

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 and Purchasing Agent	20
ADM/3	Human Resources and Payroll Coordinator	18
ADM/4	Revenue Compliance Officer	17
ADM/5	Executive Assistant	17
ADM/6	Billing Technician	14
ADM/7	Revenue Officer	16
ADM/8	Senior Accounting Technician	14
ADM/9	Accounts Payable Technician	14
ADM/10	Accounting Technician	12
ADM/11	Accounting Clerk	10
ADM/12	Administrative Clerk	10
ADM-SC/1	Senior Center Coordinator	14
ADM-SC/2	Senior Center Aide	9
BI/1	Chief Building Inspector	22
CEM/1	Cemetery Superintendent	21
CEM/2	Assistant Cemetery Superintendent	18
CEM/3	Cemetery Maintenance Worker	10
FD/1	Fire Chief	25
FD/2	Deputy Fire Chief/Fire Marshal	24
FD/3	Fire Operations Chief	23
FD/4	Fire Captain	22
FD/5	Fire Lieutenant	20
FD/6	Fire Apparatus Operator	18
FD/7	Firefighter	17 ¹
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
MC/1	Chief Municipal Clerk and Magistrate	20
MC/2	Certified Magistrate	14
MC/3	Court Filing Clerk	10

¹ May be designated Senior Firefighter and placed at grade 18.

*Approved By Chris Severe
4-2-2025*

DEPT	POSITION	GRADE
PD/1	Police Chief	25
PD/2	Assistant Police Chief	24
PD/3	Police Captain	23
PD/4	Police Lieutenant	22
PD/5	Police Sergeant	20
PD/6	Police Detective	18 ²
PD/7	Police Officer	17 ³
PD/8	Communications and Records Supervisor	16
PD/9	Police Human Resources Technician	12
PD/10	Communications Officer	12
PD/11	Building Maintenance Technician	12
PD/12	Records Technician	10
PD/13	Administrative Clerk	10
PD/14	Building Service Worker	9
PD-DET/1	Jail Administrator	19
PD-DET/2	Corrections Officer	14 ⁴
PL/1	City Planner	23
PL/2	Administrative Assistant	12
PR/1	Park and Recreation Director	24
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	Pool Technician	12
PR/10	Facility Coordinator	12
PR/11	Park Maintenance Worker	9
SAN/1	Sanitation Superintendent	22
SAN/2	Heavy Equipment Mechanic	15
SAN/3	Sanitation Equipment Operator	14
SAN/4	Administrative Assistant	12
SAN/5	Sanitation Worker	10
ST/1	Street Superintendent	23
ST/2	Assistant Street Superintendent	21
ST/3	Street Construction Supervisor	17

² May be designated Senior Detective and placed at grade 19.

³ May be designated Senior Police Officer and placed at grade 18.

⁴ May be designated Senior Corrections Officer and placed at grade 15.

DEPT	POSITION	GRADE
ST/4	Grounds Maintenance Supervisor	17
ST/5	Heavy Equipment Mechanic	15
ST/6	Traffic Control and Signal Technician	14
ST/7	Heavy Equipment Operator	14
ST/8	Equipment Operator	12
ST/9	Mechanic Helper	12
ST/10	Grounds Maintenance Crew Leader	12
ST/11	Administrative Assistant	12
ST/12	Grounds Maintenance Worker	10
ST/13	Street Maintenance Worker	10