

CITY OF KENT ALLOCATION OF POSITION LIST

December 2019

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot-Note
COUNCIL					
Council	1	Clerk of Council	UC	General	
CITY MANAGER					
City Manager	1	City Manager	UCM	General	
	1	Assistant to the City Manager	UC	General	
	1	Human Resources Manager	UCM	Schedule D	
	1	IT & Communications Manager	UCM	Schedule K	
CIVIL SERVICE					
Civil Service	1	Civil Service Coordinator	P C	General	
LAW					
Law	1	Director	UCM	General	
	1	Assistant Director	P UCM	General	
	1	Asst. Director/Prosecutor	P UCM	General	
	1	Secretary	UC	General	
BUDGET & FINANCE					
General Accounting	1	Director	UCM	Schedule C	
	1	Controller	UCM	Schedule C	
	1	Collections Coordinator	UC	Schedule C	
	1	Payroll Administrator	C	Schedule C	
	5	Account Clerk	C	Schedule C	
Income Tax	1	Tax Auditor	C	Income Tax	
SERVICE					
Administration	1	Director	UCM	Schedule E	
	1	Administrative Assistant	UC	Schedule E	
	1	Construction Clerk	C	Schedule E	
	1	Engineering Aide I	C	Schedule H	
Engineering	1	Deputy Service Director/ Superintendent of Engineering	UCM	Schedule B	
	2	Senior Engineer	CM	Schedule B	5
	1	Senior Engineer	CM	Schedule B	
	2	Engineering Technician	CM	Schedule B	5
	1	Engineering Aide II	C	Schedule B	

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SERVICE - Cont.					
Central Maintenance	1	Utilities Manager	UCM	Schedule A	
	1	Facilities Manager	UCM	Schedule A	
	1	Maintenance Worker/Carpenter	C	Schedule A	1
	3	Chief Operator	C	Schedule A	1
	4	Repair Operator	C	Schedule A	1
	7	Service Worker	C	Schedule A	1
	1	Service Technician/Gardener	C	Schedule A	1
	4	Laborer	C	Schedule A	1
	1	Account Clerk	C	Schedule A	1
Vehicle Maintenance	1	Master Mechanic	C	Schedule I	8
	3	Mechanic	C	Schedule I	8
Utilities	1	Water Plant Manager	CM	Water	
	1	Water Plant Chief Operator	C	Water	
	1	Water Lab Technician	C	Water	
	1	Plant Mechanic	C	Water	
	5	Water Plant Operator	C	Water	
	1	Laborer	C	Water	
	1	Water Reclamation Plant Mgr.	CM	Sewer	
	1	Chemist	UC	Sewer	
	1	Laboratory Technician	C	Sewer	
	1	Environmental Technician	C	Sewer	
	1	Plant Mechanic	C	Sewer	
	7	Water Reclamation Plant Operator	C	Sewer	
	1	Water Rec. Plant Chief Operator	C	Sewer	
1	Equipment Technician	C	Schedule J		

PARKS & RECREATION

Parks & Recreation	1	Director	UCM	Parks & Recreation	
	1	Parks Supervisor	UCM	Parks & Recreation	
	1	Recreation Supervisor	UCM	Parks & Recreation	
	1	Account Clerk	C	Parks & Recreation	
	2	Park Maintenance Laborer	C	Parks & Recreation	
	1	Senior Parks Crew Leader	C	Parks & Recreation	
	15	Program Instructor	P C	Parks & Recreation	

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	2	Rec Center Coordinator	P	C	Parks & Recreation	
	1	Senior Citizen Coordinator	P	C	Parks & Recreation	
	4	Rec Center Leader	P	C	Parks & Recreation	
	19	Park Maintenance Worker	S	C	Parks & Recreation	
	4	Seasonal Laborer	S	C	Parks & Recreation	
KABC	5	Sports Coordinator	P	C	Parks & Recreation	
K-6 Child Care	1	Recreation Specialist	F	UC	Parks & Recreation	
	3	Rec Center Coordinator	P	C	Parks & Recreation	
	13	Rec Center Leader	P	C	Parks & Recreation	
SAFETY						
Safety	1	Director		UCM	General	
Police	1	Chief		CM	See Footnote	6
	2	Captain		CM	See Footnote	5,6
	5	Lieutenant		CM	See Footnote	5,6
	4	Technical Sergeant		CM	See Footnote	5,6
	31	Police Officer		C		6
	1	Dispatch Coordinator		C	Income Tax Safety	
	1	Juvenile Counselor		C	Income Tax Safety	
	6	Detention Officer	P	C	Income Tax Safety	
	11	Clerk/Dispatcher		C	Income Tax Safety	
	1	Records Clerk		C	Income Tax Safety	
	2	Compliance Officer		C	Income Tax Safety	
	1	Administrative Assistant		C	Income Tax Safety	
	1	Secretary		C	Income Tax Safety	
Fire	1	Chief		CM	See footnote	3,7
	1 ***	Assistant Chief		CM	See footnote	3,7
	3	Captain		CM	See footnote	3,5,7
	5	Lieutenant		CM	See footnote	3,5,7
	33	Firefighter		C	See footnote	3,7
	1	Fire Services Specialist		C	See footnote	3,7
	3 **	Firefighter Paid-on-Call	P	C	See footnote	3,7

** 3 Positions authorized as part-time.

*** Position authorized but not funded

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HEALTH					
Health	1	Health Commissioner	UCM	General	2
	1	Chief Sanitarian	C	General	2
	1	Administrative Assistant	UC	General	2
	1	Secretary	UC	General	2
	2	Public Health Sanitarian	C	General	2
	1	Accreditation Coordinator	C	General	
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COMMUNITY DEVELOPMENT					
Community Development	1	Director	UCM	General	4
	1	Grants & Neighborhood Programs Coordinator	C	General	4
	1	Administrative Assistant	UC	General	4
	1	Development Planner	C	General	4
	1	Economic Development Director	UCM	General	4
	1	Development Engineer	CM	General	5
Building	1	Building Services Supervisor	CM	Schedule D	
	1	Construction Clerk	C	Schedule D	
	2	Code Enforcement Officer	C	General	
	8	Inspector	P C	General	

KEY TO ABBREVIATIONS, FOOTNOTES & SCHEDULES

UCM	=	Unclassified Management
UC	=	Unclassified
CM	=	Classified Management
C	=	Classified
Schedule A	=	0.4 SCMR, 0.25 Water, 0.25 Sewer, 0.10 Storm Water
Schedule B	=	0.25 General, 0.25 Water, 0.25 Sewer, 0.25 Storm Water
Schedule C	=	0.25 General, 0.25 Income Tax, 0.25 Water, 0.25 Sewer
Schedule D	=	0.50 General, 0.25 Water, 0.25 Sewer
Schedule E	=	0.20 General, 0.20 Water, 0.20 Sewer, 0.20 Solid Waste, 0.20 Storm Water
Schedule F	=	0.40 Water, 0.25 SCMR, 0.25 Sewer, 0.10 Storm Water
Schedule G	=	0.50 General, 0.50 Sewer
Schedule H	=	0.25 Solid Waste, 0.25 Storm Water, 0.25 Sewer, 0.25 Water
Schedule I	=	0.50 SCMR, 0.25 Water, 0.25 Sewer
Schedule J	=	0.50 Water, 0.50 Sewer
Schedule K	=	0.70 General, 0.15 Water, 0.15 Sewer
Footnote 1	=	Paid from the following funds where applicable and appropriate: General, SCMR, State Highway Sewer, Water, Income Tax, Capital Improvement, Storm Water
Footnote 2	=	Time spent on Food Service, Revolving Housing and Swimming Pool Inspection activities to be charged to those funds
Footnote 3	=	Time spent at the West Side Fire Station to be charged to West Side Fire Fund not to exceed total fund appropriation
Footnote 4	=	Time spent on specific grant activities may be charged to specific grant funds
Footnote 5	=	Management entitled to overtime compensation
Footnote 6	=	Charged to Income Tax Safety
Footnote 7	=	Charged to Fire and E.M.S.
Footnote 8	=	Paid from the following funds where applicable and appropriate: General, SCMR, State Highway Sewer, Water, Income Tax, Capital Improvement
Footnote 9	=	Upon written notification of an employee's intent to vacate his/her position and the Department submittal of the City employee status form, the Police Chief or Fire Chief, with the approval of the Safety Director, is authorized to commence the normal steps and procedures to fill the position.