

## 2016-2017 PERSONNEL AUTHORIZATION SCHEDULE

DEPARTMENT	FULL TIME	PART TIME	TOTAL
Administration	7	1	8
Human Resources/Civil Service	1		1
Legal	1		1
Information Technology	1		1
Police	42	5	47
Fire	29	32	61
911 Center	10		10
Parks & Recreation	14	1	15
Auditorium	1	5	6
Cemetery	3	1	4
Library	8	17	25
Development Services	6	1	7
EPA Mandates	1		1
Airport	1		1
<b>TOTAL GENERAL FUND</b>	<b>125</b>	<b>63</b>	<b>188</b>
<b>MUSEUM FUND</b>	<b>12</b>	<b>15</b>	<b>27</b>
<b>STREET FUND</b>	<b>24</b>		<b>24</b>
<b>LANDFILL FUND</b>	<b>7</b>	<b>5</b>	<b>12</b>
<b>GRAND TOTAL</b>	<b>168</b>	<b>83</b>	<b>251</b>

Note: Some FT Library and Museum positions may be filled by 2 PT positions when vacant

# CITY OF HASTINGS GENERAL FUND

## ADMINISTRATION DEPARTMENT

### Personnel Schedule

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
City Administrator	1	
Assistant City Administrator	1	
Executive Secretary	1	
City Clerk	1	
Assistant City Clerk		1
City Treasurer	1	
Assistant City Treasurer	1	
Accounts Payable Clerk	1	

**TOTAL NUMBER AUTHORIZED: 8**

**Full-time: 7**

**Part-time: 1**

**CITY OF HASTINGS GENERAL FUND**

**HUMAN RESOURCES/CIVIL SERVICE DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Human Resources Technician (A)	1	

**TOTAL NUMBER AUTHORIZED: 1**

Full-time: 1

Note A: Also serves as Secretary to Civil Service Commission

**CITY OF HASTINGS GENERAL FUND**

**LEGAL DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
City Attorney	1	

**TOTAL NUMBER AUTHORIZED: 1**

Full-time: 1

**CITY OF HASTINGS GENERAL FUND**

**INFORMATION TECHNOLOGY DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Computer Support Specialist	1	

**TOTAL NUMBER AUTHORIZED: 1**

Full-time: 1

# CITY OF HASTINGS GENERAL FUND

## POLICE DEPARTMENT

### Personnel Schedule

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Chief of Police	1	
Police Captain	2	
Police Sergeant (A)	6	
Police Officer (A)	29	
Secretary III	1	
Secretary II	1	1
Community Service Officer	2	2
Custodian		1
Crossing Guard		1

**TOTAL NUMBER AUTHORIZED: 47**

Full-time: 42

Part-time: 5

**CITY OF HASTINGS GENERAL FUND**

**FIRE DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Fire Chief	1	
Assistant Fire Chief	1	
Fire Prevention Officer	1	
Secretary III	1	
Fire Captain (A)	3	
Fire Lieutenant (A)	3	
Firefighter/Paramedic (A)	15	
Firefighter/EMT (A)	4	
Part-time Fire & Rescue Staff		32

**TOTAL NUMBER AUTHORIZED: 61**

Full-time: 29

Part-time: 32

**CITY OF HASTINGS GENERAL FUND**

**911 CENTER**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Police Officer	1	
Dispatcher	9	

**TOTAL NUMBER AUTHORIZED: 10**

Full-time: 10

**CITY OF HASTINGS GENERAL FUND**

**PARKS AND RECREATION**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Parks and Recreation Director	1	
Parks Maintenance Superintendent	1	
Recreation Program Superintendent	1	
Parks Foreman	1	
Sports Complex Maintenance Supervisor	1	
Parks Aquatic Center Maintenance Supervisor	1	
Parks Maintenance Worker II	3	
Parks Maintenance I	4	1
Secretary III	1	

**TOTAL NUMBER AUTHORIZED: 15**

Full-time: 14

Part-time: 1

**CITY OF HASTINGS GENERAL FUND**

**AUDITORIUM**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Building Maintenance Worker	1	
Building Maintenance Assistant		5

**TOTAL NUMBER AUTHORIZED: 6**

Full-time: 1

Part-time: 5

**CITY OF HASTINGS GENERAL FUND**

**CEMETERY DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Cemetery Superintendent	1	
Cemetery Maintenance Worker II	1	
Cemetery Maintenance Worker I	1	
Cemetery Maintenance Assistant		1

**TOTAL NUMBER AUTHORIZED: 4**

Full-time: 3

Part-time: 1

# CITY OF HASTINGS GENERAL FUND

## LIBRARY DEPARTMENT

### Personnel Schedule

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Library Director	1	
Librarian	2	
Library Circulation Coordinator	1	
Library Public Relations Coordinator	1	
Secretary III	1	
Library Assistant	2	12
Library Materials Clerk		5

**TOTAL NUMBER AUTHORIZED: 25**

Full-time: 8

Part-time: 17

**CITY OF HASTINGS GENERAL FUND**

**DEVELOPMENT SERVICES DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Development Services Director	1	
City Planner	1	
Inspector—Building	1	
Inspector	2	
• Electrical	1	
• Gas/Plumbing	1	
Permits Technician	1	
Secretary III		1

**TOTAL NUMBER AUTHORIZED: 7**

Full-time: 6

Part-time: 1

**CITY OF HASTINGS GENERAL FUND**

**EPA MANDATES**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Environmental Engineering Assistant	1	

**TOTAL NUMBER AUTHORIZED: 1**

Full-time: 1

**CITY OF HASTINGS GENERAL FUND**

**HASTINGS MUNICIPAL AIRPORT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Airport Facilities Technician	1	

**TOTAL NUMBER AUTHORIZED: 1**

Full-time: 1

# CITY OF HASTINGS GENERAL FUND

## MUSEUM DEPARTMENT

### Personnel Schedule

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Museum Director	1	
Curator of Collections/Program Director	1	
Curator of Education	1	
Facilities Supervisor	1	
Marketing & Public Relations Director	1	
Visitor Services Director	1	
Building Maintenance Worker	1	
Education Assistant	1	
Graphic Designer		1
Planetarium & Education Assistant	1	
Registrar	1	
Secretary III	1	
Visitor Services Representative	1	
Building Maintenance Assistant		3
Custodian		1
Visitor Services Assistant II		3
Visitor Services Assistant I		7

**TOTAL NUMBER AUTHORIZED: 27**

Full-time: 12

Part-time: 15

**CITY OF HASTINGS GENERAL FUND**

**STREET DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Director of Public Works/City Engineer	1	
Assistant City Engineer/City Surveyor	1	
Engineering Assistant	3	
GIS Technician	1	
Street Superintendent	1	
Street Foreman	1	
Street Mechanic	1	
Street Crew Leader	5	
Street Equipment Operator	5	
Street Maintenance Worker	4	
Executive Secretary	1	
<b>TOTAL NUMBER AUTHORIZED:</b>	<b>24</b>	
Full-time:	24	

**CITY OF HASTINGS GENERAL FUND**

**LANDFILL DEPARTMENT**

**Personnel Schedule**

<u>CLASSIFICATION</u>	<u>FULL-TIME AUTHORIZED</u>	<u>PART-TIME AUTHORIZED</u>
Solid Waste Superintendent/Environmental Officer	1	
Solid Waste Foreman	1	
Solid Waste Operator	3	
Solid Waste Clerk	1	1
Secretary III	1	
Grounds Maintenance		4

**TOTAL NUMBER AUTHORIZED: 12**

Full-time: 7

Part-time: 5