# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | County Commissioners |
|---|---|---|---|
| | | SECTION: | 001-0100-511 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Commissioner District #1 | 1.00 | | 1.00 |
| Commissioner District #2 | 1.00 | | 1.00 |
| Commissioner District #3 | 1.00 | | 1.00 |
| Commissioner District #4 | 1.00 | | 1.00 |
| Commissioner District #5 | 1.00 | | 1.00 |
| TOTAL EMPLOYEES: | 5.00 | 0.00 | 5.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Administration |
|---|---|---|---|
| DIVISION: Administration | | SECTION: | 001-0200-512 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| County Administrator | 1.00 | | 1.00 |
| Deputy County Administrator | 1.00 | | 1.00 |
| Executive Administrative Assistant | 2.00 | | 2.00 |
| Human Resources Director [2] | 1.00 | -1.00 | 0.00 |
| Human Resources Analyst [1 2] | 1.00 | -1.00 | 0.00 |
| [1] *Transferred from Solid Waste during FY 05/06* | | | |
| [2] *Transferred to Human Resources Division* | | | |
| TOTAL EMPLOYEES: | 6.00 | -2.00 | 4.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Office of Mgmt & Budget |
|---|---|---|---|
| DIVISION: Office of Management & Budget | | SECTION: | 001-0201-513 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| OMB Director | 1.00 | | 1.00 |
| Purchasing Manager [1] | 1.00 | -1.00 | 0.00 |
| Buyer [1 2] | 1.00 | -1.00 | 0.00 |
| Information Technology Manager [3] | 1.00 | -1.00 | 0.00 |
| Information Tech Coordinator [3] | 1.00 | -1.00 | 0.00 |
| IT Specialist [3] | 1.00 | -1.00 | 0.00 |
| Budget Administrator [4] | 1.00 | -1.00 | 0.00 |
| Project Analyst [7] | 1.00 | -1.00 | 0.00 |
| Budget Analyst | 1.00 | 1.00 | 2.00 |
| Grants Coordinator | 1.00 | -1.00 | 0.00 |
| SHIP/CDBG Manager [5] | 0.65 | -0.65 | 0.00 |
| SHIP/CDBG Analyst [5] | 1.00 | -1.00 | 0.00 |
| Recording Secretary [6] | 1.00 | -1.00 | 0.00 |
| Staff Assistant IV [6] | | 1.00 | 1.00 |
| Senior Budget Analyst [7] | | 1.00 | 1.00 |
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| | | | |
| [1] *Transferred to Purchasing Division* | | | |
| [2] *Reclassified from Contracts Administrator to Buyer during FY 05/06.* | | | |
| [3] *Transferred to Information Technology Division* | | | |
| [4] *Transferred and Retitled to Development Services Admin during FY05/06* | | | |
| [5] *Transferred to Grants Division* | | | |
| [6] *Reclassified by HR* | | | |
| [7] *Reclassified from Project Analyst to Senior Budget Analyst during FY05/06* | | | |
| TOTAL EMPLOYEES: | 12.65 | -7.65 | 5.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Office of Mgmt & Budget |
|---|---|---|---|
| DIVISION: Purchasing | | SECTION: | 001-0202-513 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Purchasing Manager [1] | | 1.00 | 1.00 |
| Buyer [1] | | 1.00 | 1.00 |
| Mail Clerk [2] | | 1.00 | 1.00 |
| Inventory Control Specialist [3] | | 1.00 | 1.00 |
| Lead Inventory Control Specialist [4] | | 1.00 | 1.00 |
| *[1] Transferred from OMB Department* | | | |
| *[2] Transferred Accounting Clerk from Paved and Unpaved and retitled* | | | |
| *[3] Transferred from Fleet Division* | | | |
| *[4] Transferred from Facilities Division* | | | |
| TOTAL EMPLOYEES: | 0.00 | 5.00 | 5.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Office of Mgmt & Budget |
|---|---|---|---|
| DIVISION: Information Technology | | SECTION: | 001-0203-519 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Information Technology Manager [1] | | 1.00 | 1.00 |
| Information Tech Coordinator [1] | | 1.00 | 1.00 |
| IT Specialist [1] | | 2.00 | 2.00 |
| Web Master | | 1.00 | 1.00 |
| *[1] Transferred from OMB Department* | | | |
| TOTAL EMPLOYEES: | 0.00 | 5.00 | 5.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Office of Mgmt & Budget |
|---|---|---|---|
| DIVISION: Grants | | SECTION: | 001-0204-513 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| SHIP/CDBG Manager [1] | | 0.65 | 0.65 |
| SHIP/CDBG Analyst [1] | | 1.00 | 1.00 |
| Grants Writer | | 1.00 | 1.00 |
| [1] *Transferred from OMB Department* | | | |
| TOTAL EMPLOYEES: | 0.00 | 2.65 | 2.65 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Administration |
|---|---|---|---|
| DIVISION: Human Resources | | SECTION: | 001-0210-513 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Human Resources Director [1] | | 1.00 | 1.00 |
| Human Resources Analyst [1] | | 2.00 | 2.00 |
| Receptionist | | 1.00 | 1.00 |
| [1] *Transferred from Administration Department* | | | |
| TOTAL EMPLOYEES: | 0.00 | 4.00 | 4.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Administration |
|---|---|---|---|
| DIVISION: Communications | | SECTION: | 001-0220-519 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Communications Manager | 1.00 | | 1.00 |
| Community Relations Liaison | 1.00 | | 1.00 |
| TV Production Specialist | | 1.00 | 1.00 |
| TOTAL EMPLOYEES: | 2.00 | 1.00 | 3.00 |

# STAFFING TABLE LISTING FY 2006-2007

| | | | |
|---|---|---|---|
| FUND: General | | DEPARTMENT: | Administration |
| DIVISION: General Services | | SECTION: | 001-0230-519 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| General Services Director [1] | | 1.00 | 1.00 |
| General Services Coordinator [2] | | 1.00 | 1.00 |
| Staff Assistant III [2] | | 1.00 | 1.00 |
| [1] *Transferred from Transportation Department during FY 05/06* | | | |
| [2] *Transferred from Road & Bridge Admin during FY 05/06 and retitled from Accountant* | | | |
| [3] *Transferred from Road & Bridge Administration during FY 05/06* | | | |
| TOTAL EMPLOYEES: | 0.00 | 3.00 | 3.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | County Attorney |
|---|---|---|---|
| | | SECTION: | 001-0700-514 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| County Attorney | 1.00 | | 1.00 |
| Deputy County Attorney | 1.00 | | 1.00 |
| Legal Assisstant | 2.00 | | 2.00 |
| TOTAL EMPLOYEES: | 4.00 | 0.00 | 4.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Circuit Court |
|---|---|---|---|
| DIVISION: Guardian Ad Litem | | SECTION: | 001-1020-685 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Case Coordinator | 0.50 | | 0.50 |
| TOTAL EMPLOYEES: | 0.50 | 0.00 | 0.50 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | General Services |
|---|---|---|---|
| DIVISION: Fleet Maintenance | | SECTION: | 001-1410-519 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Fleet Manager | 1.00 | | 1.00 |
| Lead Mechanic | 1.00 | | 1.00 |
| Accounting Clerk | 1.00 | | 1.00 |
| Tradesworker III [1] | 1.00 | -1.00 | 0.00 |
| Service Mechanic | 2.00 | | 2.00 |
| Mechanic II EVT | 1.00 | | 1.00 |
| Mechanic II | 1.00 | | 1.00 |
| Mechanic I | 1.00 | | 1.00 |
| Inventory Control Specialist [2] | 1.00 | -1.00 | 0.00 |
| Mechanic II TVT | 1.00 | | 1.00 |
| *[1] Transferred to Paved & Unpaved Division during FY 05/06* | | | |
| *[2] Transferred to Purchasing Division* | | | |
| TOTAL EMPLOYEES: | 11.00 | -2.00 | 9.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | General Services |
|---|---|---|---|
| DIVISION: Facilities Management | | SECTION: | 001-1413-519 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Facilities Manager | 1.00 | | 1.00 |
| Public Works Supervisor II [1] | 1.00 | -1.00 | 0.00 |
| Tradesworker IV | 3.00 | | 3.00 |
| Tradesworker III | 5.00 | | 5.00 |
| Tradesworker II | 2.00 | | 2.00 |
| Accounting Clerk | 1.00 | | 1.00 |
| Custodian I | 2.00 | 3.00 | 5.00 |
| Crew Leader II | 1.00 | | 1.00 |
| Inventory Control Specialist [2] | 1.00 | -1.00 | 0.00 |
| Lead Inventory Control Specialist [2 3] | | 0.00 | 0.00 |
| Equipment Operator III | 1.00 | -1.00 | 0.00 |
| Project Coordinator [4] | | 0.00 | 0.00 |
| HVAC Technician [4] | | 1.00 | 1.00 |
| Chief of Trades [1] | | 1.00 | 1.00 |
| Maintenance Technician I [5] | | 2.00 | 2.00 |
| Maintenance Technician II [5] | | 2.00 | 2.00 |
| *[1] Reclassified Public Works Supervisor II position to Chief of Trades during FY05/06* | | | |
| [2] Inventory Control Specialist position reclassified to Lead Inventory Control Specialist during FY05/06 | | | |
| *[3] Transferred to Purchasing Division* | | | |
| *[4] Transferred from Paved and Unpaved Division and reclassied to HVAC Technician during FY05/06* | | | |
| *[5] Transferred from Paved & Unpaved Division* | | | |
| TOTAL EMPLOYEES: | 18.00 | 6.00 | 24.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Parks & Recreation |
|---|---|---|---|
| DIVISION: Recreation Facilities | | SECTION: | 001-1440-572 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Parks Supervisor II | 1.00 | | 1.00 |
| Parks & Rec Supervisor I | 1.00 | | 1.00 |
| Tradesworker IV | 2.00 | | 2.00 |
| Tradesworker III | 3.00 | | 3.00 |
| Tradesworker I | 1.00 | | 1.00 |
| Maintenance Technician II [1] | 1.00 | 1.00 | 2.00 |
| Maintenance Technician I | 1.00 | | 1.00 |
| Custodian II | 1.00 | | 1.00 |
| Custodian I | 2.50 | | 2.50 |
| Equipment Operator I | 1.00 | | 1.00 |
| [1] *Transferred from Solid Waste during FY05/06* | | | |
| TOTAL EMPLOYEES: | 14.50 | 1.00 | 15.50 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Parks & Recreation |
|---|---|---|---|
| DIVISION: Civic Arena Operations | | SECTION: | 001-1441-572 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Maintenance Tech II | 1.00 | | 1.00 |
| Events Coordinator | 1.00 | -1.00 | 0.00 |
| TOTAL EMPLOYEES: | 2.00 | -1.00 | 1.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Parks & Recreation |
|---|---|---|---|
| DIVISION: Recreation Services | | SECTION: | 001-1442-572 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Parks & Recreation Director | 1.00 | | 1.00 |
| Parks Administrator | 1.00 | | 1.00 |
| Office Manager [1] | 1.00 | -1.00 | 0.00 |
| Recreation Supervisor | 1.00 | | 1.00 |
| Parks Ranger II | 1.00 | 1.00 | 2.00 |
| Recreation Leader | 1.00 | | 1.00 |
| Programs Coordinator | 1.00 | | 1.00 |
| Staff Assistant IV [1] | | 1.00 | 1.00 |
| Accountant | | 1.00 | 1.00 |
| [1] *Reclassified by HR* | | | |
| TOTAL EMPLOYEES: | 7.00 | 2.00 | 9.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Extension Service |
|---|---|---|---|
| | | SECTION: | 001-2400-537 |
| | | | |
| POSITION TITLE | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| County Extension Director | 1.00 | | 1.00 |
| Family & Consumer Science Program Assista | 1.00 | | 1.00 |
| 4H Youth Agent | 1.00 | | 1.00 |
| Horticulture Program Assistant II | 1.00 | | 1.00 |
| Secretary III [1] | 1.00 | -1.00 | 0.00 |
| Custodian/Maintenance Tech I | 1.00 | | 1.00 |
| Agricultural Agent | 1.00 | | 1.00 |
| Staff Assistant III [1] | | 1.00 | 1.00 |
| [1] *Reclassified by HR* | | | |
| TOTAL EMPLOYEES: | 7.00 | 0.00 | 7.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Community Services |
|---|---|---|---|
| DIVISION: Human Services | | SECTION: | 001-2700-569 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Community Services Director | 0.20 | | 0.20 |
| Human Services Program Coordinator | 1.00 | | 1.00 |
| Human Services Case Manager | 1.00 | 1.00 | 2.00 |
| Secretary III [1] | 1.00 | -1.00 | 0.00 |
| Staff Assistant III [1] | | 1.00 | 1.00 |
| [1] *Reclassified by HR* | | | |
| TOTAL EMPLOYEES: | 3.20 | 1.00 | 4.20 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Community Services |
|---|---|---|---|
| DIVISION: Senior Services | | SECTION: | 001-2701-569 |
| | | | 001-2702-569 |
| | | | 001-2703-569 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Community Services Director | 0.80 | | 0.80 |
| Accountant | 1.00 | | 1.00 |
| Accounting Clerk | 1.00 | | 1.00 |
| Senior Services Program Coordinator | 1.00 | | 1.00 |
| Title III Services Case Manager | 1.00 | | 1.00 |
| Community Services Case Manager | 1.00 | | 1.00 |
| Community Services Mealsite Manager [1] | 1.00 | -1.00 | 0.00 |
| Community Services Mealsite Assistant [2] | 1.00 | -1.00 | 0.00 |
| Community Services Data Entry Clerk | 0.50 | | 0.50 |
| Case Manager | 1.00 | | 1.00 |
| Program Aide | 1.00 | | 1.00 |
| Adult Day Care Program Coordinator | 1.00 | | 1.00 |
| Community Service C.N.A. | 4.00 | | 4.00 |
| Custodian/Maintenance Tech I | 1.00 | | 1.00 |
| Senior Meals Recreation Manager [1] | | 1.00 | 1.00 |
| Senior Meals Recreation Assistant [2] | | 1.00 | 1.00 |
| *[1] Reclassified to Senior Meals Recreation Manager during FY05/06* | | | |
| *[2] Reclassified to Senior Meals Recreation Assistant during FY05/06* | | | |
| TOTAL EMPLOYEES: | 16.30 | 0.00 | 16.30 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Veterans Services |
|---|---|---|---|
| | | SECTION: | 001-2800-553 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Veterans Services Officer | 1.00 | | 1.00 |
| Assistant Veterans Counselor | 1.00 | | 1.00 |
| TOTAL EMPLOYEES: | 2.00 | 0.00 | 2.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Library |
|---|---|---|---|
| DIVISION: Library | | SECTION: | 001-3400-571 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Library Director | 1.00 | | 1.00 |
| Librarian II | 1.00 | | 1.00 |
| Librarian I | 1.00 | | 1.00 |
| Administrative Secretary [1] | 1.00 | -1.00 | 0.00 |
| Library Assistant II | 5.00 | | 5.00 |
| Library Assistant I | 7.00 | | 7.00 |
| Custodian I | 1.00 | | 1.00 |
| Library Clerk | 0.50 | | 0.50 |
| Staff Assistant III [1] | | 1.00 | 1.00 |
| [1] *Reclassified by HR* | | | |
| TOTAL EMPLOYEES: | 17.50 | 0.00 | 17.50 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Library |
|---|---|---|---|
| DIVISION: Bunnell Library | | SECTION: | 001-3401-571 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Library Assistant II | 1.00 | | 1.00 |
| Library Assistant I | 1.00 | | 1.00 |
| TOTAL EMPLOYEES: | 2.00 | 0.00 | 2.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Emergency Services |
|---|---|---|---|
| DIVISION: Fire Rescue | | SECTION: | 001-3815-522 |
| | | | |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Medical Director | 1.00 | | 1.00 |
| Fire Rescue Division Chief | 1.00 | | 1.00 |
| Fire Rescue Operations Chief | 1.00 | | 1.00 |
| Training Officer | 1.00 | | 1.00 |
| Recording Secretary [1] | 1.00 | -1.00 | 0.00 |
| Fire Rescue Captain | 3.00 | | 3.00 |
| Fire Rescue Lieutenant | 18.00 | | 18.00 |
| Firefighter/Paramedic [2] | 48.00 | 5.00 | 53.00 |
| Staff Assistant IV [1] | | 1.00 | 1.00 |
| Chief Fire Prevention Inspector [3] | | 1.00 | 1.00 |
| *[1] Reclassified by HR* | | | |
| *[2] Three Positions approved during FY05/06* | | | |
| *[3] Transferred from Fund 181 during FY05/06* | | | |
| TOTAL EMPLOYEES: | 74.00 | 6.00 | 80.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Emergency Services |
|---|---|---|---|
| DIVISION: Administration | | SECTION: | 001-3820-522 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Emergency Services Director | 1.00 | | 1.00 |
| Support Services Chief | 1.00 | | 1.00 |
| GIS Coordinator | 1.00 | | 1.00 |
| Administrative Assistant | 1.00 | | 1.00 |
| Accountant | 1.00 | | 1.00 |
| Accounting Clerk | 1.00 | | 1.00 |
| Receptionist | | 1.00 | 1.00 |
| Custodian/Maintenance Technician [2] | | 1.00 | 1.00 |
| E911 Coordinator [1] | | 0.60 | 0.60 |
| [1] *Transferred partial funding from E911* | | | |
| [2] *Position approved during FY 05/06* | | | |
| TOTAL EMPLOYEES: | 6.00 | 2.60 | 8.60 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Emergency Services |
|---|---|---|---|
| DIVISION: Emergency Flight Operations | | SECTION: | 001-3870-522 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Pilot | 3.00 | -1.00 | 2.00 |
| Flight Operations Chief [1] | | 1.00 | 1.00 |
| *[1] One Pilot position reclassified during FY05/06* | | | |
| TOTAL EMPLOYEES: | 3.00 | 0.00 | 3.00 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: General | | DEPARTMENT: | Emergency Services |
|---|---|---|---|
| DIVISION: Emergency Management (EMPA Grant) | | SECTION: | 001-8040-525 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Division Chief | 1.00 | | 1.00 |
| Emergency ManagementTechnician | 1.00 | | 1.00 |
| Planner I | 1.00 | | 1.00 |
| TOTAL EMPLOYEES: | 3.00 | 0.00 | 3.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: County Transportation Trust | | DEPARTMENT: | Public Works |
|---|---|---|---|
| DIVISION: Road & Bridge Administration | | SECTION: | 102-1405-541 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Public Works Operations Director | 1.00 | | 1.00 |
| Asst. Public Works Operations Director | 1.00 | | 1.00 |
| Administrative Assistant | 1.00 | | 1.00 |
| Accountant [1] | 1.00 | -1.00 | 0.00 |
| Accounting Clerk [2] | 1.00 | -1.00 | 0.00 |
| Secretary III [1] | 1.00 | -1.00 | 0.00 |
| *[1] Transferred to General Services Department during FY 05/06* | | | |
| *[2] Transferred and retitled to Purchasing Division* | | | |
| TOTAL EMPLOYEES: | 6.00 | -3.00 | 3.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: County Transportation Trust | | DEPARTMENT: | Public Works |
|---|---|---|---|
| DIVISION: Paved / Unpaved Maintenance | | SECTION: | 102-1420-541 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Public Works Supervisor II | 1.00 | | 1.00 |
| Project Coordinator [1] | 1.00 | -1.00 | 0.00 |
| Equipment Operator IV | 8.00 | | 8.00 |
| Equipment Operator III | 7.00 | 1.00 | 8.00 |
| Crew Leader I | 1.00 | | 1.00 |
| Equipment Operator II | 2.00 | | 2.00 |
| Equipment Operator I [3 5] | 5.00 | -2.00 | 3.00 |
| Maintenance Technician II [3 4] | 3.00 | -2.00 | 1.00 |
| Maintenance Technician I [3] | 3.00 | -2.00 | 1.00 |
| Tradesworker II | 1.00 | | 1.00 |
| Survey Manager | 1.00 | -1.00 | 0.00 |
| Survey Technician II | 1.00 | -1.00 | 0.00 |
| Tradesworker III [2] | | 1.00 | 1.00 |
| [1] *Transferred to Facilities Division during FY05/06* | | | |
| [2] *Transferred from Fleet Division during FY05/06* | | | |
| [3] *Transferred to Facilities Division* | | | |
| [4] *One Position eliminated during FY05/06* | | | |
| [5] *One Equipment Operator I position reclassified to Maintenance Technician II during FY05/06* | | | |
| TOTAL EMPLOYEES: | 34.00 | -7.00 | 27.00 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: 143 | | DEPARTMENT: | Office of Mgmt & Budget |
|---|---|---|---|
| DIVISION: SHIP Program | | SECTION: | 143-1720-559 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| SHIP/CDBG Manager | 0.40 | -0.05 | 0.35 |
| TOTAL EMPLOYEES: | 0.40 | -0.05 | 0.35 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: Municipal Service Fund | | DEPARTMENT: | Development Services |
|---|---|---|---|
| DIVISION: Engineering | | SECTION: | 180-0800-541 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| County Engineer | 1.00 | | 1.00 |
| Assistant County Engineer | 1.00 | | 1.00 |
| Project Engineer [1 3] | 2.00 | 1.50 | 3.50 |
| Engineering Inspector | 1.00 | | 1.00 |
| Office Manager [2] | 1.00 | -1.00 | 0.00 |
| Administrative Secretary [2] | 1.00 | -1.00 | 0.00 |
| Engineering Technician II [2] | 1.00 | -1.00 | 0.00 |
| Secretary II [2] | 1.00 | -1.00 | 0.00 |
| Drafter/CAD Technician [2] | | 1.00 | 1.00 |
| Staff Assistant II [2] | | 2.00 | 2.00 |
| Staff Assistant IV [2] | | 1.00 | 1.00 |
| *[3] One position approved during FY05/06* | | | |
| *[2] Reclassifed by HR* | | | |
| *[3] Split funding with Solid Waste* | | | |
| TOTAL EMPLOYEES: | 9.00 | 1.50 | 10.50 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: Municipal Service Fund | | DEPARTMENT: | Development Services |
|---|---|---|---|
| DIVISION: Planning | | SECTION: | 180-1700-515 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Planning & Zoning Director | 1.00 | | 1.00 |
| Environmental Planner III | 1.00 | | 1.00 |
| Development Review Planner III | 1.00 | | 1.00 |
| Planner I | 1.00 | | 1.00 |
| Planner II | 1.00 | | 1.00 |
| Planning Technician | 1.00 | | 1.00 |
| Recording Secretary [2] | 1.00 | -1.00 | 0.00 |
| Staff Assistant IV [2] | | 1.00 | 1.00 |
| Principal Planner [1] | | 2.00 | 2.00 |
| *[1] Positions approved during FY05/06* | | | |
| *[2] Reclassifed by HR* | | | |
| TOTAL EMPLOYEES: | 7.00 | 2.00 | 9.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: Municipal Services Fund | | DEPARTMENT: | Development Services |
|---|---|---|---|
| DIVISION: Administration | | SECTION: | 180-1750-515 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Administrative Assistant [1] | 1.00 | -1.00 | 0.00 |
| Central Permitting Technician [2] | 2.00 | 0.50 | 2.50 |
| Development Engineer | 1.00 | | 1.00 |
| Highway Designer Technician | 1.00 | | 1.00 |
| Development Inspector | 1.00 | | 1.00 |
| Accountant [3] | | 1.00 | 1.00 |
| Development Services Coordinator[1] | | 1.00 | 1.00 |
| Assistant County Administrator for E.D. [4] | 1.00 | -1.00 | 0.00 |
| Development Services Director [4] | | 1.00 | 1.00 |
| Assistant Development Engineer | | 1.00 | 1.00 |
| *[1] Position reclassified during FY05/06* | | | |
| *[2] Position split funded with Building Division* | | | |
| *[3] Transferred from OMB and reclassified during FY05/06* | | | |
| *[4] Reclassified Assistant County Administrator position to Development Services Director during FY05/06* | | | |
| TOTAL EMPLOYEES: | 7.00 | 2.50 | 9.50 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: Municipal Service Fund | | DEPARTMENT: | Development Services |
|---|---|---|---|
| DIVISION: Code Enforcement | | SECTION: | 180-2001-529 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Code Enforcement Supervisor | 1.00 | | 1.00 |
| Code Enforcement Inspector | 1.00 | | 1.00 |
| TOTAL EMPLOYEES: | 2.00 | 0.00 | 2.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: 181 | | DEPARTMENT: | Development Services |
|---|---|---|---|
| DIVISION: Building | | SECTION: | 181-2000-524 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Chief Building Official | 1.00 | | 1.00 |
| Chief Building Inspector | 1.00 | | 1.00 |
| Senior Building Inspector | 2.00 | | 2.00 |
| Building Inspector II | 1.00 | | 1.00 |
| Office Manager [1] | 1.00 | -1.00 | 0.00 |
| Permit Specialist II | 1.00 | | 1.00 |
| Permit Specialist I | 1.00 | | 1.00 |
| Staff Assistant IV [1] | | 1.00 | 1.00 |
| Plans Examiner [2] | | 1.00 | 1.00 |
| Central Permitting Technician [3] | | 0.50 | 0.50 |
| [1] *Reclassified by HR* | | | |
| [2] *Position approved during FY05/06* | | | |
| [3] *Split funded with Development Services Admin* | | | |
| TOTAL EMPLOYEES: | 8.00 | 1.50 | 9.50 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: 181 | | DEPARTMENT: | Emergency Services |
|---|---|---|---|
| DIVISION: Fire Prevention Inspection | | SECTION: | 181-2002-522 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Chief Fire Prevention Inspector [1] | 1.00 | -1.00 | 0.00 |
| *[1] Transferred to Fire Rescue Division during FY05/06* | | | |
| TOTAL EMPLOYEES: | 1.00 | -1.00 | 0.00 |

## STAFFING TABLE LISTING FY 2006-2007

| FUND: 198 | | DEPARTMENT: | Court |
|---|---|---|---|
| DIVISION: Teen Court | | SECTION: | 198-4804-719 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Teen Court Administrator | 1.00 | | 1.00 |
| TOTAL EMPLOYEES: | 1.00 | 0.00 | 1.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: 302 | | DEPARTMENT: | Emergency Services |
|---|---|---|---|
| DIVISION: E-911 | | SECTION: | 302-1722-529 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| E-911 Coordinator [1] | 1.00 | -0.60 | 0.40 |
| E-911 Technician | 1.00 | | 1.00 |
| [1] *Transferred partial funding to Emergency Services Admin.* | | | |
| TOTAL EMPLOYEES: | 2.00 | -0.60 | 1.40 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: Airport | | DEPARTMENT: | Airport |
|---|---|---|---|
| | | SECTION: | 401-4100-542 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Airport Director | 1.00 | | 1.00 |
| Airport Operations Supervisor | 1.00 | | 1.00 |
| Accountant | 1.00 | | 1.00 |
| Office Manager [1] | 1.00 | -1.00 | 0.00 |
| Airport Attendants [2] | 3.00 | 1.00 | 4.00 |
| Customer Service Associate [2] | 1.00 | -1.00 | 0.00 |
| Staff Assistant IV [1] | | 1.00 | 1.00 |
| [1] *Reclassified by HR* | | | |
| [2] *Reclassified from Customer Service Associate to Airport Attendant during FY05/06* | | | |
| TOTAL EMPLOYEES: | 8.00 | 0.00 | 8.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: 402 | | DEPARTMENT: | Engineering |
|---|---|---|---|
| DIVISION: Solid Waste | | SECTION: | 402-3020-534 |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Solid Waste Director [4] | 1.00 | -1.00 | 0.00 |
| Solid Waste Inspector | 1.00 | | 1.00 |
| Equipment Operator II [5] | 1.00 | -1.00 | 0.00 |
| Equipment Operator III [5 6] | | 0.00 | 0.00 |
| Office Manager [2] | 1.00 | -1.00 | 0.00 |
| Site Attendant [3] | 1.00 | -1.00 | 0.00 |
| Maintenance Technician II [1] | 1.00 | -1.00 | 0.00 |
| Household Hazardous Waste Technician [3] | | 1.00 | 1.00 |
| Project Engineer [4] | | 0.50 | 0.50 |
| [1] *Transferred to Parks and Recreation during FY05/06* | | | |
| [2] *Transferred and retitled to Human Resources during FY05/06* | | | |
| [3] *Reclassified by HR during FY 05/06* | | | |
| [4] *Reclassified to Project Engineer and split funding with Engineering Division* | | | |
| [5] *Reclassified Equipment Operator II position to Equipment Operator III during FY05/06.* | | | |
| [6] *Transferred to Paved and Unpaved Division* | | | |
| TOTAL EMPLOYEES: | 6.00 | -3.50 | 2.50 |

# STAFFING TABLE LISTING FY 2006-2007

| | | | |
|---|---|---|---|
| FUND: 403 | | DEPARTMENT: | General Services |
| DIVISION: Transportation | | SECTION: | 403-1910-544 |
| | | | |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Transportation Director [1] | 1.00 | -1.00 | 0.00 |
| Transportation Coordinator | 1.00 | | 1.00 |
| Accountant | 1.00 | | 1.00 |
| Transportation Dispatch Clerks | 3.00 | | 3.00 |
| Transportation Driver [2] | 9.00 | 2.00 | 11.00 |
| Transportation Driver part time [3] | 4.00 | | 4.00 |
| *[1] Transferred and retitled to General Services Director during FY05/06* | | | |
| *[2] A Transportation Driver position added during FY05/06* | | | |
| *[3] Full Time Equivalency* | | | |
| TOTAL EMPLOYEES: | 19.00 | 1.00 | 20.00 |

# STAFFING TABLE LISTING FY 2006-2007

| FUND: 404 | | DEPARTMENT: | General Services |
|---|---|---|---|
| DIVISION: Utilities | | SECTION: | 404-3101-533 |
| | | | |
| | | | |
| **POSITION TITLE** | **PRIOR BUDGET** | **CHANGE** | **TOTAL** |
| Utility Manager | 1.00 | | 1.00 |
| Utilities Mechanic/Meter Reader | 1.00 | | 1.00 |
| Customer Service Representative[1] | 0.50 | -0.50 | 0.00 |
| Accounting Clerk[1] | | 1.00 | 1.00 |
| Utility Systems Operator | | 1.00 | 1.00 |
| [1] *Position reclassified and to Full Time status.* | | | |
| TOTAL EMPLOYEES: | 2.50 | 1.50 | 4.00 |

# Flagler County, Florida
# Position Changes
# FY 2006 - 2007

## Reclass of Position based on grade (recommended by Human Resources)

| Title | Number in Position | From Pay Grade | To Pay Grade |
|---|---|---|---|
| Administative Secretary to Staff Assistant III | 2 | 34 | 33 |
| Code Enforcement Inspector | 1 | 36 | 39 |
| Community Relations Liaison | 1 | 103 | 103 |
| Community Services Director | 1 | 515 | 515 |
| Crew Leader | 1 | 33 | 35 |
| Custodian I | 6 | 27 | 28 |
| Custodian II | 1 | 28 | 29 |
| Custodian/Maint Tech I | 2 | 28 | 29 |
| Deputy County Attorney | 1 | 519 | 521 |
| E-911 Technician | 1 | 32 | 36 |
| Engineering Inspector | 1 | 40 | 40 |
| Engineering Tech II to Drafter/CAD Technician | 1 | 36 | 39 |
| Fire Rescue Chief | 1 | 512 | 515 |
| Fire Rescue Ops Chief | 1 | 104 | 105 |
| Firefighter/Paramedic | 10 | 400 | 400 |
| Firefighter/Paramedic LT | 10 | 401 | 401 |
| Firefighter/Paramedic/Capt | 3 | 402 | 402 |
| Fleet Manager | 1 | 500 | 506 |
| Head Custodian | 1 | 29 | 30 |
| Human Resource Director | 1 | 512 | 517 |
| Maintenance Tech I | 4 | 28 | 29 |
| Maintenance Tech II | 4 | 29 | 30 |
| Office Manager to Staff Assistant IV | 4 | 36 | 36 |
| Parks Director | 1 | 509 | 509 |
| Permit Specialist I | 1 | 31 | 33 |
| Permit Specialist II | 1 | 33 | 35 |
| Recording Secretary to Staff Assistant IV | 3 | 34 | 36 |
| Recreation Leader | 1 | 29 | 30 |
| Recreation Supervisor | 1 | 32 | 33 |
| Secretary II to Staff Assistant II | 1 | 30 | 30 |
| Secretary III to Staff Assistant III | 3 | 32 | 33 |
| | | **Total Cost** | **191,633** |

# Flagler County, Florida
# Position Changes
# FY 2006 - 2007

## Proposed Transfers of Positions for FY 2006-2007

| Department | Position | Pay Grade |
|---|---|---|
| **Administration** | | |
| -1 | Human Resources Director | 517 |
| -2 | Human Resources Analyst | 39 |
| **Ofiice of Management & Budget** | | |
| -1 | Purchasing Manager | 512 |
| -1 | Buyer | 103 |
| -1 | Information Technology Manager | 506 |
| -1 | Information Tech Coordinator | 103 |
| -1 | IT Specialist | 39 |
| -0.65 | SHIP/CDBG Manager | 506 |
| -1 | SHIP/CDBG Analyst | 38 |
| **Purchasing** | | |
| 1 | Purchasing Manager | 512 |
| 1 | Buyer | 103 |
| 1 | Lead Inventory Control Specialist | 33 |
| 1 | Inventory Control Specialist | 32 |
| 1 | Mail Clerk | 31 |
| **Information Technology** | | |
| 1 | Information Technology Manager | 506 |
| 1 | Information Tech Coordinator | 103 |
| 1 | IT Specialist | 39 |
| **Grants** | | |
| 0.65 | SHIP/CDBG Manager | 506 |
| 1 | SHIP/CDBG Analyst | 38 |
| **Human Resources** | | |
| 1 | Human Resources Director | 517 |
| 2 | Human Resources Analyst | 39 |
| **Fleet** | | |
| -1 | Inventory Control Specialist | 32 |
| **Facilities** | | |
| -1 | Lead Inventory Control Specialist | 33 |
| 2 | Maintenance Technician I | 29 |
| 2 | Maintenance Technician II | 30 |
| **EMS Administration** | | |
| 0.6 | E-911 Coordinator | 103 |
| **Road & Bridge - Administration** | | |
| -1 | Accounting Clerk (and new title) | 31 |

# Flagler County, Florida
# Position Changes
# FY 2006 - 2007

## Proposed Transfers of Positions for FY 2006-2007

| Department | Position | Pay Grade |
|---|---|---|
| **Road & Bridge - Paved & Unpaved** | | |
| -2 | Maintenance Technician I | 29 |
| -2 | Maintenance Technician II | 30 |
| 1 | Equipment Operator III | 34 |
| **Engineering** | | |
| 0.5 | Project Engineer | 105 |
| **E-911** | | |
| -0.6 | E-911 Coordinator | 103 |
| **Solid Waste** | | |
| -1 | Equipment Operator III | 34 |
| -0.5 | Landfill Director (new title) | 105 |

## Proposed Addition / Deletion of New Positions for FY 2006-2007

| Department | Position | Approved Date | Pay Grade | Rate FY07 |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| **Information Technology** | | | | |
| 1 | IT Specialist | 11/5/2006 | 39 | 14.97 |
| 1 | Web Master | 10/1/2006 | 104 | 22.37 |
| **Grants Department** | | | | |
| 1 | Grants Writer | 11/13/2006 | 104 | 19.88 |
| **Human Resources** | | | | |
| 1 | Receptionist (New Building) | 12/1/2006 | 31 | 10.28 |
| **Communications** | | | | |
| 1 | TV Production Specialist (New Building) | 10/1/2006 | 103 | 22.27 |
| **Facilities** | | | | |
| 3 | Custodian (New Building) | 11/5/2006 | 28 | 8.92 |
| -1 | Equipment Operator III | 10/1/2006 | 34 | 11.82 |
| **Civic Arena Operations** | | | | |
| -1 | Events Coordinator | 10/1/2006 | 102 | 19.72 |
| **Parks & Recreation** | | | | |
| 1 | Accountant | 11/12/2006 | 102 | 16.50 |
| 1 | Park Ranger II | 11/12/2006 | 31 | 10.28 |
| **Human Services** | | | | |
| 1 | Human Service Case Manager | 3/1/2007 | 100 | 12.49 |
| **Fire/Rescue** | | | | |
| 2 | FireFighter/Paramedics | 11/13/2006 | 400 | 11.14 |

# Flagler County, Florida
## Position Changes
## FY 2006 - 2007

### Proposed Addition / Deletion of New Positions for FY 2006-2007 (Continued)

| Department | Position | Approved Date | Pay Grade | Rate FY07 |
|---|---|---|---|---|
| **Emergency Services - Administration** | | | | |
| 1 | Receptionist (New Building) | 11/12/2006 | 31 | 10.28 |
| **OTHER FUNDS** | | | | |
| **Road & Bridge - Paved & Unpaved** | | | | |
| -1 | Survey Manager | 10/1/2006 | 103 | 17.41 |
| -1 | Survey Technician II | 10/1/2006 | 37 | 13.59 |
| -2 | Maintenance Technician II | 10/1/2006 | 30 | 9.80 |
| **Development Services - Administration** | | | | |
| 1 | Assistant Development Engineer | 11/13/2006 | 105 | 21.83 |
| 0.5 | Central Permitting Technician (split) | 11/13/2006 | 35 | 12.54 |
| **Building** | | | | |
| 0.5 | Central Permitting Technician (split) | 11/13/2006 | 35 | 12.54 |
| **Transportation** | | | | |
| 2 | Bus Driver | 11/20/2006 | 28 | 8.92 |
| **Utilities** | | | | |
| 1 | Utility Systems Operator | 11/12/2006 | 37 | 14.55 |
| | **Total New Positions FY 2006-2007** | | | **13** |

### Addition / Deletion of Positions During Fiscal Year 2005-2006

| Department | Position | Approved Date | Pay Grade |
|---|---|---|---|
| **Fire & Rescue** | | | |
| 2 | FireFighter/Paramedics | 5/1/2006 | 400 |
| 1 | FireFighter/Paramedics | 8/7/2006 | 400 |
| **Emergency Services - Administration** | | | |
| 1 | Custodian/Maint. Tech I (New Building) | 4/17/2006 | 28 |
| **Engineering** | | | |
| 1 | Project Engineer | 2/13/2006 | 105 |
| **Planning** | | | |
| 1 | Principal Planner | 1/17/2006 | 105 |
| 1 | Principal Planner | 3/20/2006 | 105 |
| **Building** | | | |
| 1 | Plans Examiner | 7/10/2006 | 45 |
| **Utilities** | | | |
| 0.5 | Customer Service Rep. partime to fulltime & Title Change to Accounting Clerk | | |
| | **Total Positions Added during FY 2005-2006** | | **8.5** |
| | **Total Position Change from Approved FY 2005-2006** | | **21.5** |

# Flagler County, Florida
## Position Changes
## FY 2006 - 2007
### Transferred/Reclassified of Positions During Fiscal Year 2005-2006

| Department | Position | Approved Date | Pay Grade |
|---|---|---|---|
| **Administration** | | | |
| 1 | HR Analyst | 5/15/2006 | 36 |
| **Office of Management and Budget** | | | |
| -1 | Contracts Administrator | 1/5/2006 | 103 |
| 1 | Buyer | 1/5/2006 | 103 |
| -1 | Budget Administrator (and new title) | 2/20/2006 | 106 |
| -1 | Grants Coordinator | 8/7/2006 | 103 |
| 1 | Budget Analyst | 8/7/2006 | 103 |
| -1 | Project Analyst | 6/26/2006 | 103 |
| 1 | Senior Budget Analyst | 6/26/2006 | 106 |
| **Fleet** | | | |
| -1 | Tradesworker III | 7/3/2006 | 37 |
| **Facilities Management** | | | |
| -1 | Public Works Supervisor II | 10/14/2005 | 39 |
| 1 | Chief of Trades | 10/14/2005 | 42 |
| -1 | Project Coordinator | 8/7/2006 | 102 |
| 1 | HVAC Technician | 8/7/2006 | 41 |
| -1 | Inventory Control Specialist | 7/31/2006 | 32 |
| 1 | Lead Inventory Control Specialist | 7/31/2006 | 33 |
| **General Services** | | | |
| 1 | General Services Director | 7/3/2006 | 517 |
| 1 | General Services Coordinator | 7/3/2006 | 103 |
| 1 | Staff Assistant III | 7/3/2006 | 33 |
| **Parks & Recreation** | | | |
| 1 | Maintenance Technician II | 1/18/2006 | 29 |
| **Senior Services** | | | |
| -1 | Community Services Mealsite Manager | 1/11/2006 | 35 |
| 1 | Senior Meals Recreation Manager | 1/11/2006 | 35 |
| -1 | Community Services Mealsite Assistant | 1/11/2006 | 30 |
| 1 | Senior Meals Recreation Assistant | 1/11/2006 | 30 |
| **Emergency Services - Administration** | | | |
| -1 | Emergency Services Director | 6/22/2006 | 517 |
| 1 | Emergency Services Director | 6/22/2006 | 519 |
| **Fire/Rescue** | | | |
| 1 | Chief Fire Prevention Inspector | 5/8/2006 | 39 |
| -1 | Fire Rescue Operations Chief | 3/27/2006 | 104 |
| 1 | Fire Rescue Operations Chief | 3/27/2006 | 105 |
| **Emergency Flight Operations** | | | |
| -1 | Pilot | 7/31/2006 | 106 |
| 1 | Flight Operations Chief | 7/31/2006 | 512 |

# Flagler County, Florida
## Position Changes
## FY 2006 - 2007
### Transferred/Reclassified of Positions During Fiscal Year 2005-2006 (Continued)

| Department | Position | Approved Date | Pay Grade |
|---|---|---|---|
| **Road & Bridge - Administration** | | | |
| -1 | Accountant | 7/3/2006 | 102 |
| -1 | Secretary III | 7/3/2006 | 33 |
| **Road & Bridge - Paved & Unpaved** | | | |
| -1 | Project Coordinator | 8/7/2006 | 102 |
| 1 | Tradesworker III | 7/3/2006 | 37 |
| -1 | Equipment Operator I | 9/25/2006 | 30 |
| 1 | Maintenance Technician II | 9/25/2006 | 30 |
| **Engineering** | | | |
| -1 | County Engineer | 12/2/2005 | 517 |
| 1 | County Engineer | 12/2/2005 | 521 |
| **Development Services** | | | |
| -1 | Administrative Assistant | 12/22/2005 | 101 |
| 1 | Development Services Coordinator | 12/22/2005 | 103 |
| -1 | Assistant County Administrator-D.S. | 6/15/2006 | 519 |
| 1 | Development Services Director | 6/15/2006 | 519 |
| -1 | Financial Manager | 8/21/2006 | 106 |
| 1 | Accountant | 8/21/2006 | 102 |
| **Building** | | | |
| -1 | Building Inspector II | 10/17/2005 | 38 |
| 1 | Building Inspector II | 10/17/2005 | 41 |
| -1 | Senior Building Inspector | 10/17/2005 | 43 |
| 1 | Senior Building Inspector | 10/17/2005 | 44 |
| -1 | Chief Building Official | 6/21/2006 | 512 |
| 1 | Chief Building Official | 6/21/2006 | 519 |
| **Fire Prevention Inspection** | | | |
| -1 | Chief Fire Prevention Inspector | 5/8/2006 | 39 |
| **Airport** | | | |
| -1 | Airport Director | 6/22/2006 | 515 |
| 1 | Airport Director | 6/22/2006 | 517 |
| -1 | Customer Service Associate | 8/22/2006 | 30 |
| 1 | Airport Attendant | 8/22/2006 | 32 |
| **Solid Waste** | | | |
| -1 | Maintenance Technician II | 1/18/2006 | 29 |
| -1 | Office Manager (and new title) | 5/15/2006 | 36 |
| -1 | Site Attendant | 5/1/2006 | 30 |
| 1 | Household Hazardous Waste Technician | 5/1/2006 | 30 |
| -1 | Equipment Operator II | 2/10/2006 | 32 |
| 1 | Equipment Operator III | 2/10/2006 | 34 |
| **Public Transportation** | | | |
| -1 | Transit Director | 6/28/2006 | 509 |

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Information Technology

New Position
001-0203-519

| | | | |
|---|---|---|---|
| **Web Master** | Pay Grade | 104 | 22.37 |

| | |
|---|---|
| Regular Salaries | 46,530 |
| FICA | 3,560 |
| Retirement Expense | 4,644 |
| Life & Health Insurance | 11,375 |
| Workers Comp Expense | 310 |
| Communications Recurring | 540 |
| Small Tools and Equipment | 150 |
| Printing & Binding | 50 |
| Office Supplies | 200 |
| Office Equipment under $1,000 | 750 |
| Data Processing Supplies | 140 |
| Data Processing Software | 2,650 |
| Equipment: Computer | 1,500 |
| | **72,397** |

Based on starting date of 10/01/06

**Justification:**
This position is necessary to further improve the County web site. Currently the information on the site is fairly static as it does not interface with any County databases. Application development and database interfaces are required for a more interactive website, and therefore a more useful tool to the residents and staff.

This position will take over mainenance of the existing website, and develop and integrate database interfaces in the areas of building permitting, HR, surplus property, training announcements and others.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Web Master**
**Department:** **Office of Management & Budget / Information Technology**

**General Description**
This is professional work managing the content and operation of the County's internet / intranet presence. The position works under the direct supervision of the Information Technology Manager.

**Essential Job Functions**

1. Assist with determining the management needs and requirements for the county's internet and intranet system.
2. Assists in developing county policy pertaining to content, use of, and linkage to, the county internet and intranet sites.
3. Manages the day-to-day operation of the county's website and maintains the Internet plan.
4. Researches new web features and tools, which might be useful for authoring content, application development and database integration.
5. Monitors the publications and resources which are linked to the County's home page.
6. Maintains awareness of ongoing policy and management initiatives and identifies opportunities to use the internet / intranet to facilitate initiatives.
7. Aggressively attempts to increase the use and visibility of the County's website, using whatever marketing opportunities come available.
8. Monitors, using applicable tools, the utilization of the County's website and coordinates designs activities to increase interactivity.
9. Coordinates the internet presence with the internet and with other related systems containing public information.
10. Develops, coordinates, maintains and modifies the County's home page in keeping with county policy and objectives, website trends and user feedback.
11. Searches and reviews links of new categories which may provide pertinent information to the county employees, and public.
12. Ensures the proper configuration of the network security layer to permit and or restrict access to information as county policy, federal, state, and local regulations.
13. Keeps up to date on applicable web programming languages and protocols.
14. Determines appropriate compression techniques, resolutions, size, color maps and depths to insure that images and documents are delivered at the speed and quality intended.
15. Performs other related work as required.

**Minimum Qualifications**

Knowledge, Abilities and skills
Knowledge of languages and protocols used in accessing, developing, and maintaining an internet website homepage and associated links. Knowledge of personal computers and software. Knowledge of computer problem solving techniques as it relates to internet and intranet design and maintenance. Knowledge of software used and ability to integrate multi-program documents into a single, or as few formats as possible for ease of use by the customer. Ability to process information logically and solve problems. Ability to develop training programs related to internet and intranet use. Ability to identify and define user needs as it relates to internet and intranet access. Ability to interface website with new or existing databases. Ability to establish and maintain effective working relationships with county employees, officials and the general public. Ability to communicate both orally and in writing.

**Education and Experience:**
A bachelor's degree from an accredited college or university in computer science. At least two years experience in website and web application design Experience and or formal training in maintaining websites can substitute on a year for year basis for the required college education. Verifiable references and examples of web related knowledge and skills required upon application.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Information Technology

New Position

001-0203-519

| | | | |
|---|---|---|---|
| **IT Specialist** | Pay Grade | 39 | 14.97 |

| | |
|---|---|
| Regular Salaries | 28,144 |
| FICA | 2,382 |
| Retirement Expense | 3,108 |
| Life & Health Insurance | 13,000 |
| Workers Comp Expense | 207 |
| Communications Recurring | 1,320 |
| Small Tools and Equipment | 150 |
| Printing & Binding | 50 |
| Advertising | 200 |
| Office Supplies | 200 |
| Data Processing Supplies | 140 |
| Data Processing Software | 728 |
| | **49,629** |

Based on starting date of 11/05/06

**Justification:**
This additional position is necessary to help alleviate some of the workload placed on the Information Technology Department. Perhaps the biggest complaint IT receives is there isn't always someone in the office to address a call, or to talk an end user through a problem. The position added this current budget year has helped somewhat, but an additional position will do even more. The industry standard seems to be 1 Specialist for every 100 computers. IT is currently responsible for nearly 300 computers, and more are being added all the time.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **IT Specialist**
**Department:** **Office of Management & Budget / Information Technology**

**General Purpose**
Under minimal supervision, individual is responsible for supporting end user computing and telecommunication needs. Responsible for the installation and support of corporate workstation hardware and software at all County locations. Assist IT Manager in the installation and support of networks, servers, communications and new software. Coordinates or assists with projects to evaluate, purchase and install new hardware and software. Regular contact with employees at all levels throughout the County, vendors, auditors and other subsidiaries.

**Essential Job Functions**
1. System Support and Administration – Responsible for day to day Help Desk support of county workstation hardware, software and local area network connectivity. Maintains an up to date and comprehensive knowledge of most county standard software. Provide timely user assistance and resolution of all technical problems that arise in supported systems. Troubleshoots and resolves most end user problems independently.
2. System Maintenance - Ensures that routine maintenance is performed on all equipment in area of responsibility either by self or by vendor. Coordinate with vendors for maintenance, repairs, upgrades and support contracts as needed.
3. Server administration - Perform network server administration such as system maintenance, supporting client/server based applications, new user accounts, e- mail, network security, printers, connectivity, backups and restores. Assist IT Manager with installation and troubleshooting as needed.
4. Purchasing - Responsible for purchasing, installing, upgrading and troubleshooting of personal computers, software, peripherals and supplies.
5. Cabling – Install and troubleshoot voice and data cabling from the end user to the wiring closet patch panel, punch down block or demarc using basic tools and test equipment.
6. Documentation - Responsible for documentation, procedures, diagramming and inventory of systems in area of responsibility. Maintains database of equipment inventory containing records of serial number, location and maintenance information.
7. Evaluation – Evaluates new software and hardware. Makes recommendations to install and/or standardize on those that will benefit the county and are compatible with existing systems. (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**Minimum Qualifications**
High school graduate or equivalent, with a preference for additional training and education in computer technology or related field. Minimum of 3 years recent experience supporting personal computers or servers in a Microsoft Windows environment with advanced skills supporting Microsoft applications. Industry certifications are desirable, but not required. An Associates Degree in computer technology or related field may be substituted for 2 years of experience. Must possess good troubleshooting and problem solving skills, have a good working knowledge of PC hardware, excellent verbal and written communication skills and a positive attitude toward customer service. (A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**Knowledge, Skills and Abilities**
Working knowledge of the following is essential: Nortel PBX experience, Phone Adds, Moves and Changes, Voicemail Administration, Some VoIP experience, 110 and 66 block experience, and Voice/Data cable toning and installations. Advanced installation and support of Microsoft operating systems and application software or other standard operating systems in use in the Company. Advanced installation and support of personal computer hardware. Advanced knowledge of Company standard software. Basic network troubleshooting skills. Budgeting and estimating. Oral and written communication

skills plus organizing and planning. Problem solving and decision making skills. Basic Training techniques for one on one assistance.

**ESSENTIAL PHYSICAL SKILLS**:
Acceptable eyesight (with or without correction)
Acceptable hearing (with or without hearing aid)
Walking, Standing, Kneeling, Bending, Pulling, Stooping, and Driving
Heavy (45 pounds and over) lifting and carrying
Electrical equipment operation.
Ability to access, input and retrieve information from a computer

**ENVIRONMENTAL CONDITIONS**:
Duties are performed in a normal office environment with an occasional need to work more than 40 hours per week. Occasional travel to other local offices, vendor locations or training sites is required, as well as scheduled and emergency work outside normal office hours as needed. Some lifting of equipment up to 30lbs., climbing and crawling to install equipment and cabling is required.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Fire/Rescue

| | | |
|---|---|---|
| New Position | **2** | |
| 001-3815 | | |
| **Firefigher/Paramedic** | Pay Grade | 400 |
| | Hourly | 11.14 |

| | |
|---|---|
| Salary | 57,393 |
| Overtime | 35,358 |
| FICA | 7,096 |
| Retirement | 17,873 |
| Workers Comp | 9,453 |
| Insurance | 23,832 |
| Professional Services | 220 |
| Clothing & Wearing Apparel | 6,268 |
| Conference/Seminar Registration | 400 |
| | **157,894** |

Based on starting date of 11/12/06

**Justification:**
The Flagler County Fire Rescue Department has been in existence for approximately 6 years. From the beginning, this organization has worked on the principle of minimum manning. What that translates into is whenever an employee is out someone must be take overtime to take their place. Therefore we have to pay overtime every time someone takes scheduled leave, unscheduled leave, educational leave, or any other authorized and unauthorized leaves.

There are 27 paramedic positions where we must have a paramedic, and only 30 paramedics to work that position. This does not include the Fireflight. Once you figure the Fireflight Paramedic position, a paramedic must take overtime every day.

One of the problems facing this organization is mandatory overtime. We started compiling data in February of this year. In February, eight personnel were placed on mandatory overtime. In addition twice we could not find coverage and had to down units. E-92 was downed personnel for nine hours one day, and six hours on another day because coverage could not be found. As of March 16, 2006 this month has witnessed eight personnel placed on mandatory overtime. All of this mandatory overtime is creating poor morale, and is causing some employees to rethink their employment with this agency. Stress and exhaustion is beginning to plague the department. With stress and exhaustion come mistakes and injuries.

For the past six months we have had at least one person on workers compensation. Both have been on workers compensation for extended periods. This causes an open slot that requires this organization to fill with overtime. In many cases, workers compensation injuries take a long time to heal. At the writing of this project we have two employees out on workers compensation. One is out for an indefinite period of time, and the other was just placed on workers compensation. Each is on a different shift, but still causes twenty-four hours of overtime per shift.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Firefighter/Paramedic**
**Department:** **Emergency Services Fire/Rescue**

**Major Function**

Skilled work in the performance of a wide variety of technical tasks in support of fire suppression, patient care work in rendering advanced pre-hospital life support, other emergency care and emergency rescue functions, prevention functions including driving apparatus to the incident scene and operating the apparatus and equipment; to participate in the training of other department personnel on various apparatus and equipment; participate in fire prevention, station and equipment maintenance activities.

**ILLUSTRATIVE TASKS**

Respond to emergency calls with an assigned company as a Firefighter/Paramedic; drive apparatus as assigned; provide appropriate services as required including advanced pre-hospital life support functions and fire suppression.

Provides advanced pre-hospital life (ALS) support (in compliance with Chapter 401 Florida Statutes and Chapter 64 E F.A.C.) according to the established County EMS Procedures Manual and applicable protocols and standing orders, to persons in need of medical attention.

Assist in firefighting operations including laying and connecting hoses, maintaining pumping apparatus, holding nozzles and directing water streams and raising and climbing ladders; assist with emergency medical care and rescue needs at fire scenes; determine hydrant/hose operations at incident scene; prepare reports regarding emergency incidents as assigned.

Occasionally fills in as an EMT or Paramedic on a transport unit as directed by the Shift Supervisor and or Chiefs of the EMS/Fire Services Division.

Drive, operate, inspect, perform minor repairs, and other technical tasks related to the apparatus and equipment in the Flagler County EMS/Fire Services Division.

Perform rescue for trapped or injured persons; provide necessary advanced pre-hospital life support functions; operate numerous types of rescue, emergency, and fire suppression equipment as necessary.

Complete necessary written reports, including fire incident reports, patient care reports, daily and unit reports, in a timely accurate fashion.

Study street, apartment, and commercial locations in assigned district; maintain appropriate certifications through constant training; study pre-fire plans, building plans, and fire prevention systems in buildings in assigned district.

Participate in cleaning and maintenance of station facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned station; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.

Participate in training to maintain the knowledge, skills and abilities in the areas of fire alarms and communications, advanced pre-hospital life support functions, fire behavior, rescue, safety, salvage and overhaul, self contained breathing apparatus, forcible entry, ventilation, ropes, nozzles and appliances, fire streams and sprinklers, use of fire extinguishers, use of ladders, and water supplies.

**Other Duties & Responsibilities**

Give tours of assigned station, demonstrate EMS/Fire equipment and apparatus, and participate in other educational programs for various groups and general public.

Perform other duties as assigned.

**Knowledge, Abilities, & Skills**

Knowledge of modern firefighting, incident command practices, principles, and procedures.

Knowledge of emergency medical care, cardio-pulmonary resuscitation and use of life sustaining equipment and practices.

Knowledge of the rules, regulations and operational procedures of the Flagler County EMS/Fire Services Division.
Knowledge of the pertinent Federal, State, and Local laws, codes and regulations.
Ability to present programs and ideas clearly and concisely, orally and in writing.
Ability to exercise sound independent judgment and tact.
Ability to react in a calm, efficient manner in responding to emergency situations.
Ability to perform all physical requirements of the position without serious physical impairment.
Ability to adhere to physician instructions, protocols, and standing orders.
Ability to command and direct major emergencies while remaining calm and collected.
Ability to establish and maintain effective working relationships with supervisors, fellow employees, volunteer organizations, and general public.

ESSENTIAL PHYSICAL SKILLS

**Must be able to work a rotating shift assignment.**

Must meet the physical requirements as indicated for State certification.
Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.
Heavy (50 pounds and over) lifting and carrying.
Reaching, pulling, pushing, balancing, smelling, throwing, climbing (including ladders).
Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Walking, standing, crawling, kneeling, bending, stooping, jumping, running, driving.

***ENVIRONMENTAL CONDITIONS***

Work outside in various weather conditions. Works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. Work in possibly high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and smoke. Risk of electrical shock. Works in or with moving vehicles. The noise level in this work is usually moderate to loud. Hazardous conditions include flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazards. Stressful situations and heights.

MINIMUM QUALIFICATIONS Requires graduation from an accredited high school or possession of an acceptable equivalency diploma, under Section 633.34 (1), Fire Minimum Standards requirements under Section 633.34–35 and current State of Florida Paramedic certification and AHA/Advanced Cardiac Life Support certification. Must possess a valid State of Florida Class “D” with “E” endorsement driver’s license with a driving record acceptable to the County. Must possess certification of completion of a State of Florida approved EVOC or defensive driving course.

**Must have two (2) years experience as a Paramedic. Must have a legible handwriting. Must successfully pass a departmental written examination on fire knowledge and practical skills. Must be approved by the EMS/Fire Services Division Medical Director to function as a Paramedic.**

No comparable amount of training and/or experience may be substituted for the minimum qualifications.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Grants Department

New Position

001-0204-519

| | | | |
|---|---|---|---|
| **Grants Writer** | Pay Grade | 104 | 19.88 |

| | |
|---|---|
| Regular Salaries | 37,374 |
| FICA | 2,859 |
| Retirement Expense | 3,730 |
| Life & Health Insurance | 11,646 |
| Workers Comp Expense | 249 |
| Printing & Binding | 50 |
| Advertising | 200 |
| Office Supplies | 200 |
| Data Processing Supplies | 140 |
| Data Processing Software | 650 |
| Equipment: Computer | 1,500 |
| | **58,598** |

Based on starting date of 11/05/06

**Justification:**
Professional administrative work assisting in the implementation of various research and grant writing projects. Provides grant research for departments in order to enhance operations and/or subsidize funding for capital projects. Work involves literature searches and community based research activities. Work also includes collecting data for assigned projects and providing technical assistance to other organizations. Provides grant assistance to outside agencies as time allows. Meets with public officials, civic organizations, and other groups to explain various grant programs and/or projects.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Grants Writer**
**Department:** **Office of Management & Budget/Grants**

**Major Function**

Professional administrative work assisting in the implementation of various research and grant writing projects. Work involves literature searches and community based research activities. Work also includes collecting data for assigned projects and providing technical assistance to other organizations. Responsible for assisting in the implementation of the review process in which grant applications and proposals are evaluated for funding. Writes grant applications for County departments. Responsibilities require participating in developing program outcomes and other contract requirements, as well as completing assessments of all funding requests and conducting annual pre-funding certifications. Reports to the CDBG/SHIP Manager.

**Primary Duties and Responsibilities**

Conducts limited literature searches, administers research surveys, collects and assembles data. Assists in collecting, processing, analyzing and evaluating date, completes cost benefit and analyses of grant proposals submitted by organizations, prepares reports. Conducts pre-funding certification site visits to profit and non-profit organizations that anticipate applying for County funding. Assists in the process of reviewing and evaluating grant applications and proposals for funding from profit and nonprofit health and human service organizations. Writes grant applications as directed by supervisor. Meets with public officials, civic organizations, and other groups to explain various grant programs. Reviews and evaluates funding requests and prepares related reports and makes recommendations for funding. Participates in grant writing activities for federal, state, and local funding of the County and local non profit organizations. Disseminates information to County divisions, concerning specific grant funding opportunities and requested literature searches. Assists in developing project procedures, project schedules and grant writing practices, develops resources in the community to carry out major planning initiatives. Attends conferences and professional meetings. Prepares research and site visit reports. Performs related work as required.

**Position Requirements**

Graduation from an accredited four year college or university with major course work in social sciences, education, public administration or related field; experience in social and human services, including research, grant writing and project management experience, or any equivalent combination of training and experience. Knowledge of general research, planning and grant writing principles and practices. Knowledge of sources of information, current literature and recent developments regarding community based research and planning. Knowledge of County government organization and operations. Knowledge of the standard terminology, techniques, practices, and presentation of data collection and basic statistical analyses. Ability to carry out complex verbal and written instructions. Knowledge of federal, state, local and foundation grant application procedures and regulations. Knowledge of quality improvement strategies and program evaluation. Knowledge of contract negotiations and grant administration. Ability to organize and analyze information and perform limited planning research. Ability to communicate effectively, both orally and in writing. Ability to serve the public and fellow employees with honesty and integrity. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, pregnancy, national origin, disability, sexual orientation, or political affiliation.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Human Resources

New Position
001-0210-513

| | | | |
|---|---|---|---|
| **Receptionist** | Pay Grade | 31 | 10.28 |

| | |
|---|---|
| Regular Salaries | 18,093 |
| FICA | 1,384 |
| Retirement Expense | 1,462 |
| Life & Health Insurance | 10,833 |
| Workers Comp Expense | 117 |
| Advertising | 200 |
| Office Supplies | 500 |
| Office Equipment under $1,000 | 250 |
| Data Processing Software | 360 |
| Equipment: Computer | 1,500 |
| | **34,699** |

Based on starting date of 12/01/06

Justification:

To staff the lobby reception area at the main entrance of the Government Services Building.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Receptionist**
**Department:** **Human Resources**

**Major Function**

Responsible for performing a variety of general clerical, typing and related office duties as required. The Receptionist answers the central telephone system, greets the public, directs calls, responds to requests for information and provides general information to the public. Work is performed under the direction of the Human Resources Director.

**Primary Duties and Responsibilities**

Operates telephone system to relay incoming, outgoing and interoffice calls; refers calls as required. Greets visitors courteously, determine their needs; check appointments and direct public to proper person/location. Answers questions, according to policy, and provides general information about County activities. Assists as needed with various clerical support activities such as processing records, assisting applicants, supply data, type's letters, reports and other correspondence as directed. Posts citizen complaints and makes referrals. Types forms, folders, envelopes and other related information on established format. Operates duplicating and other office machines as required. Maintains various files and records. Accesses, inputs and retrieves data from a computer. May perform a variety of office related functions, including printing materials. Coordinates activities with other departments and work groups as needed. Maintains schedule of facility use as directed. Assists other staff members upon request.

These primary duties are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.

**Knowledge, Skills and Abilities**

Ability to meet and greet the public. Knowledge of business English and spelling. Knowledge of office practices and procedures. Ability to understand and follow oral and written instructions. Ability to learn assigned receptionists tasks readily and adheres to prescribed routines. Ability to operate a PC. Ability to operate a central telephone system. Ability to type accurately. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to communicate both orally and in writing.

**Position requirements**

High School diploma or equivalent and a minimum of one year experience. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Communications

New Position

001-0220-519.

| | | | |
|---|---|---|---|
| **TV Production Specialist** | Pay Grade | 103 | 22.27 |

| | |
|---|---|
| Regular Salaries | 46,322 |
| FICA | 3,544 |
| Retirement Expense | 4,623 |
| Life & Health Insurance | 13,000 |
| Workers Comp Expense | 308 |
| Travel & Per Diem | 500 |
| Communications Recurring | 400 |
| Small Tools and Equipment | 50 |
| Advertising | 150 |
| Office Supplies | 200 |
| Office Equipment under $1,000 | 150 |
| Data Processing Supplies | 140 |
| Data Processing Software | 3,650 |
| Equipment: Computer | 5,000 |
| | **78,037** |

Based on starting date of 10/01/06

**Justification:**

This position will be responsible for filming and editing programs for the county's government access channel. In addition this person could assist with the audio/visual needs of the county's day-to-day operations.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **TV Production Specialist**
**Division:** **Communications**

**Major Function**

Responsible for producing and directing video programs of county and county related activities. The TV production specialist performs several functions needed to operate video and visual equipment for County Commission and School Board meetings. The job includes working with TV production associated with a government cable TV channel.

**Primary Duties and Responsibilities**

Produce and direct video programs of county and county related activities. Film county operations and various aspects of county programs, projects and work in progress to be used to inform the public on county accomplishments on government cable TV channel and other venues as needed. Record various county, school board and other meetings for live TV and internet coverage of meeting. Operate sophisticated audio visual equipment and TV coverage associated with meetings conducted at the Government Service Building. Under the guidance of the Communication Division work with various department heads in the county to assist them in relaying to the public information about various county functions, news items and programs. Work with programming of a government cable TV channel, make suggestions for programming, coverage, and scheduling. Coordinate with other governmental entities that may provide meetings and other video material for a government cable channel with community wide service. Work with the Communications Division to accomplish the goals of this division. Assist where and when needed on other duties of the Communications Division.

These primary duties are not a complete statement of all duties performed. Employees will be required to perform other job related duties as required.

**Knowledge, Skills and Abilities**

Ability to work with various members of the county staff and the public. To be able to take raw information and weave it into productions that assist the public in understanding county functions, work and issues. Must have a wide range of knowledge of digital video and television related equipment, audio visual equipment and computer programs and equipment.

**Position Requirements**

A two year degree in the video and television production field or five years experience in the field. Also knowledge of various audio visual equipment needed. Knowledge of television programming, scheduling and programming a plus. Valid Florida Drivers license required.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Facilities

New Position

001-1413-519

| | | | |
|---|---|---|---|
| **Custodian I (3)** | Pay Grade | 28 | 8.92 |

| | |
|---|---|
| Regular Salaries | 55,661 |
| FICA | 4,258 |
| Retirement Expense | 4,497 |
| Life & Health Insurance | 39,000 |
| Workers Comp Expense | 5,546 |
| Advertising | 100 |
| Rentals & Leases | 1,170 |
| | **110,232** |

Based on starting date of 10/01/06

**Justification:**

The need for cleaning staff at GSB in lieu of Contacted Cleaning services.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Custodian I**
**Department:** **Facilities**

**Major Function**

Moderately to heavy manual work in housekeeping and domestic tasks. Participates in ongoing and preventative maintenance.

***Primary Duties and Responsibilities***

Scrubs, mops, waxes and polishes floors. Dusts and polishes furniture. Washes windows, woodwork toilets, washrooms and fixtures in buildings. Responsible for disposal of trash. Shampoos carpets. Replaces burned out bulbs. Assists in making minor repairs to buildings and equipment. Moves office furniture and equipment from place to place as required. Change towels and soap in restrooms and work areas. Sweeps and generally cleans shelters, sidewalks and other outsides areas near buildings.

Performs related work as required.

**Position Requirements**

One-year experience in custodial work. Knowledge of the materials, methods, and equipment used in janitorial work. Ability to understand and follow oral and written instructions. Ability to make minor repairs and adjustments to cleaning equipment. Ability to carry out tasks without constant supervision. Sufficient physical strength and agility to perform a variety of custodial tasks.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Parks and Recreation Services

New Position

001-1442

| | | | |
|---|---|---|---|
| **Park Ranger II** | Pay Grade | 31 | 10.28 |

| | |
|---|---|
| Regular Salaries | 18,915 |
| Overtime | 100 |
| FICA | 1,447 |
| Retirement Expense | 1,888 |
| Life & Health Insurance | 11,375 |
| Workers Comp Expense | 1,723 |
| Communications/Repairs | 200 |
| Communications Recurring | 828 |
| Rentals | 240 |
| Small Tools and Equipment | 50 |
| Office Supplies | 398 |
| Office Equipment under $1,000 | 1,018 |
| Data Processing Supplies | 190 |
| Data Processing Software | 1,010 |
| Equipment: Computer | 1,500 |
| | **40,882** |

Based on starting date of 11/12/06

**Justification:**

The Park Ranger II position is requested to prepare for the anticipated increase in park attendance once Old Kings Road is paved. This position would allow us to open the park seven days a week and we could then move all camping reservations to the Princess Place Park Ranger office. Campers will no longer need to come to the parks office. This would be much more efficient than the current method of making camping reservations. Two Park Rangers on the premises would provide better service for our visitors with providing tours and general information and would allow the ranger position to rotate weekends and off.

Position: Park Ranger II Pay Grade: 31
Department: Parks & Recreation

**Major Function**
Responsible for the operation of Princess Place Preserve, including boating and docking service, fishing, camping and special events and performs skilled work in one or more of the building trades, which includes maintenance and repair of equipment and structures.

**Primary Duties and Responsibilities**
Performs general and specialized tasks in the construction, renovation, modification, installation and repair of buildings, fences, trails, service roads, fire lanes, boardwalks, campsites, picnic sites, boat ramps, docks and all other necessary facilities. Maintains cleanliness of grounds and facilities.

Keeps apprized of monthly events, via reservation calendar and coordinates scheduled activities with the public's use of the facilities to ensure the enjoyment of all involved.

Explains facilities and services provided for public use, enjoyment and education; meets visitors, answers questions, provides information and directions. Attempts to resolve visitor complaints while maintaining good public relations. Provides natural and cultural history interpretive programs and services via tours, walks and campfire programs.

Educates visitors in the use of campfire facilities and patrols grounds to prevent fires, vandalism and theft.

Requisitions materials and supplies for the operation and maintenance of the park facility.

Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

Prepares forms and reports on a wide range of subjects including fees, visitor contacts, visitor use, grounds conditions, population counts, accidents, miscellaneous incidents, etc.

Performs preventive maintenance work on equipment. Repairs vehicles and automotive equipment and maintains records thereof.

Performs Related work as required.

**POSITION REQUIREMENTS**
Knowledge of the practices, methods, operational and maintenance requirements of typical park facilities and equipment. Knowledge of animal, fish and plant life associated with the facility. Knowledge of safety precautions and effective precautionary measures.

Ability to work from blueprints, rough sketches and oral and written instructions. Skill in the use and care of tools, equipment and materials of the trades to be assigned.

Ability to meet the public effectively and to give information regarding park regulations and facilities. Ability to use various equipment in the upkeep of the facility. Ability to establish and maintain a working relationship with others.

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Two (2) years of related experience. A comparable amount of training or experience may be substituted for the minimum qualifications. Possession of a valid Florida commercial driver's license required.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Parks and Recreation Services

New Position

001-1442-572

| | | | |
|---|---|---|---|
| **Accountant** | Pay Grade | 102 | 16.50 |

| | |
|---|---|
| Regular Salaries | 30,360 |
| FICA | 2,323 |
| Retirement Expense | 3,030 |
| Life & Health Insurance | 11,375 |
| Workers Comp Expense | 202 |
| Office Supplies | 398 |
| Office Equipment under $1,000 | 1,018 |
| Data Processing Supplies | 190 |
| Data Processing Software | 650 |
| Equipment: Computer | 1,500 |
| | **51,046** |

Based on starting date of 11/12/06

**Justification:**

Accountant position is requested for the following reasons: Approx. 100 additional utility bills in FY06, increase in invoice processing, addition of Covered Arena operations with associated billings and reservations, budget administration and preparation, work order maintenance, create utility speadsheets, grant administration and fill in for office manager during her absence. The Parks and Recreation Department has seen a significant increase in camping reservations 2001(152) to 2005(911), pavilions and community center reservations 2001(211) to 2005(1027) without adding office staff. The Accountant position could take some off the burden of the existing staff.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Accountant**
**Department:** **Parks & Recreation**

**Major Function**

Performs moderate to complex financial management and accounting work performed in accordance with established policies and procedures. Provide technical and professional expertise in the administration of financial management and accounting functions within department.

**Primary Duties and Responsibilities**

Documents and maintains accounting operations and recommends and implements procedures for improved efficiency. Conducts continuing analysis of department revenues, encumbrances, and expenditures within the established statutes, guidelines, ordinances, and County policy and generally accepted accounting practices. Coordinates with the Office of Management & Budget the pre-audit of accounts, invoices, purchase orders, employee time sheets as it relates to capital projects, work orders, and inventory. Prepares and reviews labor distribution for cost accounting purposes including reviewing and evaluating cost estimates on project activity. Prepares statistical and analytical reports on capital projects, including revenue, expenditures, time schedules, tracking charts, and other data when appropriate.

Assists in preparation of annual budget requests. Manages Federal, State, and local grants within the department. Prepares project commencement documents and reimbursement requests for approved grant funds. Prepares project closeout documents in compliance with strict deadline objectives. Prepares, coordinates, and monitors compliance with master plans for grant-funded projects. Researches grant possibilities and prepares grant applications. Reports to the Division Director.

**Knowledge, Skills and Abilities**

Knowledge of government accounting as it relates to capital budgeting/cost accounting. Knowledge of the applicable laws and regulations, and processes governing accounting systems. Ability to prepare meaningful and informative financial and statistical reports. Ability to establish and maintain effective relationships with subordinates, officials, and the general public. Ability to present statistical data in oral and/or written form. Ability to analyze and evaluate applications for grants and supportive documents. Performs other duties as assigned.

**Position Requirements**

Graduation from an regionally accredited four-year college or university with a degree in Accounting, Business Administration, Economics, or Public Administration, preferably supplemented by formal course work in public finance. Five years experience in accounting, including two years in governmental accounting.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Community Services

New Position

001-2700-569

| | | | |
|---|---|---|---|
| **Human Service Case Manager** | Pay Grade | 100 | 12.49 |

| | |
|---|---|
| Regular Salaries | 15,488 |
| FICA | 1,185 |
| Retirement Expense | 1,546 |
| Life & Health Insurance | 7,313 |
| Workers Comp Expense | 103 |
| Communications Recurring | 200 |
| Equipment: Computer | 1,500 |
| Printing & Binding | 27 |
| Data Processing Supplies | 140 |
| Data Processing Software | 1,300 |
| Office Equipment under $1,000 | 1,310 |
| Advertising | 200 |
| Office Supplies | 232 |
| | **30,543** |

Based on starting date of 03/01/07

**Justification:**

Human Services is seeing a large increase in clients in FY 05/06 - 278 in the first 4 months compared to 383 in all of 04/05. If this trend continues workers will see more than 800 clients this year. The people counter that is installed on the front door at the Human Services office counted 3,747 individual residents seeking assistance between October 1, 2005 and March 31, 2006.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Human Services Case Manager**
**Department:** **Community Services**

**Major Function**

To assist the Human Services Program Coordinator in the administration of the program objectives of the Community Services Department/Human Services Division.

**Primary Duties and Responsibilities**

Interview applicants and determine level of eligibility for assistance from the County according to established guidelines.

Arrange with appropriate professionals for client's medical or dental care. Provide assistance with drug manufacturer's indigent program applications and act as a patient advocate once the client application has been approved. Provide case management in accordance with established guidelines, including referral to other appropriate resources. Ensures that resource information and client handouts are current.

Inform supervisor of identifiable gaps in service or problems with service delivery. Participate in the effort to improve and update Human Services procedures.

Coordinate client emergency financial assistance with landlords/mortgage holders/utility companies. Coordinate food orders for the Flagler County Resource Center emergency food pantry.

Maintain complete client case files that include all required documentation and timely case notes. Maintain client confidentiality and handle client files in compliance with HIPPA requirements.

Maintain computer client data system. Maintain HMIS (Homeless Management Information System). Participate in regular case staffing as scheduled by the Human Services Coordinator. Attend workshops, seminars, trainings, and meetings as scheduled by the Human Services Coordinator and/or the Community Services Director.

Actively participate in advocacy for the client.

**Position Requirements**

Bachelor's degree in Human Services, Social Work or related field. A minimum of two years experience in a social services setting. Any combination of directly related job experience or training may be substituted for educational requirements.

Computer skills. Ability to communicate effectively, both verbally and in writing. High level of interpersonal skills.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Emergency Services/Administration

New Position

001-3820-522

| | | | |
|---|---|---|---|
| **Receptionist** | Pay Grade | 31 | 10.28 |

| | |
|---|---|
| Regular Salaries | 18,915 |
| Overtime | 355 |
| FICA | 1,474 |
| Retirement Expense | 1,923 |
| Life & Health Insurance | 11,375 |
| Workers Comp Expense | 126 |
| Advertising | 200 |
| Office Supplies | 200 |
| Office Equipment under $1,000 | 150 |
| Data Processing Supplies | 140 |
| Data Processing Software | 650 |
| Equipment: Computer | 1,500 |
| | **37,008** |

Based on starting date of 11/12/06

**Justification:**

This position is one of the most critical positions and area of the new facility because behind the reception area are locked entrances into the main structure of the building. This person will be on the first person the public will meet. This position would be responsible to professionally address questions from the public, schedule use of the two training rooms, process employment applications, along with the day to day department appointment calendar. This position and area will be critical during activations as this will be the secure entry into the Operation Center.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Receptionist**
**Department:** **Emergency Services Administration**

**Major Function**

The Receptionist answers directly to the Support Services Chief. The position of Receptionist includes but is not limited to the following responsibilities and tasks, these activities will need to be handled professionally, responsibly, timely and efficiently:

**Primary Duties and Responsibilities**

Responsible clerical, fiscal, administrative, and public contact work in providing information regarding Emergency Services. The Receptionist position requires general office skills to perform the following duties:

- Answers telephone calls and refers caller to proper division or employee.
- Provides information in person regarding the services of the department.
- Check phone messages and distribute.
- Process postal mail and bulk mail according to procedures.
- Assist walk-ins and answer questions when applicable.
- Type and maintain correspondence as requested including memos, faxes, etc.
- Process employment applications and maintain all necessary posting activities.
- Set-up interview times for applicants and coordinate needed paperwork.
- New hire orientation.
- Order supplies as needed for the day-to-day operations of the department.
- Check and maintain office equipment, keep in good working order.
- Schedule use of training rooms.
- Keep calendar of department appointments.
- Assist with public and attorney requests.
- Maintain a valid Florida Drivers license and reliable transportation.
- Performs related work as required.

**Position Requirements**

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Four years experience in responsible clerical/secretarial office duties involving frequent contact with the public. This position requires computer skills to be able to complete the following:

- Be proficient in MS Word & Excel.
- Be able to work proficiently with the Internet and computer software programs to type correspondence, memos, and faxes, and to provide reports. These programs include Microsoft Office (Publisher, Excel, PowerPoint, Word, Access, Outlook Express)

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Development Services Administration

New Position
180-1750-515

| | | | |
|---|---|---|---|
| **Assistant Development Engineer** | Pay Grade | 105 | 24.33 |

| | |
|---|---|
| Regular Salaries | 46,714 |
| FICA | 3,574 |
| Retirement Expense | 4,601 |
| Life & Health Insurance | 11,917 |
| Workers Comp Expense | 371 |
| Advertising | 200 |
| Office Supplies | 300 |
| Office Equipment under $1,000 | 900 |
| Data Processing Supplies | 140 |
| Data Processing Software | 650 |
| Equipment: Computer | 1,500 |
| | **70,866** |

Based on starting date of 11/01/06

**Justification:**

Development Engineer is planning on retiring middle to late Fiscal Year 07 and this position would be a training position until the Development Engineer retired and this position would then take over the Development Engineer duties. It is important that the replacement is well established in the duties of the position and this will enable the smooth transition upon retirement.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Assistant Development Engineer**
**Department:** **Development Services Administration**

**Major Function**

Responsible for reviewing reality subdivisions and land development applications, act in behalf of the Development Engineer in the Engineers absence. Reports directly to the Development Engineer.

**Primary Duties and Responsibilities**
Review contract plans and specifications for land development projects.
Assists out-of-house design consultants with County goals and requirements.
Provides technical assistance to other County agencies and departments.
Performs field inspections, as required, reviews test result submittals and project documentation of on-going construction in Flagler County.
Coordinate and review activities of the Development Engineering Technician and Inspector.
Assists the general public with answers and/or direction to obtain remedies for complaints and questions regarding general engineering processes.
Reviews subdivision plans, plats and related documents for conformance to the Flagler County Land Development Code.
Performs related work as required.

**Knowledge, Abilities and Skills**
Knowledge of good engineering practices and techniques. Ability to perform engineering services in accordance with accepted professional procedures, understand storm water design analysis. Utilize word processing, spread sheet and data base computer programs. Must be able to converse in writing and verbally with the public, County staff and Administration. Attention to details is required.

**Minimum Qualifications**
Graduation from an accredited four (4) year college or university, with a degree in engineering with two (2) or more years experience in Land Development design or review. A comparable amount of training and experience may be substituted for the minimum qualifications.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Development Services Administration

New Position
180-1750-515 & 181-2000

| | | | |
|---|---|---|---|
| **Central Permitting Technician** | Pay Grade | 35 | 12.54 |

| | |
|---|---|
| Regular Salaries | 24,077 |
| FICA | 1,842 |
| Retirement Expense | 2,372 |
| Life & Health Insurance | 11,917 |
| Workers Comp Expense | 191 |
| Office Supplies | 200 |
| Office Equipment under $1,000 | 300 |
| Data Processing Supplies | 140 |
| Data Processing Software | 650 |
| Equipment: Computer | 1,500 |
| | **43,188** |

Based on starting date of 11/01/06

**Justification:**

Postion was requested by the ad hoc subcommittee on permitting. The position is being split funded with the Bulding Department. The position is needed to assist in the processing of the permits.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Central Permitting Technician**
**Department:** **Development Services Administration**

**Major Function**

To serve as the first line of contact and interaction with the customers of the Development Services.

***Primary Duties and Responsibilities***

Answers Development Services telephone lines
Answers customer inquiries, and redirects customers as appropriate
Distributes applications and explains requirements
Routes and tracks applications
Collects monies for permits and makes daily deposits
Processes and schedules applications for review and approval by appropriate boards
Maintains records related to each application
Performs other duties as assigned.
*(These Primary Duties and Responsibilities are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job related duties as required.)*

**Position Requirements**
High school diploma or equivalent and two years accounts receivable experience preferred. Requires ability to exercise sound independent judgement and tact; knowledge of Microsoft Word and Excel or demonstrated commitment to learn quickly; ability to work with public; customer service experience; knowledge of land development codes helpful, however not necessary. A comparable amount of training and/or experience may be substituted for the minimum qualifications except for required certification.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Public Transportation

| | | | |
|---|---|---|---|
| New Position | **2** | | |
| 403-1910-544 | | | |
| **Transportation Driver** | Pay Grade | 28 | 8.92 |

| | |
|---|---|
| Regular Salaries | 32,112 |
| FICA | 2,457 |
| Retirement Expense | 3,205 |
| Life & Health Insurance | 22,208 |
| Workers Comp Expense | 3,198 |
| | **63,180** |

Based on starting date of 11/20/06

**Justification:**

Increasing riders on our system, increased funding from the Section 5311 grant and an increase in our fleet size through the Section 5309 grant.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Transportation Driver**
**Department:** **Public Transportation**

Skilled work in operating a shuttle bus and transporting passengers over the prescribed routes within the County or other transportation program tasks.

**Essential Functions**
(Not all inclusive): Operates passenger bus, mini-buses, vans according to established routes and schedules. Maintains records and logs on travel time, mileage, gas, passengers served, traffic accidents, and passenger injury. Inspects and adjusts equipment for proper operating condition. Inspects body of coach for unreported damage. Work is performed within established rules and procedures with the utmost regard for the safety of the passengers, the general public and all equipment. Ensures assigned vehicles are clean. Punctuality and regular attendance are essential functions of this position. Performs related work as required.

**Education and Experience Minimum Qualifications**
High school graduate or equivalent; some experience in operating large vehicles, i.e., bus, R.V., tractor trailers; or any equivalent combination of training and experience Possession of a valid Florida Class "B", or higher, Commercial Driver's License (CDL) with Passenger Transport Endorsement Required. DOT/CDL Pre-employment Physical will be required as well as participation in the County's random alcohol and drug testing program.

**Knowledge, Abilities and Skills**
Knowledge of state and county traffic and motor vehicle regulations; ability to operate the assigned vehicle in the prescribed manner; ability to detect malfunctioning mechanical systems on the assigned vehicle; ability to understand and carry out oral and written instructions given in English; ability to establish and maintain effective working relationships with the general public, co-workers; serves the public and fellow employees with honesty, integrity, and with a customer service attitude.

**Physical Requirements**
Must be in good health and able to assist handicapped/wheelchair bound individuals. Must have the use of sensory skill in order to effectively communicate and interact with other employees and the public through use of the telephone, radio, and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Significant sitting, reaching, handling, pushing, and pulling. Ability to lift 30 to 50 pounds on occasion.

# Flagler County, Florida
# Personnel Requests
# FY 2006-2007

## Utilities

New Position

404-3101-544

| | | | |
|---|---|---|---|
| **Utility Systems Operator** | Pay Grade | 37 | 14.55 |

| | |
|---|---|
| Regular Salaries | 26,772 |
| FICA | 2,048 |
| Retirement Expense | 2,637 |
| Life & Health Insurance | 11,375 |
| Workers Comp Expense | 2,124 |
| | **44,956** |

Based on starting date of 11/12/06

**Justification:**

A dual licensed Operator is required by DEP to be on site at the Water and Wastewater Treatment Plant for a minimum of three hours per day, Monday through Friday, and a weekend visit on both Saturday and Sunday. Currently , the Utilities Manager is the only Utilities Department employee with a water and wastewater license. The County would be in violation of DEP rules and regulation should the Utilities Manager be unable to fulfill the required hours on site due to illness, vacation, seminars, meetings, etc. The County has no back-up Operator; therefore, the Utilities Manager must be on site seven days per week, 52 weeks per year. With the County's expansion plans for the Utilities Department, i.e. Eagle Lakes and the Ginn Development, an additional Operator will be required in order to provided the necessary back-up for the existing operations and to fulfill the DEP requirements for the new plants.

# Flagler County, Florida
# Position Descriptions
# FY 2006-2007

**Position:** **Utility Systems Operator**
**Department:** **Utilities**

**Major Function**

Under general supervision, operates water/waste water treatment process and facilities, controlling the variations of flow rates and processing methods.

**Primary Duties and Responsibilities**

Assists immediate supervisor in the training and supervision of operator trainees and maintenance helpers. Monitors gauges, meters and control panels and controls variations and operating conditions of the treatment process. Records meter and gauge readings. Operates and maintains valves, motors, pumps and engines either manually or by remote control. Monitors and adjusts plant operations manually or by computer. Extracts samples and performs routine laboratory tests, documenting and certifying test results. Performs change-out of chemical containers as needed Performs scheduled plant inspections, certifying completion of such inspections in the facility logbook. Maintains various plant records, reports and logs. Ensures that plant facilities and grounds are kept clean, neat and orderly. Performs other duties or special projects as requested related to the area of responsibility. May serve on Emergency Call duty or work on shifts.

Duties performed outdoors with exposure to the elements, dirt, dust, noise, odors and potentially hazardous substances and conditions. Duties may also involve work in closed spaces (e.g. above ground tanks).

The primary duties and responsibilities are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.

**Knowledge, Skills and Abilities**

Ability to identify, report or correct unusual conditions or safety hazards. Safe and practical use of simple equipment or hand tools, such as wrenches, shovels, pick, hammers, saws, chisels. Good physical condition to enable loading, unloading and movement of equipment and tools weighing up to 150 lbs. Visual acuity and attention to detail to enable the correct reading of meters and gauges and recording of results. Safe and efficient methods of loading and unloading trucks and equipment. Map reading or knowledge of facility locations. Common courtesy in answering basic questions from customers. Basic maintenance and repair knowledge of hydraulic, mechanical and electrical systems. Knowledge of procedures for accident investigation. Basic mathematics and algebra to enable the computation of averages, percentages and usage computations, including the use of decimals, fractions, formulas, tables, specifications or wiring diagrams. Diagnose, analyze and correct problems in water/waste water systems. Ability to communicate both orally and in writing.

**Position Requirements**

High School diploma or equivalent and three years responsible experience with a permitted water and wastewater utility system, including customer service experience.

Florida “C” licensure or higher in Water & Wastewater issued by the Florida Department of Business and Professional Regulations. Knowledge of the general organization, operation of a Utility Service system.

# Flagler County, Florida
# Class Titles by Pay Grades
# Fiscal Year 2006-2007

| | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **HOURLY (NON-EXEMPT)** | | |
| **PAY GRADE 27** | $17,701 – $26,770 | $8.51 - $12.87 |
| Library Clerk – Part Time | | |
| **PAY GRADE 28** | $18,554 - $28,059 | $8.92 - $13.49 |
| Custodian I | | |
| Transportation Driver | | |
| Transportation Driver – On Call | | |
| **PAY GRADE 29** | $19,427 - $29,474 | $9.34 - $14.17 |
| Custodian/Maintenance Technician I | | |
| Custodian II | | |
| Maintenance Technician I | | |
| **PAY GRADE 30** | $20,384 - $30,805 | $9.80 - $14.81 |
| Certified Nurses Asst. (CNA-CS) | | |
| Customer Service Associate | | |
| Data Entry Clerk | | |
| Equipment Operator I | | |
| Head Custodian | | |
| Household Hazardous Waste Technician | | |
| Library Assistant I | | |
| Maintenance Technician II | | |
| Program Aide | | |
| Recreation Leader | | |
| Senior Meals & Recreation Assistant | | |
| Staff Assistant II | | |
| **PAY GRADE 31** | $21,382- $32,386 | $10.28 - $15.57 |
| Customer Service Representative | | |
| Mail Clerk | | |
| Parks Ranger II | | |
| Receptionist | | |
| **PAY GRADE 32** | $22,402 - $33,842 | $10.77 - $16.27 |
| Airport Attendant | | |
| Equipment Operator II | | |
| Inventory Control Specialist | | |
| Library Assistant II | | |
| Tradesworker I | | |
| Transportation Dispatch Clerk | | |

# Flagler County, Florida
# Class Titles by Pay Grades
# Fiscal Year 2006-2007

| | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **PAY GRADE 33** | $23,504 – $35,568 | $11.30 - $17.10 |
| Family and Consumer Science Program Assistant | | |
| Lead Inventory Specialist | | |
| Mechanic I | | |
| Permit Specialist I | | |
| Recreation Supervisor | | |
| Staff Assistant III | | |
| Utility Mechanic/Meter Reader | | |
| **PAY GRADE 34** | $24,586 - $37,232 | $11. 82 - $17.90 |
| Accounting Clerk | | |
| Equipment Operator III | | |
| Service Mechanic | | |
| **PAY GRADE 35** | $26,083 - $39,478 | $12.54 - $18.98 |
| Central Permit Technician | | |
| Crew Leader | | |
| Permit Specialist II | | |
| Planning Technician | | |
| Senior Meals & Recreation Manager | | |
| Veteran Services Counselor | | |
| **PAY GRADE 36** | $27,082 - $40,976 | $13.02 - $19.70 |
| Airport Operations Supervisor | | |
| E-911 Technician | | |
| Emergency Management Technician | | |
| Mechanic II | | |
| Staff Assistant IV | | |
| Tradesworker II | | |
| **PAY GRADE 37** | $29,390 - $44,470 | $14.13 - $21.38 |
| Horticultural Program Assistant II | | |
| Lead Mechanic | | |
| Tradesworker III | | |
| Utility Systems Operator | | |
| **PAY GRADE 38** | $29,786 - $45,053 | $14.32 - $21.66 |
| SHIP/CDBG Analyst | | |
| Solid Waste Inspector | | |
| Teen Court Coordinator | | |

# Flagler County, Florida
# Class Titles by Pay Grades
# Fiscal Year 2006-2007

| | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **PAY GRADE 39** | $31,138 - $47,112 | $14.97 - $22.65 |
| Chief Fire Prevention Inspector | | |
| Code Enforcement Inspector | | |
| Crew Leader II | | |
| Drafter/CAD Technician | | |
| Equipment Operator IV | | |
| Human Resource Analyst | | |
| IT Specialist | | |
| Mechanic II EVT/TVT | | |
| Tradesworker IV | | |
| **PAY GRADE 40** | $32,594 - $49,317 | $15.67 – $23.71 |
| Development Inspector | | |
| Engineering Inspector | | |
| Facilities Specialist | | |
| **PAY GRADE 41** | $33,426 - $50,586 | $16.07 – $24.32 |
| Adult Day Care Program Coord. | | |
| Building Inspector II | | |
| HVAC Technician | | |
| Legal Assistant | | |
| **PAY GRADE 42** | $34,237 - $51,771 | $16.46 – $24.89 |
| Chief of Trades/Facilities | | |
| **PAY GRADE 43** | $37,648 - $56,950 | $18.10 - $27.38 |
| No positions authorized | | |
| **PAY GRADE 44** | $39,478 - $59,717 | $18.98 - $28.71 |
| Adult Day Care Coord**. SUB** | | |
| Case Coordinator | | |
| Senior Building Inspector | | |
| Senior Mechanic | | |
| **PAY GRADE 45** | $45,053 - $68,141 | $21.66 - $32.76 |
| Plans Examiner | | |

**Flagler County, Florida**
**Class Titles by Pay Grades**
**Fiscal Year 2006-2007**

# These Salaries Are currently under Union Negotiation

| EMERGENCY SERVICES | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **PAY GRADE 300**<br>Medical Director | Negotiable | |
| **PAY GRADE 301**<br>F/R Emergency Medical Technician | $30,570 - $46,226 | $8.67 – $13.11 |
| **PAY GRADE 302**<br>F/R Firefighter/EMT 56 hour<br>F/R Firefighter/EMT/LT | $32,016 - $48,553 | $9.08 - $13.77 |
| **PAY GRADE 303**<br>F/R Paramedic | $32,933 - $49,963 | $9.34 - $14.17 |
| **PAY GRADE 304**<br>F/R Paramedic Lieutenant | $33,885 - $51,444 | $9.61 - $14.59 |
| **PAY GRADE 305**<br>No positions authorized | $34,872 - $52,961 | $9.89 - $15.02 |
| **PAY GRADE 400**<br>F/R Firefighter/Paramedic | $39,280 - $59,413 | $11.14 - $16.85 |
| **PAY GRADE 401**<br>F/R Firefighter/Paramedic Lieutenant | $40,478 - $61,282 | $11.48 - $17.38 |
| **PAY GRADE 402**<br>F/R Firefighter/Paramedic Captain | $41,577 - $63,115 | $11.82 - $17.90 |

These Salaries Are currently under Union Negotiation

# Flagler County, Florida
# Class Titles by Pay Grades
# Fiscal Year 2006-2007

**(EXEMPT)**

| PROFESSIONAL | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **PAY GRADE 100** | $25,979 - $39,354 | $12.49 - $18.92 |
| Agricultural/Extension Director | | |
| Community Services Case Manager | | |
| Human Services Case Manager | | |
| Title III Services Case Manager | | |
| **PAY GRADE 101** | $31,283 - $47,341 | $15.04 - $22.76 |
| Administrative Assistant | | |
| Emergency Management Planner | | |
| 4-H Youth Agent | | |
| Librarian I | | |
| Parks & Recreation Supervisor I | | |
| Planner I | | |
| **PAY GRADE 102** | $34,320 - $51,979 | $16.50 - $24.99 |
| Accountant | | |
| Facilities Manager | | |
| Human Services Program Coordinator | | |
| Librarian II | | |
| Parks Administrator | | |
| Parks & Recreation Events Coordinator | | |
| Parks & Recreation Supervisor II | | |
| Public Works Supervisor II | | |
| Recreation Program Coordinator | | |
| Senior Services Program Coordinator | | |
| Transportation Coordinator | | |
| **PAY GRADE 103** | $37,669 - $56,992 | $18.11 - $27.40 |
| Budget Analyst | | |
| Buyer | | |
| Community Relations Liaison | | |
| Code Enforcement Supervisor/Inspector | | |
| Development Services Coordinator | | |
| E911 Coordinator | | |
| Executive Assistant to the County Administrator | | |
| Executive Assistant to the Deputy County Administrator and the Board of County Commissioners | | |
| General Services Coordinator | | |
| GIS Coordinator | | |
| IT Coordinator/System Analyst | | |
| Planner II | | |
| TV Production Specialist | | |

# Flagler County, Florida
# Class Titles by Pay Grades
# Fiscal Year 2006-2007

**(EXEMPT)**

| | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **PAY GRADE 104** | $41,350 - $62,546 | $19.88 - $30.07 |
| Assistant Public Works Operations Director | | |
| Development Review Planner III | | |
| Environmental Planner III | | |
| Fire Rescue Training Officer | | |
| Grants Writer | | |
| Highway Designer Technician | | |
| Webmaster | | |
| **PAY GRADE 105** | $45,406 - $68,765 | $21.83 - $33.06 |
| Chief Building Inspector | | |
| Development Engineer | | |
| Fire Rescue Operations Chief | | |
| Principal Planner | | |
| Project Engineer | | |
| Senior Budget Analyst | | |
| **PAY GRADE 106** | $49,858 - $77,442 | $23.97 - $36.27 |
| Assistant County Engineer | | |
| EM Division Chief | | |
| Helicopter Pilot | | |
| Support Services Division Chief | | |

# Flagler County, Florida
# Class Titles by Pay Grades
# Fiscal Year 2006-2007

**(EXEMPT)**

| MANAGEMENT | ANNUAL SALARY | HOURLY SALARY |
|---|---|---|
| **PAY GRADE 500** | $34,320 - $51,979 | $16.50 - $24.99 |
| No positions authorized | | |
| **PAY GRADE 503** | $37,669 - $56,992 | $18.11 - $27.40 |
| Veteran Services Officer | | |
| **PAY GRADE 506** | $41,350 - $62,546 | $19.88 - $30.07 |
| Communications Manager | | |
| Fleet Manager | | |
| Information Technology Manager | | |
| SHIP/CDBG Manager | | |
| **PAY GRADE 509** | $45,406 - $68,765 | $21.83 - $33.06 |
| Parks & Recreation Director | | |
| Utilities Services Manager | | |
| **PAY GRADE 512** | $49,858 - $75,442 | $23.97 - $36.27 |
| Flight Operations Chief | | |
| Library Director | | |
| Public Works Operations Director | | |
| Purchasing Manager | | |
| **PAY GRADE 515** | $54,766 - $82,826 | $26.33 - $39.82 |
| Community Services Director | | |
| Fire/Rescue Chief | | |
| **PAY GRADE 517** | $58,386 - $88,358 | $28.07 - $42.48 |
| Airport Director | | |
| General Services Director | | |
| Human Resources Director | | |
| Office of Management & Budget Director | | |
| Planning and Zoning Director | | |
| **PAY GRADE 519** | $62,005 - $93,808 | $29.81 - $45.10 |
| Chief Building Official | | |
| Development Services Director | | |
| Emergency Services Director | | |
| **PAY GRADE 521** | | |
| County Engineer | $66,955 - $101,338 | $32.19 - $48.72 |
| Deputy County Administrator | | |
| Deputy County Attorney | | |
| **PAY GRADE 550** | Determined by the Board of County Commissioners | |
| County Administrator | | |
| County Attorney | | |