

Village of Carol Stream

2011-2013 Personnel Schedule

	Authorized 2008-09	Authorized 2009-10	Proposed 2010-11	Projected 2011-12	Projected 2012-13
I. Administration					
a. Village Manager	1	1	1	1	1
b. Assistant Village Manager	1	1	1	1	1
c. Executive Secretary	1	1	1	1	1
	<hr/> 3	<hr/> 3	<hr/> 3	<hr/> 3	<hr/> 3
II. Emergency Management					
d. Emergency Management Coord.	1	1	0	0	0
	<hr/> 1	<hr/> 1	<hr/> 0	<hr/> 0	<hr/> 0
III. Management Services					
a. Asst. to the Village Mgr.	1	1	1	1	1
b. Secretary	.5	.5	.5	.5	.5
c. Interdepartmental Aide	.5	.0	0	0	0
d. Information Systems Coord.	1	1	1	1	1
e. Information System Technician	1	1	1	1	1
	<hr/> 4	<hr/> 3.5	<hr/> 3.5	<hr/> 3.5	<hr/> 3.5
IV. Employee Relations					
a. Employee Relations Director	1	1	1	1	1
b. Employee Relations Clerk	.7	.7	.7	.7	.7
	<hr/> 1.7	<hr/> 1.7	<hr/> 1.7	<hr/> 1.7	<hr/> 1.7
V. Financial Management					
a. Finance Director	1	1	1	1	1
b. Assistant Finance Director	1	1	1	1	1
c. Accountant	1	1	1	1	1
d. Accounts Clerk	6	6	6	6	6
e. Administrative Secretary	.75	.75	.75	.75	.75
	<hr/> 9.75	<hr/> 9.75	<hr/> 9.75	<hr/> 9.75	<hr/> 9.75
VI. Community Development					
a. Community Development Dir.	1	1	1	1	1
b. Assistant Community Develop.Dir.	1	1	1	1	1
c. Code Professional I	1	1	0	0	0
d. Code Professional II	2	2	2	2	2
e. Building & Zoning Professional	1	1	0	0	0
f. Permit Systems Coordinator	1	1	1	1	1
g. Secretary	1	1	1	1	1
	<hr/> 8	<hr/> 8	<hr/> 6	<hr/> 6	<hr/> 6

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VII. Engineering Services					
a. Director of Engineering Services	1	1	1	1	1
b. Assistant Village Engineer	1	1	1	1	1
c. Staff Engineer	1	0	0	0	0
d. Engineering Inspector	3	3	2	2	2
e. Administrative Secretary	1	1	1	1	1
f. Secretary	.5	.5	.5	.5	.5
	<u>7.5</u>	<u>6.5</u>	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>
VIII. Public Works-Streets Division					
a. Director of Public Works	1	1	1	1	1
b. Assistant Public Works Director	0	0	1	1	1
c. Public Works Program Coordinator	1	1	0	0	0
d. Administrative Secretary	1	1	1	1	1
e. Street Superintendent	1	1	1	1	1
f. Public Works Employee I	3	3	1	1	1
g. Public Works Employee II	10	10	6	6	6
h. Public Works Employee III	2	2	5	5	5
i. Clerk-Public Works	1	1	0.5	0.5	0.5
	<u>20</u>	<u>20</u>	<u>16.5</u>	<u>16.5</u>	<u>16.5</u>
IX. Public Works-Water/Sewer Division					
a. Water/Sewer Supervisor	1	1	1	1	1
b. Water/Sewer Employee I	2	2	1	1	1
c. Water/Sewer Employee II	4	4	4	4	4
d. Water/Sewer Employee III	2	2	3	3	3
	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>
X. Public Works - Municipal Garage Division					
a. Municipal Garage Supervisor	1	1	1	1	1
b. Garage Mechanic	2	2	2	2	2
c. Mechanic's Helper	1	1	1	1	1
	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
XI. Police Department					
a. Chief of Police	1	1	1	1	1
b. Deputy Chief	1	1	2	2	2
c. Commander	0	0	3	3	3
d. Lieutenant	2	2	0	0	0
e. Social Worker	2	2	2	2	2
f. Social Services Supervisor	1	1	1	1	1
g. Sergeant	9	9	6	6	6
h. Police Officer	57	53	52	52	52
i. Community Service Tech.	8	8	7	7	7
j. Evidence /Property Custodian	1	1	1	1	1
k. Administrative Secretary	1	1	1	1	1
l. Secretary	1	1	1	1	1

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m. Records Supervisor	1	1	1	1	1
n. Assistant Records Supervisor	1	1	0	0	0
o. Records Clerk	7	7	6.75	6.75	6.75
p. Clerk/Typist	1	1	1	1	1
q. Crime Analyst	1	1	1	1	1
r. Court Liaison	.5	.5	.5	.5	.5
s. Training Coordinator/ Budget Analyst	1	1	1	1	1
t. Crime Prevention Specialist	1	0	0	0	0
u. Investigative Aide	2	1	1	1	1
	<u>99.5</u>	<u>93.5</u>	<u>89.25</u>	<u>89.25</u>	<u>89.25</u>
XII. Municipal Building					
a. Municipal Bldg. & Grounds Maint. Supervisor	1	1	1	1	1
b. Municipal Bldg. & Grounds Maint. Employee	1	1	1	1	1
	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
XIII. Village Clerk's Office					
a. Deputy Village Clerk	.75	.75	.75	.75	.75
TOTAL - REGULAR EMPLOYEES (Full-Time Equivalent)					
	<u>170.20</u>	<u>162.70</u>	<u>150.95</u>	<u>150.95</u>	<u>150.95</u>
XIV. Seasonal & Miscellaneous					
Temporary Help					
a. Streets Division-Summer	6	6	6	6	6
b. Water/Sewer Division-Summer	2	2	2	2	2
c. Administration	1	1	0	0	0
d. Engineering Inspector	0	0	1	1	1
e. Meter Readers (1/2 W/S + 1/2 WRC)	.25	.25	0	0	0
f. Eng. Aide-Eng. Services	1	1	1	1	1
g. Police Patrol-Crossing Guards	22	0	0	0	0
TOTAL-OTHER THAN FULL TIME	<u>32.25</u>	<u>10.25</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
(Full-Time Equivalent)	16.13	5.13	5.00	5.00	5.00
TOTAL EMPLOYEE COUNT					
	<u>202.45</u>	<u>172.95</u>	<u>155.95</u>	<u>155.95</u>	<u>155.95</u>
TOTAL EMPLOYEE COUNT (Full-Time Equivalent)					
	<u>186.33</u>	<u>167.83</u>	<u>160.95</u>	<u>160.95</u>	<u>160.95</u>