

Appendix

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City Personnel

The following pages provide tables of information regarding City of Longview employees including:

- 1) Description of the five types of City employees;
- 2) Five-year history of the total number of full-time employees; and
- 3) Listing of Regular "A" and "B" budgeted positions for 2023/2024.

Employee Types

Regular Full Time (Type "A") - A regular full-time employee is an employee who is employed 40 hours per week in a classified Council-approved and budgeted position. This employee is paid based on a monthly rate. They are eligible for holiday, vacation, and sick leave accrual, and eligible to participate in the City's medical/dental/life plan.

Regular Full Time/Part Time (Type "B") - A regular full-time/part-time employee is a percentage employee in a classified Council-approved and budgeted position. Type "B" employees are assigned regularly scheduled shifts on a year-round basis. This employee is paid a monthly rate of the position's wage classification based on a percentage of the number of hours scheduled to work. They are eligible for holiday, vacation, and sick leave accrual and eligible to participate in the City's medical/dental/life plan. (The benefits they are eligible for are pro-rated based on the number of hours they are scheduled to work.)

Part Time (Type "P") - A part-time employee is an employee who is employed less than 40 hours per week and is assigned work on a year round basis. This employee is paid an hourly rate for hours worked. They are not eligible for benefits other than state and federal mandated benefits (including PERS if the position they have been selected to fill has been determined to be a PERS eligible position).

Seasonal/Temporary (Type "S") - A seasonal/temporary employee may work part time or full time for unspecified hours on irregular shifts. Seasonal/temporary employees are on a stand by/on call basis or are needed seasonally. This employee is paid an hourly rate for hours worked. They are not eligible for benefits other than state and federal mandated benefits (including PERS if the position they have been selected to fill has been determined to be a PERS eligible position).

Five -year Regular/Full-Time Employee History

	2020	2021	2022	2023	2024
Legislative	0.75	0.75	0.75	0.75	0.75
Executive	1.15	2.10	2.10	1.55	1.55
Finance	11.05	10.50	10.50	11.25	11.25
Human Resources	3.30	3.30	3.30	3.30	3.30
Legal	5.50	5.25	5.25	5.50	5.50
Info. Technology	9.30	9.00	9.00	7.00	7.00
Police*	73.35	73.35	73.35	77.35	77.35
Fire	52.00	53.00	53.00	53.00	53.00
Traffic	6.00	6.05	6.05	6.10	6.10
Street	9.50	9.45	9.45	9.50	9.50
Engineeimg	9.30	9.30	9.30	8.95	8.95
Comm & Econ. Dev.	6.75	6.75	6.75	7.35	7.35
Library	15.00	15.00	15.00	15.00	15.00
Recreation	8.05	7.30	7.30	7.30	7.30
Parks	11.80	11.35	11.35	12.35	12.35
Water	19.56	20.33	20.33	20.50	20.50
Sewer	16.70	16.48	16.48	17.65	17.65
Filter Plant	3.91	3.91	3.91	3.91	3.91
Sanitary/Recycling	3.65	3.43	3.43	4.08	4.08
Stormwater Utility	24.58	27.55	27.55	27.77	27.77
Transit	27.65	32.03	32.03	33.95	33.95
Golf	2.00	3.00	3.00	4.00	4.00
Equip. Rental	6.65	6.60	6.60	6.65	6.65
Facility Maint.	3.35	3.40	3.40	5.35	5.35
Fire Pension	0.50	0.25	0.25	0.50	0.50
Downtown Parking	0.65	0.65	0.65	0.65	0.65
Insurance Res.	2.45	2.95	2.95	3.20	3.20
Econ Dev Fund	1.00	0.00	0.00	0.00	0.00
Public Safety	0.00	0.00	0.00	0.00	0.00
Totals	335.45	343.03	343.03	354.45	354.45

Prior Years Employee History (Regular A & B Positions Only)					
1968-219	1979-312	1990-279	2001-295	2012-285	2023-354
1969-232	1980-333	1991-257	2002-291	2013-293	2024-354
1970-245	1981-308	1992-258	2003-290	2014-293	
1971-258	1982-310	1993-255	2004-288	2015-312	
1972-274	1983-297	1994-258	2005-286	2016-313	
1973-269	1984-299	1995-263	2006-288	2017-325	
1974-267	1985-303	1996-269	2007-300	2018-325	
1975-277	1986-299	1997-270	2008-300	2019-335	
1976-289	1987-289	1998-281	2009-302	2020-335	
1977-312	1988-277	1999-304	2010-300	2021-343	
1978-305	1989-277	2000-294	2011-286	2022-343	

Appendix

Regular "A" & "B" Positions Budgeted for 2023/2024

Position Title	2023	2024	Classification
Legislative			
Executive Assistant	0.50	0.50	12
Administrative Assistant	0.25	0.25	32
<i>Total Legislative</i>	0.75	0.75	
Executive			
City Manager	0.30	0.30	91
Executive Assistant	0.50	0.50	12
Administrative Assistant	0.25	0.25	32
City Clerk	0.25	0.25	10
Deputy City Clerk	0.25	0.25	14
<i>Total Executive/Legal</i>	1.55	1.55	
Finance			
Assistant City Manager	0.25	0.25	90
Fiscal (Accounting) Manager	1.00	1.00	8
Fiscal Manager	1.00	1.00	9
Fiscal Analyst (Accountant)	1.00	1.00	12
Payroll Specialist	1.00	1.00	12
Finance Office Supervisor	1.00	1.00	11
Fiscal/Utility Support Assistant	4.00	4.00	44
Fiscal/Utility Support Technician	1.00	1.00	44
Waterworks Technician	1.00	1.00	54
<i>Total Finance</i>	11.25	11.25	
Human Resources			
Human Resources Director	0.80	0.80	2
Human Resources Specialist	2.00	2.00	12
Human Resources Technician	0.50	0.50	33
<i>Total Human Resources</i>	3.30	3.30	
Legal			
City Attorney	1.00	1.00	1
Assistant City Attorney III	1.00	1.00	9
Assistant City Attorney II	1.00	1.00	8
Assistant City Attorney I	1.00	1.00	7
Legal Technician	1.50	1.50	33
<i>Total Legal</i>	5.50	5.50	
Information Technology			
Assistant City Manager	0.25	0.25	90
Business Analyst	0.50	0.50	10
IT Analyst	5.25	5.25	10
IT Technician	1.00	1.00	53
<i>Total Information Technology</i>	7.00	7.00	

Position Title		2023	2024	Classification
Police*				
	Chief	1.00	1.00	1
	Captain	2.00	2.00	3
	Sergeant	10.00	10.00	81
	Police Officer	46.00	46.00	85
	Corporal	1.00	1.00	87
	Administrative Manager	0.85	0.85	8
	Administrative Assistant	1.00	1.00	a33
	Police Services Technician	2.00	2.00	a33
	Office Assistant	2.00	2.00	a34
	Police Services Assistant	0.50	0.50	a34
	Information Technology Specialist	1.00	1.00	a11
	Police Services Technician	2.00	2.00	a54
	Records Supervisor	1.00	1.00	11
	Records Specialist	6.00	6.00	a34
	Legal Technician/Public Records Assistant	1.00	1.00	32
	<i>Total Police</i>	77.35	77.35	
Fire				
	Chief	1.00	1.00	1
	Fire Marshal	1.00	1.00	21
	Battalion Chief	4.00	4.00	22
	Fire Lieutenant	10.00	10.00	73
	Firefighter	25.00	25.00	71
	Paramedic Firefighter	11.00	11.00	71
	Administrative Assistant	1.00	1.00	32
	<i>Total Fire</i>	53.00	53.00	
Traffic				
	Engineering Coordinator	1.00	1.00	6
	Public Works Maintenance Manager	0.05	0.05	7
	Traffic Maintenance Supervisor	1.00	1.00	9
	Traffic Maintenance Specialist	2.00	2.00	51
	Traffic Maintenance Specialist	1.00	1.00	53
	Traffic Maintenance Technician	1.00	1.00	55
	Administrative Assistant	0.05	0.05	43
	<i>Total Traffic</i>	6.10	6.10	
Street Maintenance				
	Public Works Maintenance Manager	0.45	0.45	7
	Lead Street Maintenance Technician	3.00	3.00	53
	Street Maintenance Technician II	2.00	2.00	55
	Public Works Maintenance Technician III	4.00	4.00	57
	Administrative Assistant	0.05	0.05	43
	<i>Total Street Maintenance</i>	9.50	9.50	

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Position Title		2023	2024	Classification
Engineering				
	Public Works Director	0.15	0.15	1
	Engineering Manager	1.00	1.00	4
	Engineer	2.80	2.80	6
	Administrative Manager	1.00	1.00	10
	Engineering Specialist	2.00	2.00	52
	Lead Engineering Specialist	1.00	1.00	50
	Administrative Assistant	1.00	1.00	43
	<i>Total Engineering</i>	8.95	8.95	
Community & Economic Development				
	Community Development Director	0.60	0.60	2
	Inspector	2.00	2.00	10
	Inspector	1.00	1.00	11
	Grant Administrator	1.00	1.00	11
	Planner	1.00	1.00	12
	Community Development Specialist	1.00	1.00	13
	Community Outreach Coordinator	0.75	0.75	13
	<i>Total Community & Economic Development</i>	7.35	7.35	
Library				
	Library Director	1.00	1.00	5
	Librarian	3.00	3.00	10
	Library Specialist	3.00	3.00	13
	Administrative Assistant	1.00	1.00	43
	Library Technician I	4.00	4.00	43
	Library Technician II	3.00	3.00	44
	<i>Total Library</i>	15.00	15.00	
Recreation				
	Parks and Recreation Director	0.40	0.40	3
	Recreation Manager	1.00	1.00	8
	Recreation Coordinator	2.00	2.00	12
	Recreation Specialist	1.00	1.00	57
	Recreation Specialist	2.00	2.00	43
	Administrative Assistant	0.90	0.90	43
	<i>Total Recreation</i>	7.30	7.30	
Parks Maintenance				
	Parks and Recreation Director	0.40	0.40	3
	Parks and Urban Forestry Manager	0.60	0.60	8
	Parks Maintenance Supervisor	1.00	1.00	11
	Parks Maintenance Technician II	3.60	3.60	55
	Parks Maintenance Technician III	6.10	6.10	57
	Administrative Assistant	0.65	0.65	43
	<i>Total Parks Maintenance</i>	12.35	12.35	

Position Title		2023	2024	Classification
Water				
	City Manager	0.18	0.18	91
	Assistant City Manager	0.13	0.13	90
	Public Works Director	0.20	0.20	1
	Utility Systems Manager	0.34	0.34	7
	Utility Systems Supervisor	1.50	1.50	11
	Lead Utility Systems Operator	3.50	3.50	52
	Utility System Program Specialist	0.50	0.50	52
	Utility Systems Operator II	4.33	4.33	54
	Utility Systems Operator III	6.00	6.00	56
	Water Quality & Treatment Specialist	1.02	1.02	51
	Administrative Assistant	0.15	0.15	43
	Office Assistant	1.00	1.00	44
	IT Analyst	0.53	0.53	10
	Business Analyst	0.13	0.13	10
	IT Specialist	0.33	0.33	50
	Engineer	0.67	0.67	6
	<i>Total Water</i>	20.50	20.50	
Sewer				
	City Manager	0.18	0.18	91
	Assistant City Manager	0.13	0.13	90
	Public Works Director	0.20	0.20	1
	Utility Systems Manager	0.33	0.33	7
	Utility Systems Supervisor	1.17	1.17	11
	Electrician	1.00	1.00	50
	Lead Utility Systems Operator	3.50	3.50	52
	Utility System Program Specialist	0.50	0.50	52
	Utility Systems Operator II	4.33	4.33	54
	Utility Systems Operator III	3.00	3.00	56
	Administrative Assistant	0.15	0.15	43
	Office Assistant	1.00	1.00	44
	IT Specialist	0.34	0.34	50
	Engineer	1.17	1.17	6
	Business Analyst	0.13	0.13	10
	IT Analyst	0.53	0.53	10
	<i>Total Sewer</i>	17.65	17.65	
Filter Plant				
	Public Works Director	0.10	0.10	1
	Engineer	0.17	0.17	6
	Utility Systems Manager	0.33	0.33	7
	Utility Systems Supervisor	0.33	0.33	11
	Water Quality & Treatment Specialist	2.98	2.98	51
	<i>Total Filter Plant</i>	3.91	3.91	

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Position Title	2023	2024	Classification
Sanitary/Recycling			
City Manager	0.18	0.18	91
Assistant City Manager	0.13	0.13	90
Community Development Director	0.40	0.40	2
Business Analyst	0.13	0.13	10
Lead Inspector	1.00	1.00	10
Inspector	1.00	1.00	12
Community Outreach Coordinator	0.25	0.25	13
Fiscal/Utility Support Assistant	1.00	1.00	44
<i>Total Sanitary/Recycling</i>	4.08	4.08	
Storm Water Utility			
City Manager	0.18	0.18	91
Assistant City Manager	0.13	0.13	90
Public Works Director	0.20	0.20	1
Parks and Recreation Director	0.20	0.20	3
Engineering Coordinator	1.00	1.00	6
Public Works Maintenance Manager	0.50	0.50	7
Parks and Urban Forestry Manager	0.40	0.40	8
Stormwater Specialist	1.00	1.00	11
Stormwater Specialist	1.00	1.00	12
Public Works Maintenance Supervisor	1.00	1.00	11
Lead Street Maintenance Technician	1.00	1.00	53
Public Works Maintenance Technician I	3.00	3.00	53
Street Maintenance Technician II	1.00	1.00	55
Public Works Maintenance Technician II	6.00	6.00	55
Public Works Maintenance Technician III	3.00	3.00	57
Utility Systems Operator II	0.33	0.33	54
Urban Forestry Lead Tech I	2.00	2.00	53
Urban Forestry Arborist III	1.00	1.00	57
Urban Forestry Tech II	2.00	2.00	55
Parks Maintenance Tech II	0.40	0.40	55
Parks Maintenance Tech III	0.90	0.90	57
Administrative Assistant	0.90	0.90	43
Business Analyst	0.13	0.13	10
IT Analyst	0.18	0.18	10
IT Specialist	0.33	0.33	50
<i>Total Stormwater Utility</i>	27.77	27.77	

Position Title		2023	2024	Classification
Public Transit				
	Public Works Director	0.15	0.15	1
	Transit Manager	1.00	1.00	7
	Transit Supervisor	2.00	2.00	11
	Transit Operator	25.80	25.80	60
	Facilities Maintenance Tech	1.00	1.00	57
	Administrative Assistant	1.00	1.00	43
	Transit Dispatcher	2.00	2.00	32
	Office Assistant	1.00	1.00	44
	<i>Total Transit</i>	33.95	33.95	
Mint Valley Golf Course				
	Golf Maintenance Manager	1.00	1.00	8
	Golf Operations Manager	1.00	1.00	8
	Golf Recreation Specialist	1.00	1.00	43
	Golf Maintenance Specialist	1.00	1.00	55
	<i>Total Mint Valley Golf Course</i>	4.00	4.00	
Equipment Rental				
	Fleet/Facilities Maintenance Manager	0.75	0.75	7
	Lead Fleet Maintenance Mechanic	1.00	1.00	50
	Fleet Maintenance Mechanic	3.00	3.00	52
	Fleet Maintenance Parts Specialist	1.00	1.00	56
	Fleet Maintenance Specialist	0.90	0.90	32
	<i>Total Equipment Rental</i>	6.65	6.65	
Facility Maintenance				
	Fleet/Facilities Maintenance Manager	0.25	0.25	7
	Lead Facilities Management Technician	1.00	1.00	51
	Facilities Management Technician I	3.00	3.00	52
	Facilities Management Assistant	1.00	1.00	58
	Fleet Maintenance Specialist	0.10	0.10	32
	<i>Total Facility Maintenance</i>	5.35	5.35	
Fire Pension				
	City Clerk	0.25	0.25	10
	Deputy City Clerk	0.25	0.25	14
	<i>Total Fire Pension</i>	0.50	0.50	
Insurance Reserve				
	Human Resources Director	0.20	0.20	2
	Safety/Risk Manager	1.00	1.00	10
	Human Resources Technician	0.50	0.50	33
	City Clerk	0.50	0.50	10
	Deputy City Clerk	0.50	0.50	14
	Administrative Assistant	0.50	0.50	32
	<i>Total Insurance Reserve</i>	3.20	3.20	

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Position Title		2023	2024	Classification
Economic Development Fund				
	Economic Development Fund	0.00	0.00	5
	<i>Total Economic Development Fund</i>	0.00	0.00	
Downtown Parking Fund				
	Administrative Manager	0.15	0.15	8
	Police Services Assistant	0.50	0.50	a34
	<i>Total Downtown Parking</i>	0.65	0.65	
GRAND TOTAL ALL DEPARTMENTS		354.45	354.45	