

Appendix A  
Position/Grade Analysis by Department  
City of Jasper Personnel Project

DEPT	POSITION	GRADE
ADM/1	City Clerk and Chief Financial Officer	26
ADM/2	Senior Accountant	19
ADM/3	Revenue Compliance Officer	17
ADM/4	Human Resources and Payroll Coordinator	18
ADM/5	Executive Assistant	16
ADM/6	Billing Technician	14
ADM/7	Revenue Officer	14
ADM/8	Senior Accounting Technician	14
ADM/9	Accounts Payable Technician	12
ADM/10	Accounting Technician	12
ADM/11	Accounting Clerk	10
ADM/12	Administrative Clerk	9
ADM-SC/1	Senior Center Coordinator	14
ADM-SC/2	Senior Center Assistant	12
ADM-SC/3	Senior Center Aide	9
BI/1	Chief Building Inspector	21
CEM/1	Cemetery Superintendent	21
CEM/2	Cemetery Crew Supervisor	12
CEM/3	Cemetery Maintenance Worker	10
FD/1	Fire Chief	25
FD/2	Deputy Fire Chief/Fire Marshal	23
FD/3	Fire Operations Chief	22
FD/4	Fire Captain	21
FD/5	Fire Lieutenant	19
FD/6	Fire Apparatus Operator	17
FD/7	Firefighter	15
FD/8	Administrative Assistant	12
LIB/1	Adult Services Supervisor	14
LIB/2	Circulation Desk Coordinator	12
LIB/3	Heritage Room and Genealogy Coordinator	12
LIB/4	Computer Lab Coordinator	12
LIB/5	Youth Services Coordinator	12
MC/1	Chief Municipal Clerk and Magistrate	20
MC/2	Assistant Chief Municipal Clerk and Magistrate	16
MC/3	Certified Magistrate	14

DEPT	POSITION	GRADE
MC/4	Court Filing Clerk	10
PD/1	Police Chief	25
PD/2	Assistant Police Chief	23
PD/3	Police Captain	22
PD/4	Police Lieutenant	21
PD/5	Police Sergeant	19
PD/6	Police Detective	16
PD/7	Police Officer	15 <sup>1</sup>
PD/8	Administrative/Communications Supervisor	16
PD/9	Police Human Resources Technician	12
PD/10	Communications Officer	12
PD/11	Building Maintenance Technician	10
PD/12	Records Technician	10
PD/13	Administrative Clerk	9
PD/14	Building Service Worker	9
PD/15	Roadside Service Worker	7
PD-DET/1	Chief Jailer	18
PD-DET/2	Corrections Officer	12 <sup>2</sup>
PL/1	City Planner	23
PL/2	Administrative Assistant	12
PR/1	Park and Recreation Director	23
PR/2	Assistant Park and Recreation Director	21
PR/3	Natatorium Manager	18
PR/4	Sports and Activities Manager	18
PR/5	Recreation Program Coordinator	16
PR/6	Assistant Natatorium Manager	14
PR/7	Administrative Coordinator	14
PR/8	Administrative Assistant	12
PR/9	Facility Coordinator	12
PR/10	Pool Technician	12
PR/11	Facility Operator	10
PR/12	Park Maintenance Worker	9
SAN/1	Sanitation Superintendent	22
SAN/2	Sanitation Supervisor	17
SAN/3	Heavy Equipment Mechanic	14
SAN/4	Heavy Equipment Operator	14
SAN/5	Administrative Assistant	12

<sup>1</sup> May be designated Senior Police Officer and placed at grade 16.

<sup>2</sup> May be designated Senior Corrections Officer and placed at grade 13.

DEPT	POSITION	GRADE
ST/1	Street Superintendent	23
ST/2	Assistant Street Superintendent	21
ST/3	Street Construction Supervisor	17
ST/4	Grounds Maintenance Supervisor	17
ST/5	Traffic Control and Signal Technician	14
ST/6	Heavy Equipment Mechanic	14
ST/7	Heavy Equipment Operator	14
ST/8	Equipment Operator	12
ST/9	Mechanic's Helper	12
ST/10	Grounds Maintenance Crewleader	12
ST/11	Grounds Maintenance Worker	10
ST/12	Street Maintenance Worker	10