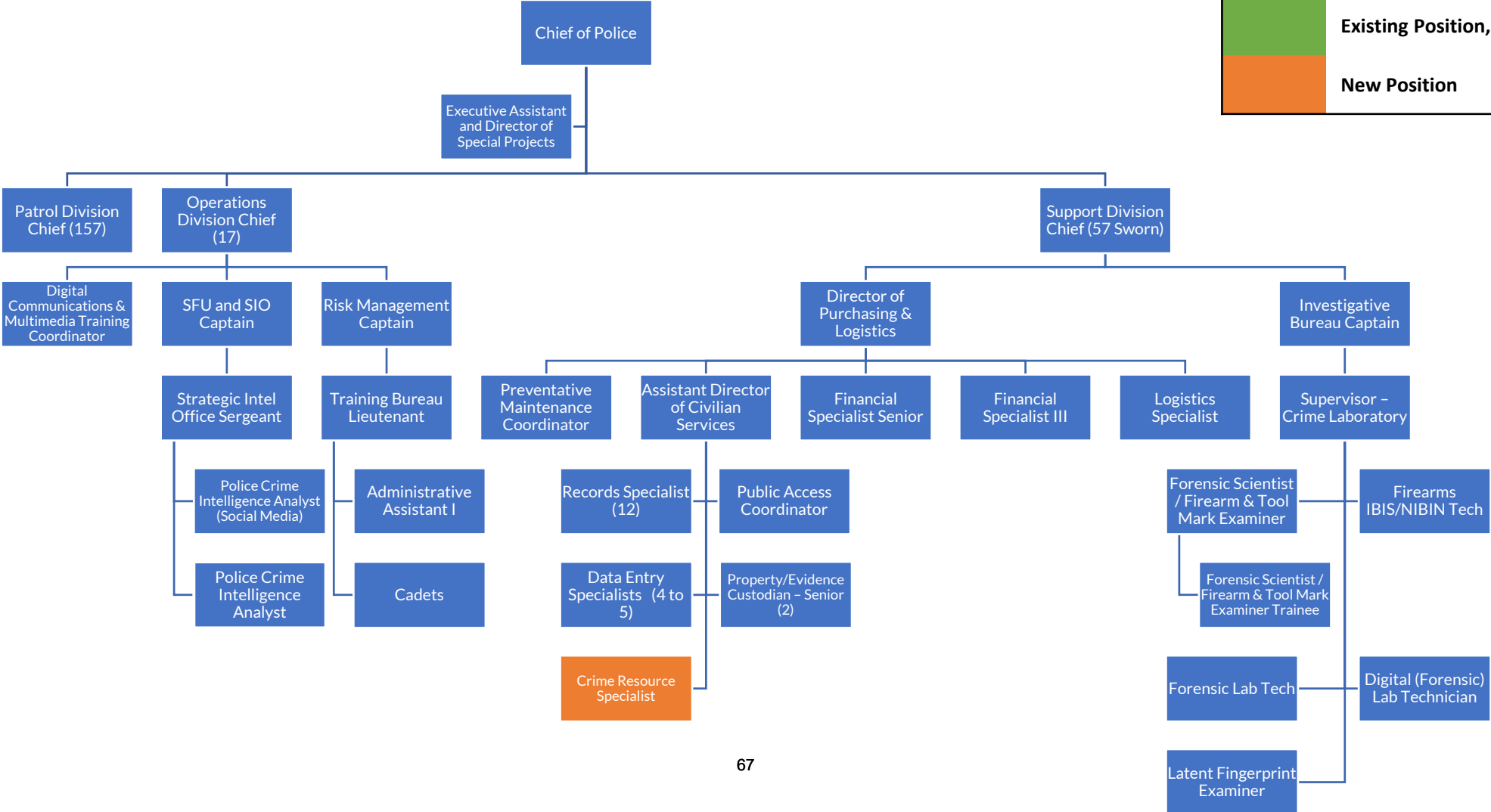
Key	
	Existing Position, Standard Raise
	Existing Position, Raise > 0.3%
	New Position





Police Department

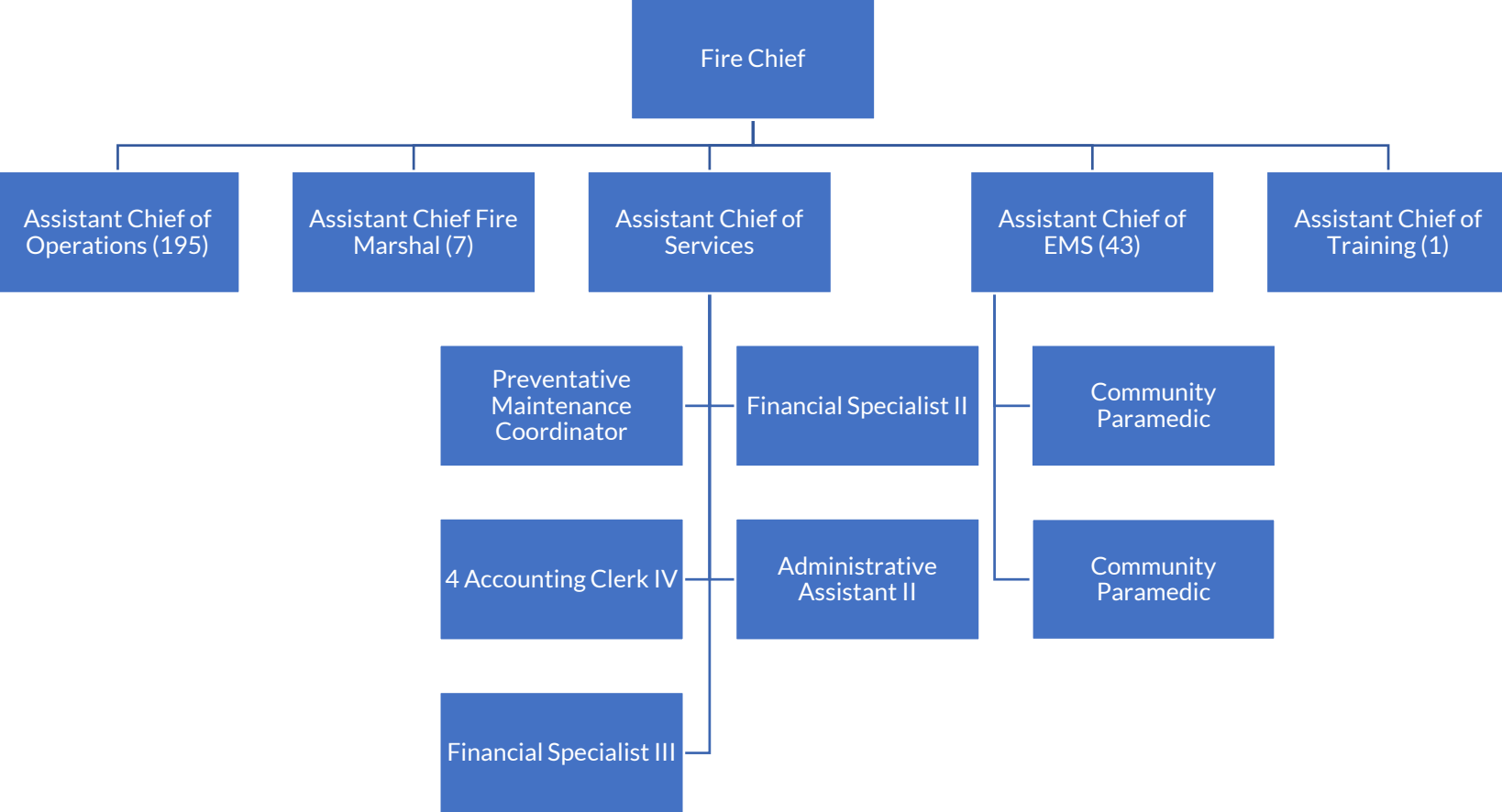
Key	
Existing Position, Standard Raise	Existing Position, Standard Raise
Existing Position, Raise > 0.3%	Existing Position, Raise > 0.3%
New Position	New Position





Fire Department

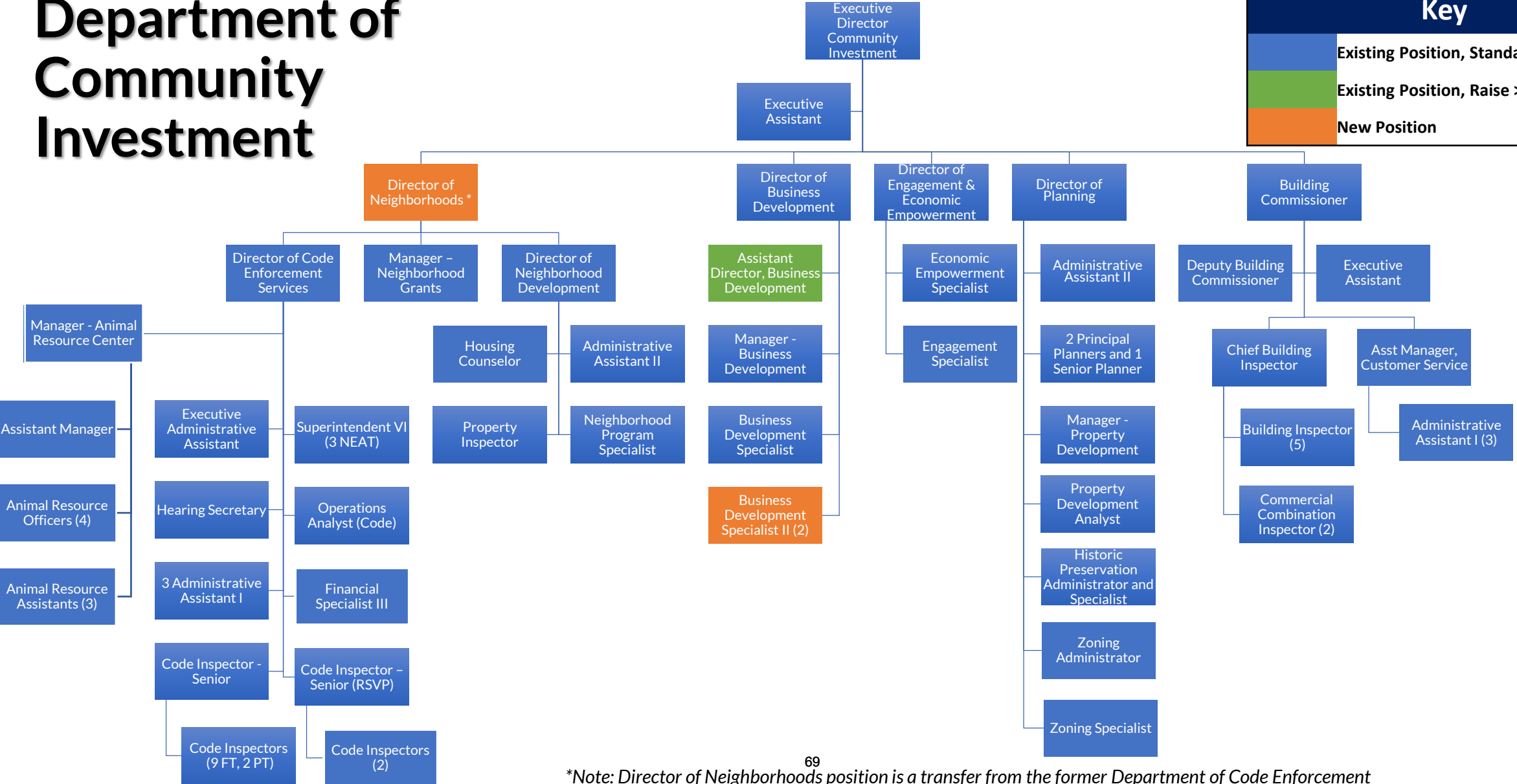
Key	
 	Existing Position, Standard Raise
 	Existing Position, Raise > 0.3%
 	New Position





Department of Community Investment

Key	
Existing Position, Standard Raise	
Existing Position, Raise > 0.3%	
New Position	

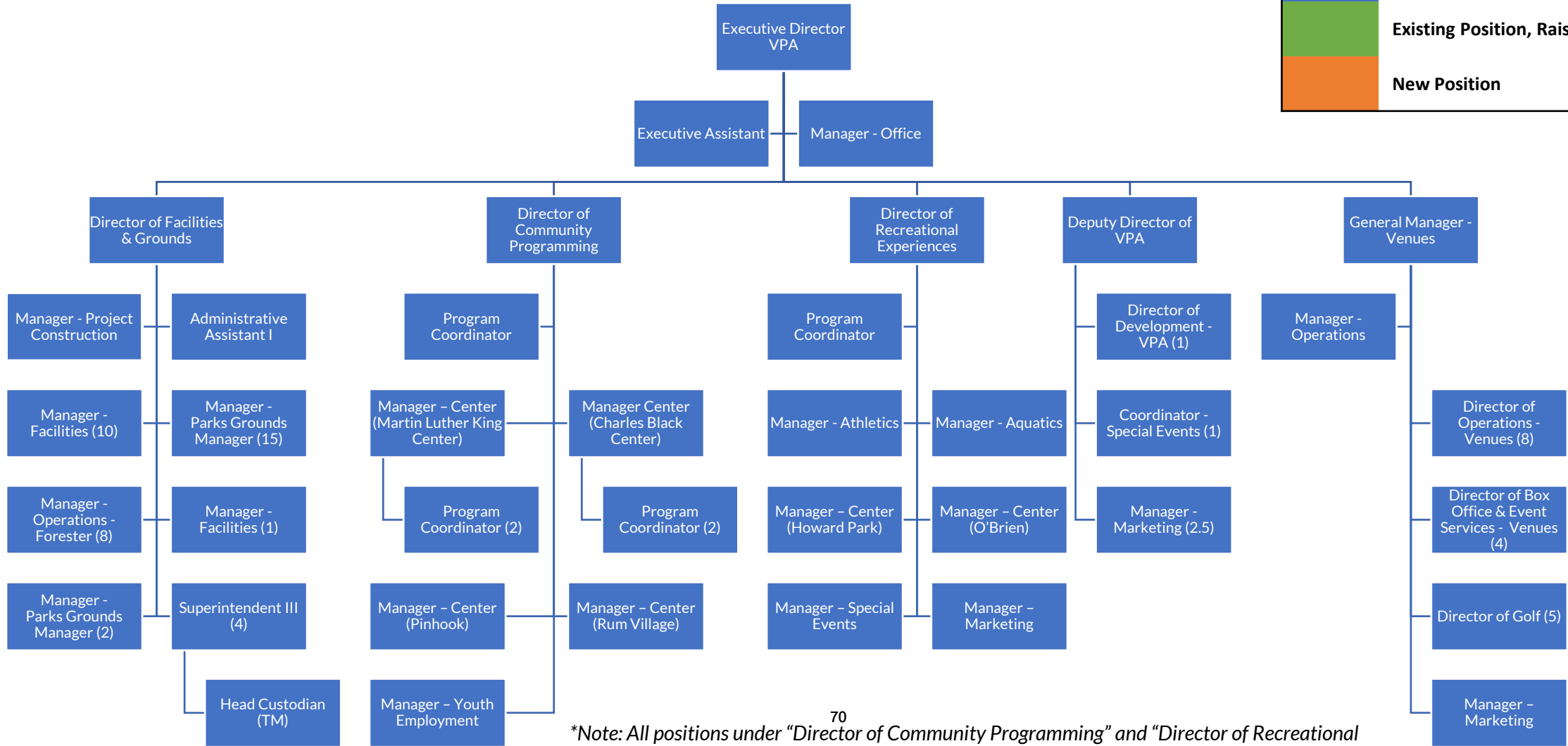


*Note: Director of Neighborhoods position is a transfer from the former Department of Code Enforcement (formerly the Director of Code Enforcement)



Venues Parks & Arts

Key	
Existing Position, Standard Raise	
Existing Position, Raise > 0.3%	
New Position	



*Note: All positions under "Director of Community Programming" and "Director of Recreational Experiences" are reclassifications of previously existing positions in the Department of Recreation.

Personnel Budget Summary

	2017 Budget	12/31/17 Actual	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020 Budget	06/30/20 Actual	2021 Budget	Change 2020-2021	Notes
Full-Time Positions by Fund											
101 - General Fund											
Mayor's Office	7	7	7	7	8	7	8	8	8	0	
Community Initiatives	0	0	0	0	0	0	2	2	4	2	(a)
311 Call Center	0	0	0	0	0	0	0	0	0	0	
City Clerk	5	5	5	5	5	4	5	4	5	0	
Common Council	9	9	9	9	9	9	9	9	9	0	
Administration & Finance (Controller's Office)	23	21	24	23	25	23	22	20	22	0	
Human Resources	0	0	0	0	0	0	6	6	7	1	(b)
Diversity & Inclusion	0	0	0	0	0	0	3	3	3	0	
Human Rights	4	4	3	2	3	3	3	3	4	1	(c)
Legal Dept	10	9	10	10	10	10	11	11	12	1	(d)
Engineering Dept	20	18	23	23	23	21	24	23	24	0	
Office of Sustainability	0	0	0	0	1	1	1	1	1	0	
AmeriCorps Grant Program	0	0	2	1	2	1	2	1	2	0	
Police Dept	244	242	248	240	243	225	235	221	227	-8	(e),(f),(g)
Police Crime Lab	0	0	0	0	0	0	7	7	7	0	
Fire Dept	180	186	184	169	175	174	219	213	216	-3	(h)
EMS	0	0	0	0	0	0	4	4	4	0	
Morris Performing Arts Center	7	6	8	7	8	8	9	8	10	1	(i),(j),(k)
Palais Royale Ballroom	3	3	3	3	3	3	2	2	0	-2	(j),(l)
Subtotal	512	510	526	499	515	489	572	546	565	-7	
201 - Parks & Recreation											
Administration	6	6	6	6	7	7	7	7	6	-1	(m)
Maintenance	48	48	47	44	46	47	46	48	46	0	
Golf Courses	8	7	8	7	8	8	8	8	8	0	
Recreation	21	20	21	21	22	23	23	23	17	-6	(a),(n)
Potawatomi Zoo	1	1	1	0	0	0	0	0	0	0	
Graffiti Removal	1	1	1	1	0	0	0	0	0	0	
Marketing & Events	10	10	11	10	11	9	11	9	9	-2	(i),(o)
Subtotal	95	93	95	89	94	94	95	95	86	-9	
202 - Motor Vehicle Highway											
Streets / Traffic & Lighting	51	48	51	49	51	49	52	49	52	0	
Curb & Sidewalk Program	5	5	5	5	8	7	8	8	8	0	
Subtotal	56	53	56	54	59	56	60	57	60	0	
203 - Recreation Nonreverting											
Recreation	1	1	1	1	0	0	0	0	0	0	
211 - DCI Administration											
Department of Community Investment (DCI)	23	22	25	24	28	28	28	24	30	2	(p)
219 - Unsafe Building											
NEAT Crew	4	4	4	4	4	4	0	0	0	0	
221 - Landlord Registration Fund											
Rental Unit Inspection	0	0	0	0	0	0	4	3	4	0	
222 - Central Services											
Equipment Services	32	31	31	27	31	27	31	27	31	0	
Building Maintenance	3	4	3	3	3	3	3	3	3	0	
Central Stores	1	1	3	3	3	3	0	0	0	0	
Print Shop	1	1	1	1	1	0	0	0	0	0	
Radio Shop	3	3	3	3	3	3	3	3	3	0	
Office of Sustainability	1	1	1	1	0	0	0	0	0	0	
Facilities Management	1	0	1	1	1	1	1	1	1	0	
Subtotal	42	41	43	39	42	37	38	34	38	0	
226 - Liability Insurance											
Safety & Risk	2	2	2	2	2	2	1	1	0	-1	(b)
Liability Insurance	1	1	1	1	1	0	1	0	0	-1	(d)
Subtotal	3	3	3	3	3	2	2	1	0	-2	
230 - Code Enforcement Fund											
Neighborhood Code Enforce.	0	0	0	0	0	0	17	17	17	0	
NEAT Crew	0	0	0	0	0	0	4	4	4	0	
Animal Resource Center	0	0	0	0	0	0	9	9	9	0	
Subtotal	0	0	0	0	0	0	30	30	30	0	

Personnel Budget Summary

	2017 Budget	12/31/17 Actual	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020 Budget	06/30/20 Actual	2021 Budget	Change 2020-2021	Notes
Full-Time Positions by Fund Continued											
249 - Public Safety LOIT											
Police Department	43	43	43	43	45	45	46	46	49	3	(g)
Fire Department	35	35	35	35	45	45	46	44	49	3	(h)
Subtotal	78	78	78	78	90	90	92	90	98	6	
258 - Human Rights Federal											
EEOC	0	0	1	1	1	1	1	1	1	0	
HUD	1	1	1	1	1	1	1	1	1	0	
Subtotal	1	1	2	2	2	2	2	2	2	0	
279 - IT / Innovation / 311 Call Center											
311 Call Center	6	6	7	7	7	7	7	7	7	0	
Information Technology	18	17	20	20	23	21	23	22	23	0	
Subtotal	24	23	27	27	30	28	30	29	30	0	
288 - Emergency Medical Services											
EMS	51	51	51	58	51	46	0	0	0	0	
600 - Consolidated Building Dept.											
Neighborhood Code Enforce.	16	17	16	16	17	16	0	0	0	0	
Animal Resource Center	8	8	8	8	9	9	0	0	0	0	
Rental Unit Inspection	0	0	2	2	2	2	0	0	0	0	
Building Department	14	14	15	15	15	13	15	15	15	0	
Subtotal	38	39	41	41	43	40	15	15	15	0	
610 - Solid Waste											
Solid Waste	26	23	24	22	24	23	24	24	24	0	
620 - Water Works O&M											
Water Works	68	66	67	63	67	63	67	66	67	0	
640 - Sewer Insurance											
Sewer Repair	2	2	2	2	2	2	2	2	2	0	
641 - Sewage Works O&M											
Sewer Department	35	36	35	35	35	35	35	33	35	0	
Concrete Crew	4	3	3	2	4	4	4	3	4	0	
Wastewater Department	44	44	44	42	44	43	44	44	44	0	
Organic Resources	6	6	6	6	6	6	6	6	6	0	
Subtotal	89	89	88	85	89	88	89	86	89	0	
670 - Century Center											
Century Center	0	0	8	8	8	6	8	7	7	-1	(q)
Total Full-Time Positions by Fund	1,113	1,099	1,141	1,099	1,151	1,098	1,158	1,111	1,147	-11	
Full-Time Positions by Activity											
General Government											
Mayor's Office	7	7	7	7	8	7	8	8	8	0	
Community Initiatives	0	0	0	0	0	0	2	2	4	2	(a)
City Clerk	5	5	5	5	5	4	5	4	5	0	
Common Council	9	9	9	9	9	9	9	9	9	0	
Administration & Finance (Controller's Office)	16	14	17	16	17	17	22	20	22	0	
Human Resources	6	6	6	6	6	6	6	6	7	1	(b)
Diversity & Inclusion	1	1	1	1	2	0	3	3	3	0	
Legal Dept	11	10	11	11	11	10	12	11	12	0	
Safety & Risk	2	2	2	2	2	2	1	1	0	-1	(b)
Subtotal	57	54	58	57	60	55	68	64	70	2	
Code Enforcement / Animal Resource Center	28	29	30	30	32	31	34	33	34	0	
Dept. of Community Investment	23	22	25	24	28	28	28	24	30	2	(p)

Personnel Budget Summary

	2017 Budget	12/31/17 Actual	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020 Budget	06/30/20 Actual	2021 Budget	Change 2020-2021	Notes
Full-Time Positions by Activity Continued											
Venues, Parks & Arts											
Parks & Recreation	96	94	96	90	94	94	95	95	86	-9	(a),(i),(m),(n),o)
Morris Performing Arts Center & Palais Royale	10	9	11	10	11	11	11	10	10	-1	(i),(j),(k),(l)
Century Center	0	0	8	8	8	6	8	7	7	-1	(q)
Subtotal	106	103	115	108	113	111	114	112	103	-11	
Public Safety											
Police Department	287	285	291	283	288	270	288	274	283	-5	(e),(f)
Fire Department	266	272	270	262	271	265	269	261	269	0	
Subtotal	553	557	561	545	559	535	557	535	552	-5	
Public Works											
Engineering Dept	20	18	23	23	23	21	24	23	24	0	
Office of Sustainability	1	1	1	1	1	1	1	1	1	0	
AmeriCorps Grant Program	0	0	2	1	2	1	2	1	2	0	
Streets & Sewers	97	94	96	93	100	97	101	95	101	0	
Solid Waste	26	23	24	22	24	23	24	24	24	0	
Wastewater Department	44	44	44	42	44	43	44	44	44	0	
Organic Resources	6	6	6	6	6	6	6	6	6	0	
Water Works	68	66	67	63	67	63	67	66	67	0	
Subtotal	262	252	263	251	267	255	269	260	269	0	
Innovation & Technology / 311 Call Center	24	23	27	27	30	28	30	29	30	0	
Central Services	41	40	42	38	42	37	38	34	38	0	
Building Department	14	14	15	15	15	13	15	15	15	0	
Human Rights	5	5	5	4	5	5	5	5	6	1	(c)
Total Full-Time Positions by Activity	1,113	1,099	1,141	1,099	1,151	1,098	1,158	1,111	1,147	-11	

Notes: Changes from 2020 to 2021

- (a) Transfer 2 Positions – *Supervisor - Assistant Program* – from Parks & Recreation Fund (#201) to General Fund (#101) and change to *Violence Prevention Coordinator II*
- (b) Transfer 1 Position – *Director of Safety & Risk* – from Liability Insurance Fund (#226) to General Fund (#101) and change to *Manager - Employee Safety*
- (c) +1 New Position – *Director of Human Rights*: manage staff in the identification, investigation, mediation, and adjudication of human rights discrimination claims in housing, employment, public accommodations, and education
- (d) Transfer 1 Position – *Paralegal* – from Liability Insurance Fund (#226) to Legal Department budget in the General Fund (#101)
- (e) –8 Positions – eliminate two *Records Specialists* | eliminate five *1st Class Patrolmen* | eliminate one *Director of Civilian Services*
- (f) +3 Positions – one *Crime Resource Specialist* and two *Police Recruits*
- (g) Transfer 3 Positions – *1st Class Patrolmen* – from General Fund (#101) to Public Safety LOIT Fund (#249)
- (h) Transfer 3 Positions – *1st Class Firefighters* – from General Fund (#101) to Public Safety LOIT Fund (#249)
- (i) Transfer 1 Position – *Manager - Marketing* – from Parks & Recreation Fund (#201) Experience Division to Morris PAC budget in the General Fund (#101)
- (j) Transfer 1 Position – *Manager - Assistant Facility Operations* – from Palais Royale to Morris PAC
- (k) –1 Position – Morris PAC: eliminate one *Manager I - Assistant Box Office*
- (l) –1 Position – Palais Royale: eliminate one *Administrative Assistant I*
- (m) –1 Position – VPA Administration: eliminate one *Financial Specialist II*
- (n) –4 Positions – Recreation Division: eliminate one *Supervisor - Fitness* | one *Supervisor - Admin Assistant* | one *Naturalist* | one *Program Coordinator*
- (o) –1 Position – eliminate one *Director of Experience (VPA)*
- (p) +2 New Positions – *Business Development Specialist II* – positions would be fully reimbursed through administrative funds granted by the EDA in association with the new \$7M Revolving Loan Fund (RLF) Grant. Positions would be managed by Assistant Director of Business Development (new title) and would serve to execute on needs of the \$14M Revolving Loan Funds managed in the Department of Community Investment. Duties could include promotion of the RLF, application processing, applicant contact and customer assistance, credit analysis, loan execution and modification, bi-annual RLF reporting and more. The position would be a rough equivalent to a credit analyst and/or loan officer in a commercial bank.
- (q) –1 Position – eliminate one *Financial Specialist Senior*

Staffing Summary (Full-Time Positions Only)

Mayor's Office											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Mayor's Office											
<u>Elected Official</u>											
Mayor	1	1	1	1	1	1	1	1	1	1	1
<u>Non-Bargaining</u>											
Administrative Assistant II	1	1	1	1	1	1	1	1	1	1	1
Chief of Staff to Mayor	1	1	1	1	1	1	1	1	1	1	1
Deputy Chief of Staff to Mayor	1	1	1	1	1	1	1	1	1	1	1
Director of Communications	1	1	1	-	1	1	1	1	1	1	1
Director of Community Outreach	1	1	1	1	1	1	1	1	1	1	1
Exec Assistant & Director of Special Projects	1	1	1	1	1	1	1	1	1	1	1
Project Manager (1)	-	-	1	1	1	1	1	1	1	1	1
Total Mayor's Office	7	7	8	7	8	8	8	8	8	8	8
Community Initiatives (2)											
<u>Non-Bargaining</u>											
Director of Community Initiatives	-	-	-	-	1	1	1	1	1	1	1
GVI Program Manager	-	-	-	-	1	1	1	1	1	1	1
Violence Prevention Coordinator II (3)	-	-	-	-	-	-	2	2	2	2	2
Total Community Initiatives	-	-	-	-	2	2	4	4	4	4	4
Total Full-Time Positions	7	7	8	7	10	10	12	12	12	12	12
Explain Significant Staffing Changes Below:											
(1) 2019: Add 1 New Position – The <i>Project Manager</i> is a project implementation aide to the Deputy Chief of Staff and Chief of Staff. Responsibilities include planning, coordination and execution of short and medium-term projects in the areas of policy research and development, intergovernmental affairs, and interdepartmental coordination. Project Manager also engages internal and external stakeholders to advance Mayoral initiatives. Duties will evolve to meet changing needs of the office and community.											
(2) 2020: NEW DIVISION – Add 2 New Positions to centralize the Administration's efforts to respond to the most pressing issues facing the community.											
(3) 2021: Transfer 2 Positions – from VPA Recreation Division – <i>Supervisor - Assistant Program</i> changed to <i>Violence Prevention Coordinator II</i> .											

City Clerk											
Position Titles	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
<u>Elected Official</u>											
City Clerk	1	1	1	1	1	1	1	1	1	1	1
<u>Non-Bargaining</u>											
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1
Chief Deputy City Clerk	1	1	1	-	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1	1	1	1	1
Ordinance Violations Bureau Clerk	1	1	1	1	1	-	1	1	1	1	1
Total Full-Time Positions	5	5	5	4	5	4	5	5	5	5	5

Common Council											
Position Titles	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
<u>Elected Officials</u>											
1st District Council Member	1	1	1	1	1	1	1	1	1	1	1
2nd District Council Member	1	1	1	1	1	1	1	1	1	1	1
3rd District Council Member	1	1	1	1	1	1	1	1	1	1	1
4th District Council Member	1	1	1	1	1	1	1	1	1	1	1
5th District Council Member	1	1	1	1	1	1	1	1	1	1	1
6th District Council Member	1	1	1	1	1	1	1	1	1	1	1
Council Member at Large	3	3	3	3	3	3	3	3	3	3	3
Total Full-Time Positions	9	9	9	9	9	9	9	9	9	9	9

Department of Administration & Finance											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Controller's Office											
<u>Non-Bargaining</u>											
Accounting Assistant (Payroll) (2)	1	1	1	1	-	-	-	-	-	-	-
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
Budget Analyst - Senior	1	1	1	1	1	1	1	1	1	1	1
City Controller	1	1	1	1	1	1	1	1	1	1	1
Deputy Controller	1	1	1	1	1	1	1	1	1	1	1
Dir. of Finance - Code Enforcement & Engineering	1	1	1	1	1	1	1	1	1	1	1

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Dir. of Finance - DCI	1	1	1	1	1	1	1	1	1	1	1
Dir. of Finance - Morris/Palais (VPA)	1	1	1	1	1	1	1	1	1	1	1
Dir. of Finance - Parks (VPA)	1	-	1	1	1	1	1	1	1	1	1
Dir. of Finance - Public Safety	1	1	1	1	1	1	1	1	1	1	1
Dir. of Finance - Wastewater	1	1	1	1	1	1	1	1	1	1	1
Dir. of Finance - Water Works	1	1	1	1	1	1	1	1	1	1	1
Director of Accounting and Budget	1	1	1	1	1	1	1	1	1	1	1
Director of Purchasing	1	1	1	1	1	1	1	1	1	1	1
Director of Treasury	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist IV (2)	-	-	-	-	3	2	3	3	3	3	3
Grants Administrator (2)	1	1	1	1	-	-	-	-	-	-	-
Inventory Control Technician II	1	1	1	1	1	1	1	1	1	1	1
Senior Purchasing Agent	1	1	1	1	2	2	2	2	2	2	2
Supervisor - Accounts Payable	1	1	1	1	1	1	1	1	1	1	1
Supervisor - Payroll	1	1	1	1	1	-	1	1	1	1	1
Total Controller's Office	20	19	20	20	22	20	22	22	22	22	22
Safety & Risk Management											
<u>Non-Bargaining</u>											
Director of Safety & Risk (3)	1	1	1	1	1	-	-	-	-	-	-
Workers' Compensation Specialist (2)	1	1	1	1	-	1	-	-	-	-	-
Total Safety & Risk Management	2	2	2	2	1	1	-	-	-	-	-
Central Services - Equipment Services											
<u>Non-Bargaining</u>											
Chief Administration Officer	1	1	1	1	1	1	1	1	1	1	1
Director of Equipment Services	1	1	1	1	1	1	1	1	1	1	1
Executive Assistant	-	-	-	-	1	1	1	1	1	1	1
Financial Specialist Senior	1	1	1	1	-	-	-	-	-	-	-
Manager - Service Contracts & General Supplies	1	1	1	1	1	1	1	1	1	1	1
Supervisor - Maintenance Mechanic	4	4	4	3	4	4	4	4	4	4	4
Subtotal	8	8	8	7	8	8	8	8	8	8	8
<u>Bargaining</u>											
Machinist V	2	2	2	1	2	1	2	2	2	2	2
Mechanic IV	6	6	6	7	6	7	6	6	6	6	6
Mechanic V	12	8	12	8	12	7	12	12	12	12	12
Parts Clerk I	1	1	1	1	1	1	1	1	1	1	1
Parts Clerk II	2	2	2	2	2	2	2	2	2	2	2
Mechanic III	-	-	-	1	-	1	-	-	-	-	-
Subtotal	23	19	23	20	23	19	23	23	23	23	23
Total Equipment Services	31	27	31	27	31	27	31	31	31	31	31
Central Services - Building Maintenance											
<u>Non-Bargaining</u>											
Superintendent III	1	1	-	1	-	1	1	1	1	1	1
Superintendent IV	-	-	1	-	1	-	-	-	-	-	-
Subtotal	1	1	1	1	1	1	1	1	1	1	1
<u>Bargaining</u>											
Building Maintenance	1	1	1	1	1	1	1	1	1	1	1
Janitor/General Laborer	1	1	1	1	1	1	1	1	1	1	1
Subtotal	2	2	2	2	2	2	2	2	2	2	2
Total Building Maintenance	3	3	3	3	3	3	3	3	3	3	3
Central Services - Print Shop (1)											
<u>Non-Bargaining</u>											
Print Shop Technician	1	1	1	-	-	-	-	-	-	-	-
Total Print Shop	1	1	1	-	-	-	-	-	-	-	-
Central Services - Radio Shop											
<u>Non-Bargaining</u>											
Director of Communications & Radio	1	1	1	2	1	1	1	1	1	1	1
Radio Equipment Installation Technician	-	-	1	1	1	1	1	1	1	1	1
Radio Technician I	1	1	-	-	-	-	-	-	-	-	-
Radio Technician III	1	1	1	-	1	1	1	1	1	1	1
Total Radio Shop	3	3	3	3	3	3	3	3	3	3	3

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Central Services - Facilities Management											
<u>Non-Bargaining</u>											
Director of Facilities Management	1	1	1	1	1	1	1	1	1	1	1
Total Facilities Management	1	1	1	1	1	1	1	1	1	1	1
Total Full-Time Positions	61	56	61	56	61	55	60	60	60	60	60
Explain Significant Staffing Changes Below:											
(1) 2020: Reduce 1 Position – Print Shop division discontinued, printing outsourced. (2) 2020: Transfer 3 Positions • <i>Grants Administrator</i> changed to <i>Financial Specialist IV</i> • <i>Accounting Assistant (Payroll)</i> changed to <i>Financial Specialist IV</i> • <i>Worker's Compensation Specialist</i> – from Safety & Risk to the Controller's Office and change to <i>Financial Specialist IV</i> (3) 2021: Transfer 1 Position – <i>Director of Safety & Risk</i> – from Safety & Risk to Human Resources and change to <i>Manager - Employee Safety</i> .											

Human Capital & Inclusion											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Human Resources											
<u>Non-Bargaining</u>											
Administrative Assistant II	1	1	1	1	1	1	1	1	1	1	1
Deputy Director of Human Resources	1	1	1	1	1	1	1	1	1	1	1
Director of Human Resources	1	1	1	1	1	1	1	1	1	1	1
HR Generalist - Senior (Public Safety Focus)	1	1	1	1	1	1	1	1	1	1	1
HR Generalist/Benefits Coordinator	1	1	1	1	1	1	1	1	1	1	1
Manager - Benefits	1	1	1	1	1	1	1	1	1	1	1
Manager - Employee Safety (3)	-	-	-	-	-	-	1	1	1	1	1
Total Human Resources	6	6	6	6	6	6	7	7	7	7	7
Diversity & Inclusion											
<u>Non-Bargaining</u>											
Contract Compliance Administrator (2)	-	-	-	-	1	1	1	1	1	1	1
Diversity Compliance/Inclusion Officer	1	1	1	-	1	1	1	1	1	1	1
Manager - Inclusion Project (1)	-	-	1	-	1	1	1	1	1	1	1
Total Diversity & Inclusion	1	1	2	-	3	3	3	3	3	3	3
Human Rights											
<u>Non-Bargaining</u>											
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
Director - Human Rights (4)	1	-	1	-	-	-	1	1	1	1	1
Investigator II	-	-	-	2	-	2	-	-	-	-	-
Investigator V	1	1	1	-	2	-	2	2	2	2	2
Manager - Employment (EEOC)	1	1	1	1	1	1	1	1	1	1	1
Manager - Housing (HUD)	1	1	1	1	1	1	1	1	1	1	1
Total Human Rights	5	4	5	5	5	5	6	6	6	6	6
Total Full-Time Positions	12	11	13	11	14	14	16	16	16	16	16
Explain Significant Staffing Changes Below:											
(1) 2019: Add 1 New Position – <i>Manager - Inclusion Project</i> : to assist with the administration of the recommendations from the Disparity Study. (2) 2020: Add 1 New Position – <i>Contract Compliance Administrator</i> : performs professional and analytical duties necessary to ensure contractor pre bid support and post award compliance with the City of South Bend Inclusive Procurement and Contracting Program. (3) 2021: Transfer 1 Position – <i>Director of Safety & Risk</i> – from Safety & Risk (Dept of Administration & Finance) to Human Resources and change to <i>Manager - Employee Safety</i> . (4) 2021: Add 1 New Position – <i>Director - Human Rights</i> – reinstate this position to assist the Human Rights Division.											

Legal Department											
Position Titles	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
<u>Non-Bargaining</u>											
Administrative Assistant I	2	2	2	2	2	2	2	2	2	2	2
Assistant City Attorney (1)	6	6	6	6	7	7	7	7	7	7	7
Corporation Counsel	1	1	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1
Paralegal (2)	1	1	1	-	1	-	1	1	1	1	1
Total Full-Time Positions	11	11	11	10	12	11	12	12	12	12	12
Explain Significant Staffing Changes Below:											
(1) 2020: Add 1 Position – additional <i>Assistant City Attorney</i> to assist with: • Board of Public Safety: Address trainings, policies, and procedures • Office of Diversity and Inclusion: Support Diversity Initiatives, including implementation of Disparity Study results • Area Plan Commission: Review and support of policies and procedures affecting zoning and land in South Bend (2) 2020: Title Change – change one <i>Administrative Assistant I</i> to <i>Paralegal</i>											

Staffing Summary (Full-Time Positions Only)

Department of Public Works											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Engineering											
<u>Non-Bargaining</u>											
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1	1	1	1	1	1	1
Assistant City Engineer	3	3	3	3	3	3	3	3	3	3	3
City Engineer	1	1	1	1	1	1	1	1	1	1	1
Deputy Director of Public Works	1	1	1	-	1	1	1	1	1	1	1
Director of Assets and Information Systems	1	1	-	-	-	-	-	-	-	-	-
Director of CSO Project Management	1	1	1	-	1	-	1	1	1	1	1
Director of Marketing - Public Works (1)	-	-	1	1	1	1	1	1	1	1	1
Director of Public Works	1	1	1	1	1	1	1	1	1	1	1
Director of Redevelopment Engineering (100% TIF funded)	1	1	1	1	1	1	1	1	1	1	1
Engineer I	4	4	4	4	4	4	4	4	4	4	4
Engineer I (80% TIF funded)	1	1	1	1	1	1	1	1	1	1	1
Engineer II	-	-	-	-	1	1	1	1	1	1	1
Exec Assistant & Director of Special Projects	1	1	1	1	1	1	1	1	1	1	1
Manager - Permits	1	1	1	1	1	1	1	1	1	1	1
Manager - Public Construction	1	1	1	1	1	1	1	1	1	1	1
Project Inspector (2)	3	3	4	4	4	4	4	4	4	4	4
Public Information Officer (1)	1	1	-	-	-	-	-	-	-	-	-
Total Engineering	23	23	23	21	24	23	24	24	24	24	24
Office of Sustainability											
<u>Non-Bargaining</u>											
Director of Office of Sustainability	1	1	1	1	1	1	1	1	1	1	1
Total Office of Sustainability	1	1	1	1	1	1	1	1	1	1	1
AmeriCorps Grant Program											
<u>Non-Bargaining</u>											
Manager Operations - AmeriCorps	1	-	1	-	1	-	1	1	1	1	1
Program Director - AmeriCorps	1	1	1	1	1	1	1	1	1	1	1
Total AmeriCorps Grant Program	2	1	2	1	2	1	2	2	2	2	2
Streets											
<u>Non-Bargaining</u>											
Director of Financial Services	1	1	1	1	1	1	1	1	1	1	1
Director of Streets & Sewers	1	1	1	1	1	1	1	1	1	1	1
Manager - Streets	1	1	1	1	1	1	1	1	1	1	1
Manager - Traffic & Lighting	1	1	1	1	1	1	1	1	1	1	1
Superintendent III	2	2	2	2	2	2	2	2	2	2	2
Superintendent IV	1	1	1	1	1	1	1	1	1	1	1
Superintendent V	1	1	1	2	2	2	2	2	2	2	2
Subtotal	8	8	8	9	9	9	9	9	9	9	9
<u>Bargaining</u>											
<i>Streets Work Group</i>											
Equipment Operator I	1	1	-	-	-	-	-	-	-	-	-
Equipment Operator II	14	13	15	17	15	15	15	15	15	15	15
Equipment Operator III	1	1	1	1	1	1	1	1	1	1	1
General Laborer	1	1	1	1	1	1	1	1	1	1	1
Heavy Equipment Operator I	1	1	1	5	1	5	1	1	1	1	1
Heavy Equipment Operator II	11	10	11	5	11	6	11	11	11	11	11
Job Leader	4	4	4	3	4	3	4	4	4	4	4
<i>Traffic & Lighting Work Group</i>											
Operations Tech Job Leader	1	1	1	1	1	1	1	1	1	1	1
Operations Technicians	3	3	3	2	3	3	3	3	3	3	3
Sign Artist Job Leader	1	1	1	1	1	1	1	1	1	1	1
Signal Tech Job Leader	1	1	1	-	1	-	1	1	1	1	1
Signal Technician I	1	1	1	2	-	2	1	1	1	1	1
Signal Technician II	3	3	3	2	4	2	3	3	3	3	3
Subtotal	43	41	43	40	43	40	43	43	43	43	43
Total Streets	51	49	51	49	52	49	52	52	52	52	52
Curb & Sidewalk											
<u>Non-Bargaining</u>											
Superintendent V	1	1	1	1	1	1	1	1	1	1	1
<u>Bargaining</u>											
Concrete Finisher (3)	3	3	6	5	6	6	6	6	6	6	6
Job Leader	1	1	1	1	1	1	1	1	1	1	1
Subtotal	4	4	7	6	7	7	7	7	7	7	7
Total Curb & Sidewalk	5	5	8	7	8	8	8	8	8	8	8

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Sewers											
<u>Non-Bargaining</u>											
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1	1	1	1	1	1	1
Manager - Sewer Operations	1	1	1	1	1	1	1	1	1	1	1
Superintendent III	1	1	1	1	1	1	1	1	1	1	1
Superintendent V	2	2	2	2	2	2	2	2	2	2	2
Subtotal	6	6	6	6	6	6	6	6	6	6	6
<u>Bargaining</u>											
Equipment Operator II	5	5	5	6	5	5	5	5	5	5	5
Equipment Operator III	9	9	9	9	9	9	9	9	9	9	9
Heavy Equipment Operator I	10	10	10	9	10	8	10	10	10	10	10
Job Leader	5	5	5	5	5	5	5	5	5	5	5
Subtotal	29	29	29	29	29	27	29	29	29	29	29
Total Sewers	35	35	35	35	35	33	35	35	35	35	35
Sewer Repair Insurance											
<u>Non-Bargaining</u>											
Superintendent V	1	1	1	1	1	1	1	1	1	1	1
<u>Bargaining</u>											
Job Leader	1	1	1	1	1	1	1	1	1	1	1
Total Sewer Repair Insurance	2	2	2	2	2	2	2	2	2	2	2
Concrete Crew											
<u>Bargaining</u>											
Concrete Finisher	3	2	3	3	3	2	3	3	3	3	3
Job Leader	-	-	1	1	1	1	1	1	1	1	1
Total Concrete Crew	3	2	4	4	4	3	4	4	4	4	4
Solid Waste											
<u>Non-Bargaining</u>											
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
Director of Solid Waste	1	1	1	1	1	1	1	1	1	1	1
Secretary V	1	1	1	1	1	1	1	1	1	1	1
Superintendent V - Route Manager	2	2	2	2	2	2	2	2	2	2	2
Subtotal	5	5	5	5	5	5	5	5	5	5	5
<u>Bargaining</u>											
Driver	15	13	15	14	15	15	17	17	17	17	17
Job Leader	2	2	2	2	2	2	2	2	2	2	2
Picker I	2	2	2	2	2	2	-	-	-	-	-
Subtotal	19	17	19	18	19	19	19	19	19	19	19
Total Solid Waste	24	22	24	23	24	24	24	24	24	24	24
Water Works											
<u>Non-Bargaining</u>											
Assistant Director of Utilities	1	1	1	1	1	1	1	1	1	1	1
Assistant Manager - Customer Service	1	1	1	1	1	1	1	1	1	1	1
Director of Customer Service & Billing Office	1	-	1	1	1	1	1	1	1	1	1
Director of Distribution	1	1	1	-	1	1	1	1	1	1	1
Distribution Records Drafter (4)	1	1	1	-	-	-	-	-	-	-	-
Engineering Aide IV	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist III	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist IV	3	2	3	3	3	3	3	3	3	3	3
Financial Specialist Senior	1	-	-	1	-	-	-	-	-	-	-
Locator	1	1	1	1	1	1	1	1	1	1	1
Manager - Billing and Customer Accounts	-	-	1	-	1	1	1	1	1	1	1
Manager - Customer Service	1	-	1	1	1	1	1	1	1	1	1
Manager - Distribution Services and Records (4)	-	-	-	-	1	-	1	1	1	1	1
Manager - Maintenance	2	2	2	2	2	3	2	2	2	2	2
Manager - Meter Service	-	-	1	-	1	1	1	1	1	1	1
Manager - Operations Treatment	1	1	1	2	1	1	1	1	1	1	1
Manager - Service Line Repair	-	-	1	1	1	1	1	1	1	1	1
Quality Assurance Distribution Technician	1	1	1	1	1	1	1	1	1	1	1
Superintendent V	2	2	-	-	-	-	-	-	-	-	-
Supervisor - Operations	2	2	2	2	2	2	2	2	2	2	2
System Specialist III	1	1	1	1	1	1	1	1	1	1	1
Utilities System Specialist	1	1	1	1	1	1	1	1	1	1	1
Water Quality Specialist	1	1	1	1	1	1	1	1	1	1	1
Subtotal	24	20	24	22	24	24	24	24	24	24	24

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Bargaining											
Auditor I	2	2	1	2	1	2	2	2	2	2	2
Auditor II	-	-	2	-	2	-	-	-	-	-	-
Customer Service & Billing	5	5	4	5	4	5	5	5	5	5	5
Data Processor	3	3	3	3	3	3	3	3	3	3	3
Field Repairman/Inspector I	2	2	2	2	2	2	2	2	2	2	2
Field Repairman/Inspector II	1	1	1	1	1	1	1	1	1	1	1
Field Repairman/Inspector III	1	1	1	1	1	1	1	1	1	1	1
Group Leader-Meter Reading	1	1	1	1	1	1	1	1	1	1	1
Heavy Equipment Operator I	3	3	-	-	-	1	-	-	-	-	-
Heavy Equipment Operator II	1	1	4	3	4	3	7	7	7	7	7
Job Leader	5	5	5	5	5	5	5	5	5	5	5
Machinist	1	1	1	1	1	1	1	1	1	1	1
Maintenance Tech Helper	-	-	-	1	-	2	-	-	-	-	-
Maintenance Tech I	4	4	3	4	3	3	3	3	3	3	3
Maintenance Tech II	3	3	4	2	4	2	4	4	4	4	4
Meter Serviceman IV	8	8	8	7	8	8	8	8	8	8	8
Operator I	3	3	3	3	3	2	-	-	-	-	-
Subtotal	43	43	43	41	43	42	43	43	43	43	43
Total Water Works	67	63	67	63	67	66	67	67	67	67	67
Wastewater											
<u>Non-Bargaining</u>											
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
Asst Director of SCADA Information Systems	1	1	1	1	1	1	1	1	1	1	1
Chemist	3	3	3	3	3	3	3	3	3	3	3
Chemist Lead	1	1	1	1	1	1	1	1	1	1	1
Director of CSO Project Management	-	-	-	1	-	1	-	-	-	-	-
Director of SCADA Information Systems	1	1	1	1	1	1	1	1	1	1	1
Director of Utilities	1	1	1	1	1	1	1	1	1	1	1
Director of Utility Safety	1	1	1	1	1	1	1	1	1	1	1
Director of Wastewater Maintenance	1	1	1	1	1	1	1	1	1	1	1
Director of Water Quality & Lab	1	1	1	1	1	1	1	1	1	1	1
Industrial Pretreatment Specialist I	1	1	1	1	1	1	1	1	1	1	1
Manager - Environmental Compliance	1	1	1	1	1	1	1	1	1	1	1
Manager - Industrial Pretreatment	1	1	1	1	1	1	1	1	1	1	1
Manager - Maintenance	1	1	1	1	1	1	1	1	1	1	1
Manager - Operations	2	2	2	2	2	2	2	2	2	2	2
Manager - Utility Purchasing & Storeroom	1	1	1	1	1	1	1	1	1	1	1
SCADA Instrument Specialist	1	-	1	1	1	1	1	1	1	1	1
Superintendent V	1	1	1	1	1	1	1	1	1	1	1
Subtotal	20	19	20	21	20	21	20	20	20	20	20
<u>Bargaining</u>											
CSO Rep II	2	2	2	2	2	2	2	2	2	2	2
General Laborer	1	1	1	1	1	1	1	1	1	1	1
Lift Station Rep. II	2	2	2	2	2	2	2	2	2	2	2
Maintenance Electrician V	1	1	1	1	1	1	1	1	1	1	1
Maintenance Lead	1	1	1	1	1	1	1	1	1	1	1
Maintenance Repair IV	4	3	4	3	4	4	4	4	4	4	4
Operator - General	3	3	6	6	5	6	5	5	5	5	5
Operator - Lead	2	2	2	2	2	2	2	2	2	2	2
Operator - Senior	6	6	3	2	4	2	4	4	4	4	4
Sanitation Operator	2	2	2	2	2	2	2	2	2	2	2
Subtotal	24	23	24	22	24	23	24	24	24	24	24
Total Wastewater	44	42	44	43	44	44	44	44	44	44	44
Organic Resources											
<u>Non-Bargaining</u>											
Supervisor-Operations	1	1	1	1	1	1	1	1	1	1	1
Administrative Assistant I	1	1	1	1	1	1	1	1	1	1	1
<u>Bargaining</u>											
Heavy Equipment Operator II	4	4	4	4	4	4	4	4	4	4	4
Total Organic Resources	6	6	6	6	6	6	6	6	6	6	6
Total Full-Time Positions	263	251	267	255	269	260	269	269	269	269	269

Explain Significant Staffing Changes Below:

- (1) 2019: Title Change – *Public Works Public Information Officer* changed to *Director of Marketing-Public Works*
- (2) 2019: Add 1 Position – additional *Project Inspector* to specifically work on the many Venues, Parks & Arts capital projects
- (3) 2019: Add 3 Positions – additional concrete crew members to enable the department to complete approximately 20% more curb and sidewalk rehabilitation
- (4) 2020: Title Change – *Distribution Records Drafter* changed to *Manager-Distribution Services and Records*

Staffing Summary (Full-Time Positions Only)

Police Department											
Position Titles by Division	2018	12/31/18	2019	12/31/19	2020	06/30/20	2021	Forecast			
	Budget	Actual	Budget	Actual	Amended Budget	Actual	Proposed Budget	2022	2023	2024	2025
Non-Bargaining											
<u>Police Dept Admin</u>											
Administrative Assistant I	2	2	2	2	2	2	2	2	2	2	2
Alarm Specialist	1	1	-	-	-	-	-	-	-	-	-
Assistant Director of Civilian Services	1	1	1	1	1	1	1	1	1	1	1
Crime Analyst	1	1	1	1	1	1	1	1	1	1	1
Crime Resource Specialist (9)	-	-	-	-	-	-	1	1	1	1	1
Data Entry Specialist	4	4	5	5	5	5	5	5	5	5	5
Digital Communications & Multimedia Training Coordinator	1	1	1	-	-	1	-	-	-	-	-
Director of Civilian Services (8)	1	1	1	1	1	1	-	-	-	-	-
Director of Purchasing & Logistics - Police Dept (2)	-	-	-	-	1	1	1	1	1	1	1
Executive Assistant & Director of Special Projects	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist II	1	1	1	1	-	-	-	-	-	-	-
Financial Specialist III	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist Senior	1	1	1	-	1	1	1	1	1	1	1
Logistics Specialist (3)	-	-	-	-	1	-	1	1	1	1	1
Manager - Property & Evidence	1	1	1	1	1	1	1	1	1	1	1
Manager - Purchasing & Logistics (1)	-	-	1	1	-	-	-	-	-	-	-
Police Crime Intelligence Analyst	1	1	1	1	1	1	1	1	1	1	1
Police Crime Intelligence Analyst (Social Media) (4)	-	-	1	1	1	1	1	1	1	1	1
Preventative Maintenance Coordinator	1	1	1	1	1	1	1	1	1	1	1
Property/Evidence Custodian - Senior	1	1	1	1	1	1	1	1	1	1	1
Public Access Coordinator	1	1	1	1	1	1	1	1	1	1	1
Record Specialist (6), (8)	16	16	16	12	14	11	12	12	12	12	12
Subtotal	36	36	38	32	35	32	33	33	33	33	33
<u>Crime Lab</u>											
Digital (Forensic) Lab Tech	1	1	2	1	1	1	1	1	1	1	1
Firearms IBIS/NIBIN Tech	1	1	1	1	1	1	1	1	1	1	1
Forensic Lab Tech	1	1	-	1	1	1	1	1	1	1	1
Forensic Scientist / Firearm & Tool Mark Examiner	1	1	1	1	1	1	1	1	1	1	1
Forensic Scientist / Firearm & Tool Mark Examiner Trainee	1	1	1	1	1	1	1	1	1	1	1
Latent Fingerprint Examiner	1	1	1	1	1	1	1	1	1	1	1
Supervisor - Crime Laboratory	1	1	1	1	1	1	1	1	1	1	1
Subtotal	7	7	7	7	7	7	7	7	7	7	7
Police Recruit (10)	6	4	6	-	6	7	8	8	8	8	8
Total Non-Bargaining	49	47	51	39	48	46	48	48	48	48	48
Bargaining											
<u>Sworn Officers</u>											
Chief	1	1	1	1	1	1	1	1	1	1	1
Captain	7	7	7	6	7	6	7	7	7	7	7
Division Chief	3	3	3	3	3	3	3	3	3	3	3
Lieutenant	15	10	13	7	13	7	13	13	13	13	13
Supervisory Sergeant	29	28	30	26	30	25	30	30	30	30	30
Non-Supervisory Sergeant/Investigator	5	9	7	8	7	8	7	7	7	7	7
Patrolman 1st Class (5), (7), (8)	162	158	156	166	159	159	154	154	154	154	154
Patrolman 2nd Class	17	17	17	11	17	16	17	17	17	17	17
Total Sworn Officers	239	233	234	228	237	225	232	232	232	232	232
<u>Teamsters</u>											
Building Engineer (Maintenance Tech I)	1	1	1	1	1	1	1	1	1	1	1
Janitor/General Laborer	2	2	2	2	2	2	2	2	2	2	2
Maintenance Personnel	3	3	3	3	3	3	3	3	3	3	3
Total Bargaining	242	236	237	231	240	228	235	235	235	235	235
Total Full-Time Positions	291	283	288	270	288	274	283	283	283	283	283

Explain Significant Staffing Changes Below:

- (1) 2019: Add 1 New Position – *Manager of Purchasing and Logistics*: to civilianize the logistics coordinator position. This position has always been staffed by a sworn officer.
- (2) 2020: Title Change – *Manager of Purchasing and Logistics* changed to *Director of Purchasing & Logistics (Police Dept)*.
- (3) 2020: Add 1 New Position – *Logistics Specialist*
- (4) 2019: Add 1 New Position – *Police Crime Analyst (Social Media)* - This position would monitor, vet, and analyze social media, collaborating and correlating with other Crime Analyst(s) and/or officers regarding Hot-Spot Focused Deterrence and Precision-Policing.
- (5) 2019: Reduce 6 Positions – budget reduction of sworn officers to better reflect current staffing levels.
- (6) 2020: Reduce 2 Positions – *Records Specialists* – eliminate third shift of Records Division and close overnight, dedicated phone with direct line to 911 center will be available for emergencies.
- (7) 2020: Add 3 Positions – additional sworn officers
- (8) 2021: Reduce 8 Positions – eliminate two *Records Specialists* | eliminate five *1st Class Patrolmen* | eliminate one *Director of Civilian Services*
- (9) 2021: Add 1 Position – *Crime Resource Specialist*
- (10) 2021: Add 2 Positions – *Police Recruit*

Staffing Summary (Full-Time Positions Only)

Fire Department											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Non-Bargaining											
<u>Fire Department Admin</u>											
Administrative Assistant I (1)	1	1	1	1	-	1	-	-	-	-	-
Administrative Assistant II (1)	-	-	-	-	1	-	1	1	1	1	1
Financial Specialist II	1	1	-	1	-	-	-	-	-	-	-
Financial Specialist III	-	-	1	1	1	1	1	1	1	1	1
Preventative Maintenance Coordinator	1	1	1	1	1	1	1	1	1	1	1
Subtotal	3	3	3	4	3	3	3	3	3	3	3
<u>Emergency Medical Services Billing</u>											
Accounting Clerk IV / EMS Billing Specialist	3	3	3	3	3	3	3	3	3	3	3
Financial Specialist I (2)	1	1	-	-	-	-	-	-	-	-	-
Financial Specialist II (2)	-	-	1	-	1	1	1	1	1	1	1
Subtotal	4	4	4	3	4	4	4	4	4	4	4
Fire Recruit	6	7	6	10	6	-	6	6	6	6	6
Total Non-Bargaining	13	14	13	17	13	7	13	13	13	13	13
Bargaining											
Chief	1	1	1	1	1	1	1	1	1	1	1
Assistant Chief	5	5	5	3	5	5	5	5	5	5	5
Battalion Chief	6	6	6	6	6	6	6	6	6	6	6
Captain	56	56	54	60	54	59	54	54	54	54	54
Inspector	4	4	3	1	3	1	3	3	3	3	3
Arson Investigator	3	3	3	-	3	-	3	3	3	3	3
Instructor	2	2	2	-	2	-	2	2	2	2	2
Pump Engineer	48	48	48	47	48	45	48	48	48	48	48
Firefighter 1st Class (3)	91	82	83	81	82	77	82	82	82	82	82
Firefighter 2nd Class (3)	27	27	39	38	37	44	37	37	37	37	37
Firefighter 3rd Class	7	7	8	6	8	11	8	8	8	8	8
Paramedic Lieutenant	7	7	5	5	5	5	5	5	5	5	5
Community Para-Medicine (4)	-	-	1	-	2	-	2	2	2	2	2
Total Bargaining	257	248	258	248	256	254	256	256	256	256	256
Total Full-Time Positions	270	262	271	265	269	261	269	269	269	269	269
Explain Significant Staffing Changes Below:											
(1) 2020: Title Change – <i>Administrative Assistant I</i> promoted to <i>Administrative Assistant II</i> (2) 2019: Title Change – <i>Financial Specialist I</i> promoted to <i>Financial Specialist II</i> (3) 2020: Reduce 3 Positions – Memorial Hospital is no longer contracting with the Fire Department to provide neonatal transportation. The changes in revenue and expenditures are reflected in the budget. The program was supported by approximately 3 positions. (4) 2020: Add 1 Position – additional <i>Community Para-Medicine</i> – The Community Paramedic Program was established to interact with repeat users of the EMS system to assess their needs prior to them calling 911 and taking a trip to the emergency room. This program proved to be very successful and an additional position will be added in 2020 to expand the program and work with even more citizens to prevent unnecessary calls and trips to the emergency room.											

Venues, Parks & Arts											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Parks Administration											
<u>Non-Bargaining</u>											
Deputy Director of Venues, Parks & Arts	-	-	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1
Executive Director Venues, Parks & Arts	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist II (11)	2	2	1	1	1	1	-	-	-	-	-
Financial Specialist IV	1	1	2	2	2	2	2	2	2	2	2
Manager - Office	1	1	1	1	1	1	1	1	1	1	1
Total Parks Administration	6	6	7	7	7	7	6	6	6	6	6
Park Maintenance											
<u>Non-Bargaining</u>											
Administrative Assistant I	-	-	-	-	1	1	-	-	-	-	-
Director of Facilities & Grounds	-	-	1	1	1	1	1	1	1	1	1
Financial Specialist III	1	1	1	1	-	-	1	1	1	1	1
Foreman IV	2	2	2	1	-	1	-	-	-	-	-
Foreman V	2	2	1	-	1	-	1	1	1	1	1
Horticulturist Tech (1)	-	-	-	1	1	1	1	1	1	1	1
Manager - Facilities	1	1	1	2	2	2	2	2	2	2	2
Manager - Operations	1	1	-	-	-	-	-	-	-	-	-
Manager - Operations - Forester	1	1	1	1	1	1	1	1	1	1	1
Manager - Park Grounds Manager (1)	2	2	2	2	3	2	2	2	2	2	2
Manager - Public Construction (2)	-	-	-	-	1	1	1	1	1	1	1
Project Manager (2)	-	-	1	1	-	-	-	-	-	-	-

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Superintendent - Park Maintenance	1	-	-	-	-	-	-	-	-	-	-
Superintendent III	2	1	2	3	1	3	2	2	2	2	2
Superintendent V	-	-	-	-	1	-	1	1	1	1	1
Subtotal	13	11	12	13	13	13	13	13	13	13	13
Bargaining											
Arborist I	3	3	3	3	3	3	3	3	3	3	3
Arborist II	2	2	2	2	2	2	2	2	2	2	2
Arborist-Weed Control	1	1	1	1	1	1	1	1	1	1	1
Athletic Field Maintenance	1	1	1	1	1	1	1	1	1	1	1
Building & Structure Maint I	2	2	1	1	1	1	1	1	1	1	1
Building & Structure Maint II	1	1	1	1	1	2	1	1	1	1	1
Construction Maintenance Carpenter II	1	1	1	1	1	1	1	1	1	1	1
Construction Maintenance Carpenter III	1	1	1	1	1	1	1	1	1	1	1
Construction Maintenance Mason	1	1	1	1	1	1	1	1	1	1	1
Equipment Operator II	2	1	2	2	2	2	2	2	2	2	2
General Laborer-Park Maintenance	1	1	1	1	1	1	1	1	1	1	1
Group Leader	6	6	6	7	6	7	6	6	6	6	6
Head Custodian	4	4	4	4	4	4	4	4	4	4	4
Heavy Equipment Operator I	1	1	1	1	1	1	1	1	1	1	1
Job Leader	2	2	2	2	2	2	2	2	2	2	2
Job Leader - Mower Shop	1	1	1	1	1	1	1	1	1	1	1
Mechanic IV	1	1	1	1	1	1	1	1	1	1	1
Operator I	1	1	1	1	1	1	1	1	1	1	1
Painter IV	1	1	1	1	1	1	1	1	1	1	1
Plumber IV-Park	2	2	2	1	1	1	1	1	1	1	1
Zoo Personnel: Building & Structure Maintenance (3)	1	-	-	-	-	-	-	-	-	-	-
Subtotal	36	34	34	34	33	35	33	33	33	33	33
Total Parks Maintenance	49	45	46	47	46	48	46	46	46	46	46
Golf Courses											
<u>Non-Bargaining</u>											
Club Pro Municipal Golf Course	2	1	1	1	1	1	1	1	1	1	1
Director of Golf Operations	1	1	1	1	1	1	1	1	1	1	1
Foreman V	-	1	1	1	1	1	1	1	1	1	1
Manager - Concessions	1	-	-	-	-	-	-	-	-	-	-
Program Coordinator	-	1	1	1	1	1	1	1	1	1	1
Superintendent V	2	2	2	2	2	2	2	2	2	2	2
Subtotal	6	6	6	6	6	6	6	6	6	6	6
<u>Bargaining</u>											
Mechanic IV	2	1	2	2	2	2	2	2	2	2	2
Total Golf Courses	8	7	8	8	8	8	8	8	8	8	8
Recreation											
<u>Non-Bargaining</u>											
Assistant Director of Recreation (9)	1	1	1	1	1	1	-	-	-	-	-
Director of Recreation (9)	1	1	1	1	1	1	2	2	2	2	2
Manager - Aquatics (9)	-	-	-	-	-	-	1	1	1	1	1
Manager - Athletic (7)	1	1	1	1	1	1	1	1	1	1	1
Manager - Center (7), (9)	3	3	3	3	3	2	6	6	6	6	6
Manager - Youth Employment (4), (7)	-	-	-	-	1	1	1	1	1	1	1
Naturalist (11)	1	1	1	1	1	1	-	-	-	-	-
Program Coordinator (11)	7	7	7	7	7	7	6	6	6	6	6
Supervisor - Administrative Assistant (11)	1	1	1	1	1	1	-	-	-	-	-
Supervisor - Assistant Program (10)	2	2	2	2	2	2	-	-	-	-	-
Supervisor - Fitness (9)	1	1	1	1	1	1	-	-	-	-	-
Supervisor - Fitness (11)	1	1	1	1	1	1	-	-	-	-	-
Supervisor - Program (9)	2	2	2	2	2	2	-	-	-	-	-
Supervisor - Rum Village Park (9)	1	1	1	1	1	1	-	-	-	-	-
Supervisor - Special Events	-	-	-	1	-	1	-	-	-	-	-
Total Recreation	22	22	22	23	23	23	17	17	17	17	17
Marketing & Events											
<u>Non-Bargaining</u>											
Communications Coordinator	1	1	1	-	-	-	-	-	-	-	-
Director of Development (VPA)	1	1	1	1	1	1	1	1	1	1	1
Director of Experience (VPA) (11)	-	-	1	-	1	-	-	-	-	-	-
Director of Marketing & Promotions	2	2	-	-	-	-	-	-	-	-	-
Graphic Designer (12)	1	1	2	-	3	-	-	-	-	-	-
Manager - Interactive Marketing (12)	1	1	1	-	1	-	-	-	-	-	-
Manager - Marketing (12), (13)	-	-	1	5	1	5	5	5	5	5	5
Manager - Special Events (12)	-	-	1	-	1	-	-	-	-	-	-
Program Coordinator (12)	1	1	1	-	1	-	-	-	-	-	-

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Project Manager	2	2	1	1	1	1	1	1	1	1	1
Supervisor - Special Events (12)	1	-	-	1	-	1	1	1	1	1	1
Volunteer Coordinator	1	1	1	1	1	1	1	1	1	1	1
Total Marketing & Events	11	10	11	9	11	9	9	9	9	9	9
Morris Performing Arts Center											
<u>Non-Bargaining</u>											
Custodian	1	1	1	2	1	1	1	1	1	1	1
Director of Booking & Event Services	1	-	1	1	1	1	1	1	1	1	1
Director of Box Office & Event Services - Venues	1	1	1	1	1	1	1	1	1	1	1
Event Service Technician II (5)	-	-	-	-	1	1	1	1	1	1	1
Manager - Assistant Facility Operations (14)	-	-	-	-	-	-	1	1	1	1	1
Manager - Facility Operations (MPAC)	1	1	1	1	1	1	1	1	1	1	1
Manager - Marketing (13)	-	-	-	-	-	-	1	1	1	1	1
Manager - Operations	1	1	1	1	1	1	1	1	1	1	1
Manager - Production	1	1	1	1	1	1	1	1	1	1	1
Manager I - Assistant Box Office (11)	1	1	1	-	1	-	-	-	-	-	-
Manager II - Assistant Box Office	1	1	1	1	1	1	1	1	1	1	1
Total Morris Performing Arts Center	8	7	8	8	9	8	10	10	10	10	10
Palais Royale Ballroom											
<u>Non-Bargaining</u>											
Administrative Assistant I (11)	1	1	1	1	1	1	-	-	-	-	-
Event Service Technician I (5)	1	1	1	1	-	-	-	-	-	-	-
Manager - Assistant Facility Operations (14)	1	1	1	1	1	1	-	-	-	-	-
Total Palais Royale Ballroom	3	3	3	3	2	2	-	-	-	-	-
Century Center											
<u>Non-Bargaining</u>											
Custodian (6)	-	-	-	-	1	1	1	1	1	1	1
Director of Operations - Venues	1	1	1	1	1	1	1	1	1	1	1
Event Service Technician II (6)	1	1	1	-	-	-	-	-	-	-	-
Financial Specialist Senior (11)	1	1	1	-	1	-	-	-	-	-	-
General Manager - Venues	1	1	1	1	1	1	1	1	1	1	1
Maintenance Technician	2	2	2	2	2	2	2	2	2	2	2
Security Guard	2	2	2	2	2	2	2	2	2	2	2
Total Century Center	8	8	8	6	8	7	7	7	7	7	7
Total Full-Time Positions	115	108	113	111	114	112	103	103	103	103	103

Explain Significant Staffing Changes Below:

- (1) 2020: Add 2 Positions – additional *Manager - Park Grounds* and *Horticulturist Tech*
- (2) 2020: Title Change – *Project Manager* promoted to *Manager-Public Construction*
- (3) 2018: Last zoo employee's contract ended. The City still owns the Potawatomi Zoo, but it is run and managed by the Potawatomi Zoological Society.
- (4) 2020: Add 1 New Position – *Youth Engagement Coordinator*: this position will oversee the Youth Employment Program and its expansion.
- (5) 2020: Transfer 1 Positions – *Event Service Technician I* transferred from Palais to Morris and promoted to *Event Service Technician II*
- (6) 2020: Title Change – *Event Service Technician II* changed to *Custodian*
- (7) 2021: Title Changes – Recreation Division
 - *Youth Engagement Coordinator* changed to *Manager - Youth Employment*
 - *Supervisor - Athletic* changed to *Manager - Athletic*
 - *Supervisor - Center* changed to *Manager - Center*
- (9) 2021: Transfer 5 Positions – Within Recreation Division
 - one *Assistant Director of Recreation* changed to *Director of Recreation*
 - one *Supervisor - Fitness* changed to *Manager - Aquatics*
 - two *Supervisor - Program* changed to *Manager - Center*
 - one *Supervisor - Rum Village Park* changed to *Manager - Center*
- (10) 2021: Transfer 2 Positions – move *Supervisor - Assistant Program* to Community Initiatives Division (in the General Fund) and change to *Violence Prevention Coordinator II*
- (11) 2021: Eliminate 9 Positions – one *Manager - Park Grounds Manager*, one *Naturalist*, one *Program Coordinator*, one *Supervisor - Administrative Assistant*, one *Supervisor - Fitness*, one *Manager I - Assistant Box Office*, one *Administrative Assistant I*, one *Director of Experience (VPA)*, one *Financial Specialist Senior*
- (12) 2021: Title Changes – Marketing & Events Division Restructure
- (13) 2021: Transfer 1 Position – move *Manager - Marketing* from Marketing & Events Division to Morris Performing Arts Center
- (14) 2021: Transfer 1 Position – move *Manager - Assistant Facility Operations* from Palais Royale to Morris Performing Arts Center

Staffing Summary (Full-Time Positions Only)

Department of Innovation & Technology											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
311 Call Center											
<u>Non-Bargaining</u>											
311 Customer Service Liaison	4	4	4	4	4	4	4	4	4	4	4
311 Customer Service Liaison II	1	1	1	1	1	1	1	1	1	1	1
Director of 311 Customer Service	1	1	1	1	1	1	1	1	1	1	1
Supervisor - 311 Customer Service	1	1	1	1	1	1	1	1	1	1	1
Total 311 Call Center	7	7	7	7	7	7	7	7	7	7	7
Information Technology / Innovation											
<u>Non-Bargaining</u>											
Applications Developer	3	3	3	3	3	2	3	3	3	3	3
Business Analyst (1)	3	3	4	3	2	2	2	2	2	2	2
Business Analyst - Senior (1)	-	-	-	-	1	1	1	1	1	1	1
Chief Innovation Officer	1	1	1	1	1	1	1	1	1	1	1
Chief Technology Officer	1	1	1	1	1	1	1	1	1	1	1
Deputy Chief Technology Officer (2)	-	-	1	-	-	-	-	-	-	-	-
Design Specialist (1)	-	-	-	-	1	1	1	1	1	1	1
Director of Applications	1	1	1	1	1	1	1	1	1	1	1
Director of Business Analytics	1	1	1	1	1	1	1	1	1	1	1
Director of Civic Innovation	1	1	1	1	1	1	1	1	1	1	1
Director of Infrastructure	1	1	1	1	1	1	1	1	1	1	1
Director of Services	1	1	1	1	1	1	1	1	1	1	1
GIS Manager	1	1	1	1	1	1	1	1	1	1	1
GIS Specialist	-	-	1	1	1	1	1	1	1	1	1
Manager - Applications	1	1	1	1	1	1	1	1	1	1	1
Manager - Infrastructure	1	1	1	1	1	1	1	1	1	1	1
Manager - Operations (2)	-	-	-	-	1	1	1	1	1	1	1
Manager - Services	1	1	1	1	1	1	1	1	1	1	1
Specialist of Infrastructure	1	1	1	1	1	1	1	1	1	1	1
Specialist of Services	1	1	1	1	1	1	1	1	1	1	1
System Specialist III	1	1	1	1	1	1	1	1	1	1	1
Total Information Technology / Innovation	20	20	23	21	23	22	23	23	23	23	23
Total Full-Time Positions	27	27	30	28	30	29	30	30	30	30	30
Explain Significant Staffing Changes Below:											
(1) 2020: Title Changes – change one <i>Business Analyst</i> to <i>Business Analyst-Senior</i> and change one <i>Business Analyst</i> to <i>Design Specialist</i>											
(2) 2020: Title Change – <i>Deputy Chief Technology Officer</i> changed to <i>Manager - Operations</i>											

Department of Code Enforcement											
Position Titles by Division	2018 Budget	12/31/18 Actual	2019 Budget	12/31/19 Actual	2020		2021 Proposed Budget	Forecast			
					Amended Budget	06/30/20 Actual		2022	2023	2024	2025
Neighborhood Code Enforcement											
<u>Non-Bargaining</u>											
Administrative Assistant I	3	3	3	2	2	2	2	2	2	2	2
Code Inspector	6	6	6	6	8	7	8	8	8	8	8
Code Inspector - Senior	2	2	2	2	1	2	1	1	1	1	1
Director of Code Enforcement Svcs	1	1	1	-	1	1	1	1	1	1	1
Director of Neighborhoods (5)	1	1	1	1	1	1	1	1	1	1	1
Executive Administrative Assistant	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist III (1)	-	-	1	1	1	1	1	1	1	1	1
Hearing Secretary	1	1	1	1	1	1	1	1	1	1	1
Operations Analyst (Code)	1	1	1	1	1	1	1	1	1	1	1
Total Neighborhood Code Enforcement	16	16	17	15	17	17	17	17	17	17	17
NEAT Crew											
<u>Non-Bargaining</u>											
Superintendent IV	1	1	1	1	1	1	1	1	1	1	1
<u>Bargaining</u>											
Driver	1	1	1	1	1	1	1	1	1	1	1
Operator III	2	2	2	2	2	2	2	2	2	2	2
Total NEAT Crew	4	4	4	4	4	4	4	4	4	4	4
Rental Unit Inspection											
<u>Non-Bargaining</u>											
Code Inspector - Senior (4)	-	-	-	-	1	-	1	1	1	1	1
Code Inspector - Rental License Inspection	2	2	2	2	2	2	2	2	2	2	2
Program Coordinator (4)	-	-	-	1	1	1	1	1	1	1	1
Total Rental Unit Inspection	2	2	2	3	4	3	4	4	4	4	4

Staffing Summary (Full-Time Positions Only)

Position Titles by Division	2018	12/31/18	2019	12/31/19	2020		2021	Forecast			
	Budget	Actual	Budget	Actual	Amended	06/30/20	Proposed	2022	2023	2024	2025
Animal Resource Center (3)											
<u>Non-Bargaining</u>											
Animal Welfare Assistant (2)	2	2	3	3	3	3	3	3	3	3	3
Animal Welfare Officer	4	4	4	4	4	4	4	4	4	4	4
Manager - Animal Resource Center	1	1	1	1	1	1	1	1	1	1	1
Manager - Assistant Animal Resource Center	1	1	1	1	1	1	1	1	1	1	1
Total Animal Care & Control	8	8	9	9	9	9	9	9	9	9	9
Total Full-Time Positions	30	30	32	31	34	33	34	34	34	34	34
Explain Significant Staffing Changes Below:											
(1) 2019: Add 1 Position – part-time administrative position promoted to a full-time <i>Financial Specialist III</i> (2) 2019: Add 1 Position – part-time position converted into a full-time (3) 2020: Title Changes – South Bend Animal Shelter renamed South Bend Animal Resource Center (SBARC) and positions retitled • <i>Manager - Assistant Animal Shelter</i> changed to <i>Manager - Assistant Animal Resource Center</i> • <i>Manager - Animal Shelter</i> changed to <i>Manager - Animal Resource Center</i> • <i>Animal Control Officer</i> changed to <i>Animal Welfare Officer</i> • <i>Animal Control Assistant</i> changed to <i>Animal Welfare Assistant</i> (4) 2020: Add 2 Positions – additional positions for the Rental Safety Verification Program (RSVP) (5) 2021: Title Change – <i>Director of Code Enforcement</i> changed to <i>Director of Neighborhoods</i>											

Department of Community Investment (DCI)											
Position Titles	2018	12/31/18	2019	12/31/19	2020		2021	Forecast			
	Budget	Actual	Budget	Actual	Amended	06/30/20	Proposed	2022	2023	2024	2025
<u>Non-Bargaining</u>											
Administrative Assistant II	1	1	2	2	2	1	2	2	2	2	2
Assistant Director of Business Development (3)	-	-	-	-	-	-	1	1	1	1	1
Business Analyst	1	-	-	-	-	-	-	-	-	-	-
Business Development Specialist	1	1	1	1	1	1	1	1	1	1	1
Business Development Specialist II (4)	-	-	-	-	-	-	2	2	2	2	2
Director of Business Development	1	1	1	1	1	1	1	1	1	1	1
Director of Engagement & Economic Empowerment	1	1	1	1	1	1	1	1	1	1	1
Director of Neighborhood Development	1	1	1	1	1	-	1	1	1	1	1
Director of Planning	1	1	1	1	1	1	1	1	1	1	1
Economic Empowerment Specialist	1	1	1	1	1	1	1	1	1	1	1
Engagement Specialist (1)	-	-	1	1	1	-	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1
Executive Director of Community Investment	1	1	1	1	1	-	1	1	1	1	1
Financial Specialist II	1	1	1	-	1	-	-	-	-	-	-
Financial Specialist III	-	-	-	1	-	1	1	1	1	1	1
Historic Preservation Administrator	1	1	1	1	1	1	1	1	1	1	1
Historic Preservation Specialist	1	1	1	1	1	1	1	1	1	1	1
Housing Counselor	1	1	1	1	1	1	1	1	1	1	1
Licensing & Registration Administrator	1	1	1	1	1	1	1	1	1	1	1
Manager - Business Development (3)	2	2	2	1	2	2	1	1	1	1	1
Manager - Neighborhood Grants	1	1	1	1	1	1	1	1	1	1	1
Manager - Property Development	1	1	1	1	1	1	1	1	1	1	1
Neighborhood Program Specialist	1	1	1	1	1	1	1	1	1	1	1
Principal Planner	2	2	2	2	2	2	2	2	2	2	2
Property Development Analyst	1	1	1	1	1	1	1	1	1	1	1
Property Inspector	1	1	1	1	1	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1	1	1	1	1	1
Zoning Administrator (2)	-	-	1	1	1	1	1	1	1	1	1
Zoning Specialist (2)	-	-	1	2	1	1	1	1	1	1	1
Total Full-Time Positions	25	24	28	28	28	24	30	30	30	30	30
Explain Significant Staffing Changes Below:											
(1) 2019: 1 New Position – to provide assistance in researching and developing programming designed to engage and empower residents. (2) 2019: 2 New Positions – to establish City's own Planning Commission rather than relying on Area Plan Commission. (3) 2021: Title Change – change one <i>Manager - Business Development</i> to <i>Assistant Director of Business Development</i> (4) 2021: 2 New Positions – <i>Business Development Specialist II</i> – positions would be fully reimbursed through administrative funds granted by the EDA in association with the new \$7M Revolving Loan Fund (RLF) Grant. Positions would be managed by Assistant Director of Business Development (new title) and would serve to execute on needs of the \$14M Revolving Loan Funds managed in the Department of Community Investment. Duties could include promotion of the RLF, application processing, applicant contact and customer assistance, credit analysis, loan execution and modification, bi-annual RLF reporting and more. The position would be a rough equivalent to a credit analyst and/or loan officer in a commercial bank.											

Staffing Summary (Full-Time Positions Only)

Building Department											
Position Titles	2018	12/31/18	2019	12/31/19	2020		2021	Forecast			
	Budget	Actual	Budget	Actual	Amended Budget	06/30/20 Actual	Proposed Budget	2022	2023	2024	2025
<u>Non-Bargaining</u>											
Administrative Assistant I	3	3	3	1	3	2	3	3	3	3	3
Assistant Manager - Customer Service (3)	-	-	-	-	1	-	1	1	1	1	1
Building Commissioner	1	1	1	1	1	1	1	1	1	1	1
Building Inspector	4	4	5	6	5	6	5	5	5	5	5
Chief Building Inspector	-	-	1	1	1	1	1	1	1	1	1
Commercial Combination Inspector	4	4	2	1	2	1	2	2	2	2	2
Deputy Building Commissioner	-	-	1	1	1	1	1	1	1	1	1
Design/Plan Review Specialist	1	1	-	-	-	-	-	-	-	-	-
Executive Assistant (3)	-	-	-	-	1	1	1	1	1	1	1
Secretary V (2),(3)	1	1	2	2	-	2	-	-	-	-	-
Zoning Administrator (1)	1	1	-	-	-	-	-	-	-	-	-
Total Full-Time Positions	15	15	15	13	15	15	15	15	15	15	15
Explain Significant Staffing Changes Below:											
(1) 2019: Transfer 1 Position – <i>Zoning Administrator</i> transferred to the Department of Community Investment to establish City's own Planning Commission											
(2) 2019: Add 1 Position – additional <i>Secretary V</i>											
(3) 2020: Transfer 2 Positions – one <i>Secretary V</i> changed to <i>Assistant Manager-Customer Service</i> and one <i>Secretary V</i> changed to <i>Executive Assistant</i>											

Total Full-Time Positions (All Departments)	1,141	1,099	1,151	1,098	1,158	1,111	1,147	1,147	1,147	1,147	1,147
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**City of South Bend
Position Description**

Title	Assistant Director - Business Development		Position Code:	
Department:	Community Investment			
Reports To:	Director of Business Development			
FLSA Status:	Exempt	Collective Bargaining Representation:	Non-bargaining	
Driver's License:	Yes			
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: No	
Effective:	1/1/2021	Revisions:		

POSITION SUMMARY:

The Assistant Director of Business Development will be responsible for executing economic development functions including but not limited to business recruitment and retention efforts through a variety of tasks that include proactive marketing and outreach as well as assisting existing businesses to navigate various City processes and procedures. The Assistant Director will also oversee the activities of select Business Development Managers and Specialists.

SUPERVISION EXERCISED:

Business Development Managers and Business Development Specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct the activities of Business Development Managers and Specialists as assigned.
- Work with economic development partners to develop incentive packages to attract new businesses to the area, and assist current employers to expand their operations.
- Maintain and optimize a database of business prospects, and a database of past incentives and projects classified by geography, type of incentive, and other factors.
- Essential to the oversight of the Department's economic development and redevelopment activities; including business attraction/expansion, infrastructure planning, and the creation of successful public/private partnerships.
- Develop performance measures based on accepted best practices to assess programming effectiveness.
- Assist in the development of marketing efforts to businesses inclusive of electronic and paper media, business visits and the use of community events as attraction tools.
- Assist in the development and implementation of workforce programs designed to meet the current and future needs of local businesses.
- Work with professional service providers; Attorneys, Financial Consultants, Engineers, etc. Along with Developers/Investors to finalize projects.
- Work on internal interdisciplinary project teams around individual opportunities, drawing from the expertise of the Planning, Analytics, Business Development, and Neighborhood Support Groups within the Department, and from outside the Department where appropriate.
- Oversee the implementation of approved development projects with City participation.
- Develop and maintain working relationships with key area businesses to facilitate growth and reinvestment in the City.
- Work collaboratively with private sector economic development groups to further the City's community investment goals and objectives.
- Research, leverage, receive and deploy appropriate Federal, State, and local funding sources in furtherance of the City's development goals.
- Work to market available City properties to businesses to assist in the expansion/attraction of business product lines and diversification opportunities.
- Work with the Director of Business Development and other team members to develop policy in the areas of business assistance and economic development and redevelopment.

EDUCATION / QUALIFICATIONS:

- A College degree in Public Administration, Urban Planning, Law, Finance & Economics, or related field.
- Five years of increasingly responsible positions in Real Estate & Development, Economic Development, or a similar area of work experience.
- A graduate degree in Business, Public Administration, Urban Planning, Law, Finance & Economics or a related field is preferred.
- Certified Economic Developer (Cad), work towards designation or Economic Development training is desired.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of urban planning, redevelopment, business assistance, economic development, neighborhood revitalization, and housing programs.
- Working knowledge of the basic principles of Finance and Accounting.
- Experience that demonstrates initiate, problem diagnosis, critical thinking, and proactive problem-solving skills.
- Experience using diplomacy, and conflict resolution techniques.
- Experience maintaining a strong degree of confidentiality, integrity, and judgement.
- Knowledge of basic public administration procedures; ability to coordinate a variety of projects related to economic development, community development, urban redevelopment and neighborhood revitalization.
- Ability to evaluate and analyze complex plans, projects, and programs; taking into consideration such factors as the public budget process, the source and uses of revenue, the conflicting community viewpoints and plans, the political process, strategic planning considerations and other difficulties.
- Ability to relate well with community leaders, elected and appointed officials and diverse community and civic groups.
- Ability to clearly explain long-term, complex plans and alternatives in both private and public meetings and presentations.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License required.

EQUIPMENT:

Landline telephone, cellular telephone, scanner, desktop and laptop computers, fax machine, copier.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in both office and field settings, with moderate inside temperatures and outside in all types of weather. The noise level in the work environment is usually quiet to moderate in the office and potentially loud in the field. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



**City of South Bend
Position Description**

Title	Business Development Specialist II (Credit Analyst)		Position Code:	
Department:	Community Investment			
Reports To:	Assistant Director of Business Development			
FLSA Status:	Exempt	Collective Bargaining Representation:	No	
Driver's License:	X Operator License required			
Other:	Security Sensitive: Yes	Safety Sensitive: Yes	Child Related: No	
Effective:	1/1/2021	Revisions:		
HR Director Approval:			Date:	

POSITION SUMMARY:

The Business Development Specialist II (Credit Analyst) assists in protecting the financial assets of the City within the DCI Office. The desired candidate will use discretion and independent judgment to investigate credit granting, analyze loan application packages, and review legal documents. The ideal candidate requires self-motivation, must prioritize effectively, and work successfully with minimal supervision. This role is a customer-serving role, and while it does not solely focus on collections, does include collections responsibilities.

SUPERVISION EXERCISED:

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Meets with prospective loan applicants in the office or at their business locations and coordinates collection of necessary documentation to provide small business financing.
- Evaluates client information and performs credit analysis, including interpretation of financial information, preparation of cash flow projections and pro-forma financial statements.
- Assists with packaging of business loan applications for small business clients.
- Structures financing packages to match potential borrower needs using matching sources and uses of funds as well as repayment terms.
- Assists with drafting of loan closing documents and may attend and monitor loan closings.
- Assists in securing title insurance, title searches, surveys, appraisals, UCC filings and related items in relation to loan closing and/or loan monitoring.
- Monitors loan files for compliance with loan covenant items and ensures against expiring UCC's, insurance certificates, etc.
- Analyzes and conducts systematic annual loan reviews to ascertain adequacy of credit quality and loan documentation and compliance with established policies.
- Attends and completes training classes and courses, primarily out of town.
- Assists in establishing loan monitoring policies and strategies for the SB RLF II related to loan monitoring issues.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assumes additional responsibilities as directed or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree required; concentrations in Accounting, Finance or Business preferred.
- Five (5) years' experience preferred or equivalent experience in a related field preferred.
- Prior credit and collections experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Experience in credit and collections.
- Negotiation skills.
- Microsoft Office Suite software (proficiency with Excel a must).
- Detail oriented.
- Excellent math skills.
- Must be a self-starter who can handle a heavy volume of work and be able to handle multiple tasks at the same time.
- Able to solve problems.
- Ability to maintain a pleasant personality under stress.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License required.

EQUIPMENT:

Desktop and laptop computer; telephone, fax machine, copier, scanner Adobe Software Suite, Microsoft Office Suite, and other equipment typically found in an office environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work is performed in a typical office environment, as the employee is required to sit for prolonged periods using a computer keyboard, mouse and monitor. Work may be performed indoors and outdoors. Conditions indoors will be in a temperature-controlled environment. The entire office is smoke free. While working outdoors, the employee may be exposed to changing weather conditions. Occasional work outside of standard office hours may be required. There is a potential for exposure to graphic and/or disturbing information and imagery.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen

Equal Employment Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



**City of South Bend
Position Description**

Title	Business Development Specialist II (Revolving Loan Fund Specialist)		Position Code:	
Department:	Community Investment			
Reports To:	Assistant Director of Business Development			
FLSA Status:	Exempt	Collective Bargaining Representation:	No	
Driver's License:	X Operator License required			
Other:	Security Sensitive: Yes	Safety Sensitive: Yes	Child Related: No	
Effective:	1/1/2021	Revisions:		
HR Director Approval:			Date:	

POSITION SUMMARY:

The Business Development Specialist II (Revolving Loan Fund (RLF) Specialist) will work closely with the Business Development Specialist II (Credit Analyst) and Executive Assistant in analyzing borrower financial information and credit history to determine repayment ability and commercial loan requests. Assesses credit risk in compliance with federal underwriting guidelines. The ideal candidate will have lending, accounting, reporting, and underwriting experience and performs financial and credit history analysis annually to assess ongoing credit risk and monitors a loan portfolio performance.

SUPERVISION EXERCISED:

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Analyzes and reports on financial condition and performance of existing and new borrowers in the loan portfolio.
- Tracks ongoing financial performance of various existing borrowers and reports covenant compliance on at least a quarterly basis.
- Oversees preparation, scheduling of, and completion of information packages for the Board and the Audit Monitoring Committee. Conducts quarterly Audit Monitoring Committee meetings.
- Develops and maintains knowledge of EDA RLF program, local economy, market conditions, rates, and competition.
- Reviews on schedule certain loans which are held for follow-up or review.
- Detects potential problem loans at early stages.
- Performs initial review of special attention credits and creates a special attention report for Credit Analyst follow-up.
- Detects adverse trends in credit quality, underwriting standards and loan monitoring.
- Measures the appropriateness of and adherence to credit policies and procedures.
- Prepares annual portfolio memos identifying risks and summarizing findings.
- Prepares semiannual and annual reports required by EDA
- Performs process reviews as directed.
- Assists with training and mentoring of less experienced loan review personnel.
- Attends and complete training classes and courses, primarily out of town.
- Develops knowledge and expertise in the area of regulatory issues especially in relation to the lending function and complies with the federal requirements.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assume additional responsibilities as directed or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree required; concentrations in Accounting, Finance or Business preferred.
- Five (5) years' experience preferred or equivalent experience in a related field preferred.
- Prior lending and/or credit experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong familiarity with loan underwriting, collateral evaluation, lien perfection, and documentation requirements relating to small business and RLF lending.
- Strong analytical, problem solving and interpersonal skills.
- High attention to detail.
- Self-directed; highly motivated.
- Strong work ethic with the ability to work on one or more tasks efficiently and effectively with minimal supervision.
- Ability to work independently and manage time well.
- Ability to manage multiple responsibilities.
- Must have strong written and verbal communication skills.
- Good PC skills--proficiency in Microsoft Word and Excel essential.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License required.

EQUIPMENT:

Desktop and laptop computer; telephone, fax machine, copier, scanner Adobe Software Suite, Microsoft Office Suite, and other equipment typically found in an office environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work is performed in a typical office environment, as the employee is required to sit for prolonged periods using a computer keyboard, mouse and monitor. Work may be performed indoors and outdoors. Conditions indoors will be in a temperature-controlled environment. The entire office is smoke free. While working outdoors, the employee may be exposed to changing weather conditions. Occasional work outside of standard office hours may be required. There is a potential for exposure to graphic and/or disturbing information and imagery.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen

Equal Employment Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



City of South Bend Position Description

Title	Crime Resource Specialist		Position Code:	
Department:	South Bend Police Department			
Reports To:	Operations Division Captain			
FLSA Status:	Non-exempt	Collective Bargaining Representation:	No	
Driver's License:	X Operator License required			
Other:	Security Sensitive: Yes	Safety Sensitive: Yes	Child Related: No	
Effective:	1/1/2021	Revisions:		
HR Director Approval:		Date:		

POSITION SUMMARY:

The role of the Crime Resource Specialist is to assist with crime prevention strategies by coordinating special assignment patrols, evaluating police strategies, monitor firearm related crime patterns, organize and coordinate events, and work with outside entities to identify problems and develop corrective measures. A Crime Resource Specialist evaluates various information, verifies its accuracy, and transforms it into viable intelligence to assist law enforcement officers in preventing crime, building community relationships, and planning, implementing, and evaluating policing strategies. A Crime Resource Specialist also assists with social media outreach and crime news efforts as well as organizing and coordinating events.

SUPERVISION EXERCISED:

Limited.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Perform continuous monitoring and evaluation of ShotSpotter system for notification accuracy.
- Work with ShotSpotter as a liaison to ensure quality of service.
- Develop and coordinate special assignment patrols by utilizing computer software applications along with other forms of police intel and data.
- Maintain records of officer specialty patrols and prepare reports for the federal government.
- Compile, analyze, and interpret information. Write comprehensive reports and produce specialized analytical products tailored to particular audiences and needs.
- Proactively collect data from programs and other sources, including multi-agency databases.
- Comprehend statistical and trend/pattern analysis, among other methods. Goals of analyses may include but are not limited to determine patterns of criminal activity, identify zones for increased law enforcement attention, support implementation of focused deterrence initiatives, and evaluate impacts of policing strategies.
- Communicate intelligence and information to department staff in creative and useful formats. Summarize and present completed analyses at regular or periodic meetings with administrative or other staff, as requested.
- Organize and coordinate event planning for special project funding.
- Interact with representatives of other law enforcement agencies to exchange information regarding criminals and crimes.
- Develop and maintain liaisons within the law enforcement community at Federal, State, County, and Municipal levels to share information on criminal activities or suspected criminals under investigation.
- Work with the South Bend Police Department administration and media liaison to assist with social media updates and feeds.

- Represent the South Bend Police Department at various events, meetings, business, and other public or private engagements.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assume additional responsibilities as directed or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High School education or equivalent education required.
- Bachelor’s degree with an emphasis on criminal justice, public administration, computer technology, statistics, or research methodology preferred.
- Prior law enforcement experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively communicate orally and in writing.
- Ability to quickly and successfully interpret and understand information.
- High level of independent judgment and decision-making abilities.
- Ability to speak in large groups, in addition to one-on-one training.
- Knowledge of computer operations, and general office practices and procedures.
- Must be able to attend conferences as requested.
- Must maintain a felony-free record.
- Knowledge of confidentiality; all areas hold highly sensitive material.
- Ability to shoot and edit video.
- Ability to work, coordinate, develop, and manage relationships across all levels.
- Demonstrate competency in the use of computer programs such as Microsoft Word, Excel, PowerPoint, and Crime Stat.
- Ability to learn GIS mapping software such as ArcGIS.
- Familiarity with law enforcement related computer systems to include NCIC, BMV, Writeforce RMS and CAD softwares.
- Ability to read and interpret a variety of documents and instructions such as: procedure manuals furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver’s License required.

EQUIPMENT:

Desktop and laptop computer; telephone, fax machine, copier, scanner Adobe Software Suite, Microsoft Office Suite, and other equipment typically found in an office environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work is performed in a typical office environment, as the employee is required to sit for prolonged periods using a

computer keyboard, mouse and monitor. Work may be performed indoors and outdoors. Conditions indoors will be in a temperature-controlled environment. The entire office is smoke free. While working outdoors, the employee may be exposed to changing weather conditions. Occasional work outside of standard office hours may be required. There is a potential for exposure to graphic and/or disturbing information and imagery.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen

Equal Employment Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



City of South Bend Position Description

Title	Director of Code Enforcement Services		Position Code:	
Department:	Community Investment			
Reports To:	Director of Neighborhoods			
FLSA Status:	Exempt	Collective Bargaining Representation:	No	
Driver's License:	X Operator License required			
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: No	
Effective:	1/01/2021	Revisions:		
HR Director Approval:		Date:		

POSITION SUMMARY:

Performs a variety of supervisory, administrative, management, and technical work related to code enforcement, neighborhood planning/development for program implementation to support the revitalization of neighborhoods and the community.

SUPERVISION EXERCISED:

Supervision of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assists with the development and implementation of the Division work program.
- Contributes to the development of the annual Division budget review and expenditures.
- Manages assigned staff, organizes workloads, motivates and, evaluates staff.
- Coordinates and provides leadership and direction for code enforcement activities and processes.
- Represents the City in Code Enforcement hearings as needed.
- Researches, collects and, prepares data analysis for housing, neighborhood, commercial corridor, and capital improvement plan related to neighborhood development.
- Works with realtors, attorneys, developers, engineers, and the public to assist them through planning and processes related to Code Enforcement.
- Functions as a liaison between the Department/Division and City departments and community groups relative to specific activities.
- Monitors legislation and inter-governmental decisions affecting the Division operations.
- Reviews and interprets regulatory information.
- Makes public and private presentations and responds to inquiries from media and the public.
- Provides program information, answers questions, and assists the public.
- Efficient use of computer hardware and software to maintain neat and accurate records.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assumes additional responsibilities as directed and as they relate to overall function.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Graduation from an accredited four-year college with a degree in public administration, city, community or urban planning, or government.
- Minimum of three to five years practical experience in increasingly responsible positions.
- Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of code enforcement related activities, planning, and neighborhood development.
- Must be able to organize personnel, work, and maintain neat and accurate records.
- Ability to execute responsibilities with little or no supervision.
- Ability to effectively address the public, handle stressful situations, work cooperatively with others, handle multiple tasks, and work under pressure/deadlines.
- Demonstrate initiative, problem diagnosis, critical thinking, and proactive problem-solving skills.
- Experience using diplomacy and conflict resolution techniques.
- Experience maintaining a strong degree of confidentiality, integrity, and judgment.
- Strong interpersonal communication skills, skills to effectively communicate instructions, procedures, and processes to team members and to management.
- Strong project management skills.
- Ability to work with all levels of staff and partners.
- Team player with the ability to work in a fast-paced and ever-changing environment.
- Experience in managing multiple projects simultaneously.
- Focus on customer service.
- Ability to relate well with community leaders, elected and appointed officials, and diverse community and civic groups.
- Ability to read and write, understand, and interpret regulations and legislation.
- Working knowledge of computers, computer databases, and geographic mapping systems.
- Good written and verbal communication skills required for public presentations.
- Ability to attend evening and weekend meetings when necessary.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License required.

EQUIPMENT:

Phone, personal computer including word processing, spreadsheet and publishing software, copy machine, fax machine, calculator, binding machine and car.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office settings, with moderate inside temperatures, occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:
Pre-Employment Drug Screen

Equal Employment Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



City of South Bend Position Description

Title	Director of Neighborhoods		Position Code:	
Department:	Community Investment			
Reports To:	Executive Director of Community Investment			
FLSA Status:	Exempt	Collective Bargaining Representation:	No	
Driver's License:	X Operator License required			
Other:	Security Sensitive: Yes	Safety Sensitive: No	Child Related: No	
Effective:	1/1/2021	Revisions:		
HR Director Approval:			Date:	

POSITION SUMMARY:

Oversite of all operations related to grants management, neighborhood development, code enforcement, planning/development for program implementation, and housing counseling activities to support the revitalization of neighborhoods and community.

SUPERVISION EXERCISED:

Supervision of all Neighborhoods/Code staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Plans, organizes, directs, and supervises the activities of the Neighborhoods/Code team.
- Directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities to ensure project and program objectives are met.
- Develops and manages annual budget review and expenditures; oversees billing/collection efforts.
- Provides leadership and direction-selects, assigns, monitors, trains, motivates staff. Evaluates staff performance at the individual and team level and directs change as needed.
- Oversees and directs South Bend Animal Resource Center.
- Implements contract services to the Urban Enterprise Association of South Bend, Inc. and Community Homebuyers Corporation, monitoring progress and directing change as needed.
- Directs the research, collection and, preparation of data analysis for code, housing, neighborhood improvement, and submission of grant applications related to areas of technical assistance and neighborhood development.
- Demonstrates responsiveness to public concerns through building strong relationships with residents, neighborhood leaders, businesses, and agency partners tailoring project and policy solutions to demonstrated community needs.
- Works with realtors, attorneys, developers, engineers, and the public to assist them through various processes.
- Functions as the liaison between the Department, City departments, and community groups.
- Monitors legislation and inter-governmental decisions affecting the operations of Neighborhoods and Code Enforcement and takes appropriate action.
- Makes public and private presentations.
- Provides program information, answers questions, and assists the public.
- Responds to inquiries from the media and public.
- Efficient use of computer hardware and software to maintain neat and accurate records.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assumes additional responsibilities as directed and as they relate to overall function of Neighborhoods, Code, and SBARC.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Graduation from an accredited four-year college. Preference will be given to applicants with a Master's degree in city, community or urban planning, public administration, or government.
- Minimum of six years practical experience in increasingly responsible positions with supervisory experience.
- Any equivalent combination of education and experience.

KNOWLEDGE AND ABILITY:

- Demonstrated success in leading groups through the process of change to leverage technology and increase efficiencies.
- Interpersonal communication skills to effectively communicate instructions, procedures and processes to team members, and to manage a team and delegate responsibilities, tasks and assignments as appropriate.
- Ability to hold individuals and teams accountable to expectations, goals, and standards of performance using diplomacy and conflict resolution techniques.
- Ability to effectively address the public, handle stressful situations, work cooperatively with others, handle multiple tasks, and work under pressure/deadlines.
- Experience that demonstrates initiative, problem diagnosis, critical thinking, and proactive problem solving skills.
- Experience maintaining a strong degree of confidentiality, integrity, and judgment.
- Strong project management skills.
- Ability to develop and implement short- and long-range plans/programs; analyze data and situations, make recommendations, formulate options, strategies, and solutions.
- Working knowledge of principles and practices of urban planning, land use, and neighborhood development.
- Ability to relate well with community leaders, elected and appointed officials, and diverse community and civic groups.
- Ability to read and write, understand, and interpret regulations and legislation.
- Working knowledge of computers, computer database, and geographic mapping systems.
- Good written and verbal communication skills required for public presentations.
- Ability to attend evening and weekend meetings when necessary.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License required.

EQUIPMENT:

Phone, personal computer including word processing, spreadsheet and publishing software, copy machine, fax machine, calculator, binding machine and car.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office settings, with moderate inside temperatures, occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen

Equal Employment Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



**City of South Bend
Position Description**

Title	Manager - Aquatics			Position Code:	
Department:	Venues Parks & Arts				
Reports To:	Director of Recreational Experiences				
FLSA Status:	Exempt	Collective Bargaining Representation:	No		
Driver's License:	X, Operator				
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: Yes		
Effective:	1/1/2021	Revisions:			
HR Director Approval:				Date:	

POSITION SUMMARY:

Responsible for the management of Venues Parks & Arts aquatic facilities, which include but are not limited to: East Race Waterway, Howard Park Ice Trail, Kennedy Water Playground and Potawatomi Pool. Oversees day-to-day operation of all processes, people, tools, and physical assets required for optimal facility performance. Cultivates, organizes, and in some cases plans and implements programs, events and activities.

SUPERVISION EXERCISED:

Responsible for supervision of staff. Ex: Lifeguards, Swim Instructors, cashiers, skate guards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in the development, construction, maintenance and up-keep of VPA aquatics facilities, including but not limited to: East Race Waterway, Howard Park Ice Trail, Kennedy Water Playground, and Potawatomi Pool.
- Cultivates aquatics-related programs, activities, and events offered at VPA aquatic facilities and various partner facilities.
- Analyzes trends and community needs in relation to aquatics-related programming and prepares long-range plans to meet those needs.
- Cultivates and manages partnership relationships with external/community stakeholders and other VPA divisions in the development, coordination, and implementation of aquatic programs, activities, and events.
- Trains, supervises and evaluates staff.
- Conducts specific and necessary training for staff and keeps records required by the American Red Cross, the State Board of Health and the Recreation Division.
- Researches, prepares and submits administrative reports as requested.
- Maintains equipment inventory. Purchases necessary equipment as needed for programs.
- Helps department maintain national accreditation.
- Oversees setup and utilization of specialized software for online program/event/league registration, customer relationship management, and data tracking/reporting.
- Responsible for updating and maintaining webpages on the department's website.
- Oversees marketing for aquatics-related programs, activities, and events
- Handles the fiscal management of athletic programming, which includes, preparation of an annual budget, maintaining account projects, submitting purchase orders and direct pays.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

Assumes additional responsibilities as requested.

EDUCATION / QUALIFICATIONS:

- Bachelor's Degree in Parks & Recreation, Physical Education, Aquatics or closely related field.
- Two years' experience administering a total Aquatic Program.
- Working knowledge of City or County government a plus.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of principles and processes for providing customer and personal services.
- Working knowledge of programming activities related to diverse groups.
- Knowledge of relevant equipment, policies, procedures, and strategies that directly affect the operation of aquatics-related programming.
- Working knowledge of contracts, contract governance, contractual language and the contract lifecycle.
- Working knowledge of program marketing, communication and social media skills a plus.
- Standard computer proficiency. Ability to learn, setup and operate various software for league and camp/clinic registration, field reservation, customer management, and reporting.
- The ability to communicate orally and express in writing information and ideas.
- The ability to supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Ability to think creatively by developing, designing, or creating appropriate programming.

CERTIFICATES, LICENCE, REGISTRATION:

- Valid driver's license, or ability to obtain one, required.
- CPR/AED Certified.

EQUIPMENT:

Desktop and laptop computer, calculator, automobile, telephone, copier, facsimile machine, automobile, aquatic and recreational equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office setting or in the field with moderate inside or outside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire facility inside and outside is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

REQUIRED:

Pre-Employment Drug Screen
Criminal Background Check

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



**City of South Bend
Position Description**

Title	Manager - Athletics			Position Code:	
Department:	Venues Parks & Arts				
Reports To:	Director of Recreational Experiences				
FLSA Status:	Exempt	Collective Bargaining Representation:	No		
Driver's License:	X, Operator				
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: Yes		
Effective:	1/1/2021	Revisions:			
HR Director Approval:				Date:	

POSITION SUMMARY:

Responsible for the oversight, coordination, and administration of a range of athletic and sports-related Venues Parks & Arts programming including: competitive, instructive, and recreational activities for both adults and youth.

SUPERVISION EXERCISED:

Responsible for overseeing supervision of staff. Ex: Softball Commissioner, Leeper Tennis Director, PT Tennis Employees, Officials/Umpires, PT Diamond Rental Supervisor, PT Volleyball Workers, Instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in the development, construction, maintenance and up-keep of VPA athletic facilities and fields.
- Cultivates athletic and sports-related programs, activities, and events offered across all VPA facilities and fields.
- Analyzes trends and community needs in relation to athletic and sports-related programming and prepares long-range plans to meet those needs.
- Cultivates and manages partnership relationships with external/community stakeholders and other VPA divisions in the development, coordination, and implementation of athletic and sports-related programs, activities, and events.
- Trains, supervises and evaluates staff.
- Oversees, supervises, and evaluates the Softball Commissioner and the entire softball program.
- Oversees, supervises, and evaluates the Leeper Tennis Center, facility and program.
- Researches, prepares and submits administrative reports as requested.
- Represents the department to outside stakeholders, community groups and organizations.
- Coordinates the scheduling and rental of VPA athletic fields, including softball, baseball, football, and other as requested.
- Maintains equipment inventory. Purchases necessary equipment as needed for programs.
- Helps department maintain national accreditation.
- Oversees setup and utilization of specialized software for online program/event/league registration, customer relationship management, and data tracking/reporting.
- Responsible for updating and maintaining webpages on the department's website.
- Oversees marketing for athletic and sports-related programs, activities, and events
- Handles the fiscal management of athletic programming, which includes, preparation of an annual budget, maintaining account projects, submitting purchase orders and direct pays.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

Assume additional responsibilities as requested.

EDUCATION / QUALIFICATIONS:

- Bachelor's Degree in Sports Management, Parks & Recreation, Physical Education or related field.
- Two to four years' experience in league sports, programming and/or officiating.
- Working knowledge of City or County government a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and processes for providing customer and personal services.
- Working knowledge of programming activities related to diverse groups.
- Knowledge of relevant equipment, policies, procedures, and strategies that directly affect the operation of athletic and sports-related programming.
- Working knowledge of contracts, contract governance, contractual language and the contract lifecycle
- Working knowledge of program marketing, communication and social media skills a plus.
- Standard computer proficiency. Ability to learn, setup and operate various software for league and camp/clinic registration, field reservation, customer management, and reporting.
- The ability to communicate orally and express in writing information and ideas.
- The ability to supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Ability to think creatively by developing, designing, or creating appropriate programming.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid driver's license, or ability to obtain one, required.
- CPR/AED Certification.

EQUIPMENT:

Desktop Computer, Laptop Computer, Calculator, Telephone, Copy machine, Fax Machine, Automobile, Sports and Recreational equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear.

The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office setting or in the field with moderate inside or outside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire facility inside and outside is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED:

Pre-Employment Drug Screen
Criminal Background Check

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



**City of South Bend
Position Description**

Title	Manager - Center			Position Code:	
Department:	Venues Parks & Arts				
Reports To:	Director of Community Programming or Director of Recreational Experiences				
FLSA Status:	Exempt	Collective Bargaining Representation:	No		
Driver's License:	X, Operator				
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: Yes		
Effective:	1/1/2021	Revisions:			
HR Director Approval:				Date:	

POSITION SUMMARY:

Responsible for the management of a Venues Parks & Arts programming facility. Oversees day-to-day operation of all processes, people, tools, and physical assets required for optimal facility performance. Cultivates, organizes, and in some cases plans and implements programs, events and activities at the center.

SUPERVISION EXERCISED:

Responsible for overseeing supervision of staff. Ex: Front Desk Receptionist, custodial staff, program coordinators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in the development, construction, maintenance and up-keep of the center and its surrounding campus.
- Cultivates programs, activities, events and services offered within the center and its surrounding campus.
- Cultivates and manages partnership relationships with external/community stakeholders and other VPA divisions in the development, coordination, and implementation of programs, activities, events and services within the center.
- Trains, supervises and evaluates staff.
- Researches, prepares and submits administrative reports as requested.
- Coordinates, schedules, and maintains related records/statistics for programs and personnel at the centers.
- Represents the department to outside stakeholders, community groups and organizations.
- Coordinates the scheduling and rental of the center and its facilities.
- Purchases necessary equipment as needed for programs, activities and events at center.
- Oversees marketing for programs, activities, events and services
- Handles the fiscal management of the facility and all associated programming, which includes, preparation of an annual budget, maintaining account projects, submitting purchase orders and direct pays.
- Helps department maintain national accreditation standards.
- Responsible for updating and maintaining webpages on the department's website.
- Oversees setup and utilization of specialized software for online program registration, customer relationship management, and data tracking/reporting.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

Assumes additional responsibilities as requested.

EDUCATION / QUALIFICATIONS:

- Bachelor's Degree in Parks & Recreation, Social Services or closely related field.

- Two years' experience in recreation programming.
- Working knowledge of City or County government a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and processes for providing customer and personal services.
- Working knowledge of programming activities related to diverse groups.
- Knowledge of relevant equipment, policies, procedures, and strategies that directly affect the operation of a programming facility.
- Working knowledge of contracts, contract governance, contractual language and the contract lifecycle.
- Working knowledge of program marketing, communication and social media skills highly preferred.
- Standard computer proficiency. Ability to learn, setup and operate various software for online registration, customer management, and reporting needs.
- The ability to communicate orally and express in writing information and ideas.
- The ability to supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Ability to think creatively by developing, designing, or creating appropriate programming.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid driver's license, or ability to obtain one, required
- CPR/AED Certification.

EQUIPMENT:

Desktop Computer, Laptop Computer, Calculator, Telephone, Copy machine, Fax Machine, Automobile, Sports and Recreational equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear.

The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office setting or in the field with moderate inside or outside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire facility inside and outside is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED:

Pre-Employment Drug Screen
Criminal Background Check

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



City of South Bend Position Description

Title	Manager – Employee Safety			Position Code:	
Department:	Human Resources				
Reports To:	Director of Human Resources				
FLSA Status:	Exempt	Collective Bargaining Representation:	No		
Driver's License:	Yes, Operator's License				
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: No		
Effective:	1/1/2021	Revisions:			
HR Director Approval:				Date:	

POSITION SUMMARY:

The Manager-Employee Safety is part of the Human Resources team for the City of South Bend. This position is responsible for developing and administering the City's workers' compensation and workplace safety programs. This includes working to prevent workplace accidents and promoting health and safety awareness and education to employees, ensuring compliance with relevant workplace safety laws and regulations. The Manager-Employee Safety must develop a strong relationship with the various labor groups, care providers, City employees, and administrative staff to ensure the best service and safety possible to City employees.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop consistent policies and procedures to manage workplace accidents and injuries City-wide.
- Evaluate health and safety practice and procedures for risk assessment and legal compliance.
- Conduct, coordinate, and/or facilitate accident prevention training and health and safety training for City employees.
- Leverage tools available in the City's Safety & Risk software, to formalize and implement workforce health and safety programs and practices.
- Identify and coordinate opportunities to provide enterprise-wide training related to OSHA, DOT, etc., as required in departments across the City.
- Suggest solutions, improvements, and prevention steps for safety issues.
- Administer the workers' compensation program for all City employees, including routine communications with employee-claimants and their supervisors, medical providers, and the City's third-party administrator ("TPA").
- Manage and negotiate the TPA's service contract.
- Analyze claims as a means of mitigating and preventing future injuries.
- Maintain electronic data management systems for safety, workers' compensation, and training activities.
- Serve as first point of contact for injured employees and supervisors to coordinate care and incident documentation.
- Ensure the workforce is trained in appropriate safety measures and the City is compliant with all relevant safety requirements (e.g., OSHA, DOT).
- Satisfy safety-related and injury-related reporting obligations to all necessary regulatory bodies.
- Coordinate and document the execution of all necessary random or incident-related drug and alcohol testing of City employees, in accordance with bargaining unit agreements and City policies and practices.
- Schedule and coordinate necessary DOT and OSHA training and testing activities conducted by external service providers.
- Communicate routinely with Human Resources staff members regarding areas and matters of mutual concern, including coordinating employee benefits, injury-related leave, light duty, and return to work for employees with workers' compensation claims.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assume additional responsibilities as requested.

EDUCATION / QUALIFICATIONS:

- Bachelor of Science Degree or equivalent.
- Minimum four years of related experience in Workplace Safety, Risk Management, and Worker's Compensation Insurance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state, and local laws, codes, and safety regulations including Workers' Compensation and ADA laws, OSHA, employment laws, and procedures and regulations.
- Ability to research, analyze, and make creative and sound recommendations relating to workers' compensation claims and other workplace safety issues.
- High level of organizational skills and the ability to maintain accurate and complete records.
- Ability to evaluate and recognize potential problems or issues, and recommend and/or implement effective solutions.
- Positive attitude and the ability to engage with workforce, as well as build support for the City's safety program.
- Demonstrated ability to communicate clearly and concisely, both orally and in writing, as well as establish and maintain effective working relationships.
- Ability to gather feedback and continually improve processes and communication.
- Must have knowledge of Microsoft Suite.
- Working knowledge of City or County government a plus.
- While not routine, the Manager may be contacted at any hour to respond to emergencies.

CERTIFICATES, LICENCE, REGISTRATION:

- Valid Driver's License required.
- Occupational Safety and Health Certifications preferred
- Certified Workers' Compensation Professional is a plus.

EQUIPMENT:

Desktop and laptop computer; telephone, copier, facsimile machine, and all safety related equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds and use a ladder to evaluate areas for safety. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office; however certain duties on outside of the office may expose the employee to a similar environment, the employee is evaluating for safety. This may include loud noise levels, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and varying temperatures. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED:

Pre-Employment Drug Screen

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____



**City of South Bend
Position Description**

Title	Manager – Youth Employment			Position Code:	
Department:	Venues Parks & Arts				
Reports To:	Director of Community Programming				
FLSA Status:	Exempt	Collective Bargaining Representation:	No		
Driver's License:	X, Operator				
Other:	Security Sensitive: No	Safety Sensitive: No	Child Related: Yes		
Effective:	1/1/2021	Revisions:			
HR Director Approval:				Date:	

POSITION SUMMARY:

The Manager of Youth Employment is responsible for managing the Youth Jobs SB program within VPA, including developing basic structure and curriculum, identifying partners, and initiating scalable solution for future years. This program and curriculum would be available to all city departments and extended, on a fee basis, to external partner businesses who employ youth. This position would work alongside the cross-divisional Venues Parks & Arts' Leadership team.

ESSENTIAL JOB FUNCTIONS:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Generate work-based learning programs with full pre and post assessments to measure impact.
- Collect and disseminate information on summer and year-round Work-Based Learning programs to employers, parents, teachers, students, and staff with a focus on active recruitment of at-risk youth.
- Create a comprehensive program curriculum that includes:
 - Building professional networks
 - Exploring career opportunities
 - Developing essential job and leadership skills
 - Diversity & inclusion training
 - Civility & discourse in the workplace
 - Job essentials (dress, timeliness, handshakes, correspondence, etc.)
 - Community service
 - Financial literacy
 - Resume writing
- Oversee South Bend Youth Task Force.
- Connect youth to mentorship opportunities.
- Develop list of business partners willing to employ successful SBYEP youth to “pipeline” jobs. Actively refer youth to these jobs.
- Develop and provide leadership training.

NON-ESSENTIAL / MARGINAL FUNCTIONS:

- Assume additional responsibilities as requested.

QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent education required. Bachelor's Degree in Social Services, Business or related field preferred (experience in a position with similar duties and responsibilities may be substituted for all or part of the education requirement).
- At least five years of supervisory experience along with program development experience, ideally in work force development, youth programming, or similar field required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of program management and development procedures.
- Knowledge of budgeting and reporting.
- Tech savvy, proficient in MS Office.
- Ability to work with diverse multi-disciplinary teams.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.
- Demonstrated ability to build excellent personal and organizational relationships.
- Demonstrated analytical skills, strategic and system thinking.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license, or ability to obtain one, required.

EQUIPMENT:

Computers; Telephones; Photocopiers; other office machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear.

The employee is frequently required to sit and walk, and talk and hear. The employee occasionally required to use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include visions and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office setting or in the field with moderate inside or outside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire facility inside and outside is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen
Criminal Background Check

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____