



ADMINISTRATIVE DIRECTIVE

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I. **PURPOSE**

The intent of this directive is to:

- establish the City's "normal work period" for various categories of City employees.
- explain which classifications are eligible for overtime.
- describe the administrative leave policy for exempt employees.
- define the City policy regarding the calculation of hours worked for overtime purposes.
- state the rate of compensation for overtime and for accruing compensatory time.
- explain the City's call out policy and the circumstances in which call out pay applies.

City policies for overtime conform to the applicable State and Federal Laws.

Any portion of an authorized labor agreement signed by the City Manager and approved by Mayor and Council that is in conflict with this directive shall take precedence over this directive.

II. **DEFINITIONS**

A. Compensatory Time - future time off for overtime eligible employees in lieu of cash payment accrued at a rate of one and one-half hours of leave time for each hour of overtime worked.

B. Administrative Leave - authorized time off for exempt employees who are not eligible for overtime compensation (see Section IV. B.).

C. Emergency Overtime - unplanned overtime work necessary to safeguard the health, safety, and property of the public from immediate danger.

D. Exempt Employees - employees who are not eligible for overtime because they fall into one of the following major categories:

1. **Executive** - positions in which the primary duties involve the management of an agency, department, or subdivision, who customarily and regularly direct two or more employees, specifically in the capacity of City Manager, Deputy and Assistant City Manager, Department Director, Division Administrator, or other management personnel responsible for identifiable subdivisions within the City.

2. **Administrative** - positions in which the primary duties consist of non-manual work directly related to management policies, business operations, or administrative work of an organization rather than the "day to day production" operations of a



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department; the work must involve the exercise of discretion and independent judgment.

3. Professional - positions in which the primary duties consist of work requiring advanced learning in a specialized field, work requiring invention, imagination, or talent in a recognized field of artistic endeavor or work that requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming, and software engineering; the work must include the consistent exercise of discretion and judgment.

E. Holiday Pay - Permanent full-time employees are paid their regular pay for the number of hours they are regularly scheduled to work on the day with the exception of commissioned 24-hour duty Fire personnel who receive 12. Permanent part-time employees who are scheduled to work 20 hours per week or more receive four hours holiday pay. (See A.D. 2.01-6, Holiday Policy, for more information.)

F. Overtime - Generally, overtime is work that is authorized for emergencies or during unusually high workloads that is in excess of 40 hours in a seven-day work period. (See Section IV. A. for exceptions to this policy related to shift workers and 24-hour duty Fire personnel).

G. Overtime Compensation - Extra pay for overtime eligible employees for hours worked over 40 (with the exceptions noted within this directive) during a workweek paid at one and one-half times the regular rate of pay, or compensated with future time off (compensatory time) at a rate of one and one-half hours for each hour of overtime worked.

H. Regular Rate of Pay - The rate of payment for overtime work, which is the average amount earned per hour (including base pay, shift differential pay, standby pay, and longevity, but excluding overtime pay) during the work period the overtime is worked.

The regular rate of pay is computed by dividing the number of hours worked during the work period (excluding those hours compensated at the overtime rate and any hours the employee is on standby) into the amount of money earned during the same work period.

I. Shift Work - When it is mandatory for a City function to be covered 24 hours a day, employees must work shifts to provide the coverage. The position must remain filled around the clock (i.e., 24-hour, see Attachment IV).

J. Time Worked Computation - The actual hours worked during a workweek, plus any paid leave time used. In most instances, time off for holidays will also be considered time worked (see Section V. C.).



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III. **NORMAL WORK PERIODS**

A. For Fair Labor Standards Act (FLSA) purposes, the City has established the normal work periods as follows:

1. The normal work period shall commence at 12:01 a.m. April 13, 1986 and shall be a seven-consecutive-day period, usually worked on an eight hour day, five days per week (40 hours) basis, and shall continue in seven day increments thereafter.
2. The normal work period for commissioned Fire suppression shift personnel shall be a 15 consecutive-day period, commencing at 8:00 a.m. April 13, 1986 and continuing in 15-day increments thereafter.
3. The normal work period for employees on a 9/80 work schedule, the workweek begins at 12:01 PM Friday, and ends at 12:00 PM on the following Friday.

B. Alternative Work Schedules: The City Manager must give prior approval before any department or office may establish a 40-hour work schedule of less than five days (e.g., a 4-10 work schedule).

In order to request an alternative work schedule, a department director must submit to the City Manager a proposal which addresses the criteria delineate in Administrative Directive 2.01-9, Alternate Work Schedules.

C. Adjusted Work Hours: In order to reduce overtime expenditures, department directors are encouraged to adjust the work hours of overtime eligible employees on a case-by-case basis to meet the demands of the department. For example, if an employee is required to work late one evening, the department director may require the employee to start work at a later time that day, the following day, or another day during the workweek so that the employee does not work more than 40 hours. In all cases, the employee must complete the prescribed hours during the workweek (e.g., must work 40 hours between 12:01 a.m. Sunday and 12:00 p.m. Saturday night).

IV. **OVERTIME POLICY**

A. General

Department directors shall authorize overtime work only in cases of emergency, or for a limited duration of time during an unusually high workload. Overtime on any job shall be allocated as evenly as possible among all employees qualified to do the work.



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Overtime is compensated at the rate of time and a half for hours worked as noted below.

1. For most eligible employees, overtime is time worked beyond the normal 40-hour workweek (see Section V for calculation of time worked).
2. Shift workers who must work outside their normally scheduled shift are given overtime for those hours worked beyond their normal shift regardless of the 40 hour minimum (see Section II for definition of shift work).
3. Overtime for commissioned Fire personnel assigned to 24-hour duty is:
 - a. Time worked in excess of actual normal working hours in a 15-day period defined by FLSA and as implemented by the following:

Firefighters in suppression classifications, except Battalion Chiefs, who work their regularly scheduled shift hours in a pay period, will generate 106 hours at regular pay and six (6) hours of overtime unless an employee uses leave. Leave time taken during the pay period will reduce the six (6) hours of overtime hour for hour. When paid leave time is taken, then the overtime is replaced with regular pay.
 - b. Time worked in excess of a 24-hour period, either at the beginning or end of a 24-hour duty period.
 - c. When called back to duty during an off-duty period to maintain shift minimums or for emergency purposes.

B. Employees Eligible for Overtime Compensation

Not all employees are eligible to receive overtime compensation. Some employees are considered "exempt" employees and receive the same amount of compensation regardless of the number of hours worked in a workweek.

1. **Eligible Employees** - Employees in classifications listed on Attachment I are eligible to receive overtime compensation under the Fair Labor Standards Act (these employees are considered "non-exempt").
2. **Exempt Employees** - Classifications listed on Attachment II are not eligible for overtime compensation under the Fair Labor Standards Act. **NOTE: However, any positions within these classifications that are paid on an hourly basis, such as intermittent and seasonal positions are eligible to receive overtime.**



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Under circumstances in which exempt employees are required to work an exceptional amount of time in performance of their duties, department directors may grant time off ("administrative leave") or overtime pay, in the special circumstances described below:

a. Administrative Leave - Department Directors may grant exempt employees an administrative leave of up to three days. Departments should submit a memorandum explaining the employee's administrative leave to the City Manager's Office. A copy of the memorandum should be retained with the departmental payroll staff. The administrative leave policy does not require department directors to keep records of the extra hours worked for purposes of calculating administrative leave for exempt employees, nor should the department be granting the time off on an hour-for-hour basis. FLSA regulations require that exempt employees be treated as salaried employees rather than as hourly wage employees. More than three (3) days administrative leave may be granted **with prior City Manager approval.**

Effective January 1, 2001, at the discretion of the Department Director, exempt employees in the clerical, administrative, professional, and technical employee group may be granted up to 40 hours of Administrative Leave each calendar year. More than 40 hours of Administrative Leave may be granted **with prior City Manager approval.**

b. Overtime Compensation - Department directors may request that the City Manager approve overtime compensation for exempt employees for exceptional work assignments of limited duration of time when the work assignment of the employee, or group of employees, requires the employee(s) to work an excessive number of hours. When an overtime exception is obtained from the City Manager, the Department of Human Resources, Budget and Research, and the Accounting Division of the Finance Department must be furnished with a copy of the request and approval of the City Manager. **All requests shall include effective beginning and ending dates.**

Note: Classification lists and Attachments I and II are subject to change upon establishment of new classifications, revisions to existing classifications, review of the duties and assignments of employees, or changes in the FLSA or federal regulations implementing the FLSA, or subsequent judicial/administrative interpretations of the FLSA or corresponding federal regulations.



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V. CALCULATION OF TIME WORKED

The number of hours worked in a workweek must be calculated in order to determine the number of overtime hours for which the employee must be compensated. The calculation of time worked in a work week is the total of actual hours worked, paid leave time used, and time off for holidays, as described and qualified below.

A. Actual Hours Worked - The hours an employee is actually at work. This does not include:

1. Hours which have already been designated for payment at the overtime rate, such as:
 - hours worked outside of a regularly scheduled shift on a holiday (see A.D. 2.01-6, Holiday Policy and Subsection C below).
 - hours worked beyond a shift worker's normal shift.
 - off duty work performed by commissioned officers for other city departments.
 - any other instance in which the hours worked are to be paid at the overtime rate of pay.
2. Hours while on stand-by in which an employee is on-call to report to work.

B. Paid Leave Time - Paid leave time that is used during a workweek is considered a part of time worked for the purpose of calculating the number of paid hours in a workweek. This includes sick leave, vacation leave, compensatory time, jury duty, and paid military leave compensated by the City.

Employees called back to work during paid leave time must adjust their leave cards by the number of hours compensated for the call out. (The leave time requested must be reduced by the number of hours of regular pay.)

C. Holidays - Time off for a City holiday counts as time worked for the calculation of overtime, except:

1. When an eligible employee works during the employee's normally scheduled hours on the holiday.

Example: The holiday is Monday and the employee works the regularly scheduled shift that day (8 hours). The employee then works the remainder of the regular shift (32 hours) during the week. The time worked is the actual 40 hours worked. The holiday is not again added into the computation; however the employee does receive holiday pay for the holiday, as well as actual salary (i.e., the employee receives 48 hours at straight time).



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2. When an eligible employee (other than a shift worker) works outside the regularly scheduled shift on the holiday, but does not complete 40 hours in the workweek.

Example: The employee works outside the regularly scheduled shift on the holiday, uses several sick leave days during the week, and takes leave without pay for the remainder of the workweek. The actual hours worked on the holiday and the sick leave are counted as time worked; however, the employee did not complete 40 hours of work that workweek and is not paid overtime. The employee receives eight hours of holiday pay, in addition to regular pay for the actual hours worked and sick leave used during the workweek. The time off for the holiday during the employee's regularly scheduled shift is not again calculated into the time worked in this instance.

3. When the holiday falls on the employee's regularly scheduled day off.

Example: The employee's regular days off are Sunday and Monday. The holiday is Monday. The employee works the regularly scheduled shift, Tuesday through Saturday. The time worked is 40 hours, and the employee is also given eight hours of holiday pay at straight time (i.e., the employee receives 48 hours at straight time). The holiday is not calculated into the time worked in this instance.

4. When an employee is on leave without pay immediately before or after the holiday and, therefore, receives no compensation for the holiday.

Example: The employee is on leave without pay status the week preceding a Monday holiday. Because the employee was not at work or on paid leave status the workday before the holiday, the employee will not receive holiday pay and the holiday is not counted as time worked for the workweek.

For more information regarding compensation on holidays, see Administrative Directive 2.01-6, Holiday Policy, which describes the specific policies for:

- permanent full-time employees,
- permanent part-time employees,
- 4-10 shift employees,
- public safety employees,
- City Court employees, and
- temporary, provisional, intermittent, and seasonal employees.



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VI. OVERTIME COMPENSATION

Overtime for overtime eligible employees shall be compensated by cash payment or, at the discretion of the department director, by compensatory time at the rate of time-and-one-half for each hour of overtime worked.

A. Overtime Compensation for Part Time Employees - Part-time employees who work in excess of their normal hours, but less than 40 hours in a seven day period, shall receive pay at the straight time rate. Work in excess of 40 hours shall be compensated in the form of a cash payment or compensatory time, at the rate of time-and-one-half (see Section V for calculation of time worked).

B. Overtime Compensation for Commissioned Police and Fire Personnel - In addition to the other overtime policies applicable to commissioned Police and Fire Personnel, extra compensation is allowed for special circumstances.

1. When providing services to another City department at that department's request (e.g., security, paramedic), such personnel shall be paid at regular overtime rates as described in this directive provided they have completed the required number of hours needed to be eligible for overtime.

Police and Fire employees will be paid through their department payrolls for performing these services for other departments. Police employees shall submit overtime slips to their department payroll clerk showing the hours worked, the name of the user department, and the correct account number to be billed. Fire suppression and emergency medical personnel shall list all of their overtime on their daily roster sheets for their department payroll clerks.

2. When providing services at promoter-sponsored events at the Tucson Convention Center, such personnel shall be paid by the promoters at rates established by Police and Fire for off-duty services.

3. Commissioned Police personnel required to attend judicial proceedings during hours other than their regular work hours shall be compensated with a minimum of three hours overtime, except when the court appearance occurs within 60 minutes of the employee's shift. In this case, the employee shall receive overtime compensation for the actual time spent in court, including the period of time between the court appearance and their regular shift.

The employee shall not receive a second three-hour minimum overtime if required to attend a second judicial proceeding within 60 minutes of the first judicial proceeding or within 60 minutes of the first three-hour minimum period.



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4. Commissioned Police personnel shall be compensated at the overtime rate of pay when less than eight hours lapse between the end of one shift and the start of the next. Overtime shall be paid only for those hours worked that fall within eight hours of the former shift.

C. Special Circumstance Overtime Compensation for Non-Commissioned Shift Personnel - Overtime-eligible, shift workers subpoenaed to attend judicial proceedings during hours other than their regular working hours to provide court testimony related to assigned work duties shall be compensated with a minimum of two hours of overtime pay, regardless of the 40 hour minimum, except when the court appearance occurs within 60 minutes of the employee's shift. In this case, the employee shall receive overtime compensation for the actual time spent in court, including the period of time between the court appearance and the employee's regular shift.

The employee shall not receive a second two-hour minimum overtime if required to attend a second judicial proceeding within 60 minutes of the first judicial proceeding or within 60 minutes of the first two-hour minimum period.

D. Compensatory Time - Overtime shall be compensated by cash payment or by compensatory time (at the discretion of the department) at the rate of time-and-one-half to overtime-eligible employees as follows:

1. Effective July 1, 2001, clerical, administrative, professional and technical employees may accrue up to 32 hours compensatory time. Effective July 1, 2002, this amount shall increase to 40 hours. Effective July 1, 2003, this amount shall increase to 48 hours.

2. Commissioned members of the Tucson Police Department may accrue up to 80 hours of compensatory time and commissioned members of the Tucson Fire Department may accrue up to 60 hours of compensatory time. Commissioned Fire Department employees must use any accumulated hours over 48 prior to separation from the City. Commissioned Police employees must use all accrued compensatory time prior to retirement.

3. All other overtime-eligible employees may accrue up to 24 hours of compensatory time.

4. All overtime earned beyond these limitations shall be paid in cash unless prior written approval from the City Manager has been received.



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5. Commissioned Police personnel may convert 16 hours of accumulated compensatory time per calendar quarter to vacation leave. Records of the accumulation and usage of converted compensatory time shall be maintained by the Police Department which will inform the Accounting Division of any unused compensatory time at the time of an employee's termination.

6. All unused compensatory time must be paid at the time of separation from the City (e.g., resignation, lay-off, discharge) at the average regular rate of pay received by the employee during the last three (3) years of employment or the final regular rate received by the employee, whichever is greater. City policy requires that employees who are retiring or resigning from the City use all accumulated compensatory time prior to separation from the City, whenever possible (see A.D. 2.01-12, Terminal Pay).

VII. CALL OUTS

A. Except for commissioned Police personnel, work that is assigned on an emergency basis to an employee after the employee has already left the work site and is called back to work is considered a call out. Call out work does not include any planned overtime work.

The call out policy for commissioned Police personnel is listed in Subsection E, following.

B. Overtime eligible employees called back to work during an off-duty period shall be compensated with a minimum of two hours Call Out Pay. Time worked in excess of the two hours will be compensated as actual time worked. Depending on the situation (see Subsection C, following), Call Out Pay will either be compensated at the straight time rate or at the overtime rate of pay.

Employees on an approved paid leave who are called back to work for an emergency shall be compensated with two hours Call Out Pay but must adjust their leave cards by the number of hours compensated for the call out (see Section V. B.).

1. **12-Hour Policy**

Employees shall receive the minimum two hours Call Out Pay for call out work only once in a 12-hour period starting at the time of the call out. For any subsequent call outs during the 12-hour period, the employee will be paid for the actual time worked.

Example: An employee is called back to work after leaving the work site. The employee works for 30 minutes and is given the minimum two hours Call Out Pay. The employee is called back to work again several hours later. The employee works for one hour and is compensated for the one hour. The total number of hours compensated in this 12-hour period is three hours.



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2. Extended Workday

Additional work assigned beyond the workday while an employee is still at the work site is not considered a call out, but is considered an extension of the workday. The minimum two hours Call Out Pay is not applicable; the employee is compensated for the actual hours worked.

If the employee is no longer at the work site or on the premises, and is called back to work, it will be considered a call out and the employee will be given the minimum two hours Call Out Pay.

Example: An employee is in the process of leaving work and is asked to stay at work for an emergency. The employee will be compensated for the actual time worked during the emergency but will not receive the minimum two hours Call Out Pay.

Another employee leaves the work site and is enroute home. The employee is notified to report back to work for an emergency. The employee will receive the minimum two hours Call Out Pay or will be compensated for the actual hours worked during the emergency, whichever is greater.

3. Portal to Portal

Call outs shall begin at the time the employee leaves to report to work, and the employee shall be paid for reasonable travel time both to and from the job site. Travel time is only allowed for emergency call outs and is not authorized for planned overtime. Phone calls not requiring employees to return to work are not considered a call out.

Example: An employee is called back to work for an emergency. The call out begins when the employee leaves for work and ends when the employee returns home.

Note: Supervisors shall ensure the travel time both to and from the job site is reasonable when approving the overtime slip.

C. Compensation for Call Outs

With the exception of commissioned Fire personnel assigned to 24-hour duty, and except for holiday call outs during an employee's regularly scheduled shift, Call Out Pay shall be compensated at the overtime rate if the overtime eligible employee has accumulated 40 hours of time worked in the workweek.



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If the employee has less than 40 hours of time worked during a workweek, the Call Out Pay will be at the straight time rate.

Example: An employee works 38 hours during the workweek. The employee is then called back to work for one hour. The employee is given the minimum two hours Call Out Pay at the straight time rate because the employee has not completed the 40-hour minimum to be eligible for the overtime rate.

Commissioned Fire personnel assigned to 24-hour duty who are called out for extra duty shall receive the minimum two hours pay at the overtime rate or will be compensated at the overtime rate for the actual hours worked if greater than two hours, except for a call out during the regularly scheduled shift on a holiday (see Section D below).

D. Holiday Call Outs

Employees called back to work on a holiday during the employee's regularly scheduled shift shall be compensated for the minimum two hours call out, or for the actual hours worked if greater than two hours, at the straight time rate of pay.

Employees called back to work on a holiday outside of the regularly scheduled shift shall be compensated at the overtime rate of pay for the minimum two hours call out, or for the actual hours worked if greater than two hours.

(However, all employees, except shift workers and 24 hour commissioned Fire personnel, must complete 40 hours in any workweek before they are eligible for the overtime rate.)

Example: An employee is called back to work on a holiday during the employee's regularly scheduled shift. The employee works a total of ten (10) hours on the holiday: three hours during the regular shift and seven hours outside the regularly scheduled shift. The employee receives three hours pay at the straight time rate and seven hours pay at the overtime rate. In this instance the minimum two hours Call Out Pay does not apply because the employee worked more than the two-hour minimum.

Note: Employees also receive holiday pay for the holiday (See A.D. 2.01-6, Holiday Policy, for more information).

E. Call Outs for Commissioned Police Personnel

1. Call outs for commissioned Police personnel eligible for overtime are defined as: an emergency call back to work, investigative personnel called back to conduct immediate specialized or follow-up investigations, annual physical examinations, instructor assignments, speaking engagements, and required off-duty meetings, including interviews by Internal Affairs.



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2. Except for holidays, call outs shall be compensated at the overtime rate of pay **if** the employee has completed 40 hours time worked in the workweek (see Section D above for holiday call outs). Commissioned Police personnel called out within 60 minutes of their regular shift or previous call out, shall be compensated for the actual time worked including the period of time between the call out and their regular shift or previous call out. The minimum two hours Call Out Pay does not apply in these situations.

3. A two-hour call out for Court will be allowed when Commissioned Police personnel eligible for overtime are on an approved leave.

VIII. APPROVAL OF OVERTIME

A. Emergency overtime must be approved by the department director or designee the following working day.

B. Non-emergency overtime must be authorized by the department director or designee in advance.

C. Payroll clerks shall immediately post all overtime to the time sheets within the period it has been earned. A properly approved form (see Attachment III, Approval of Overtime) signed by the department director or designee must follow as soon as possible. Commissioned Fire personnel who must work overtime in order to maintain a full complement of firefighters for a particular shift need only note overtime on the daily roster sheets. An Approval of Overtime form will not be required in these cases.

D. Approval of Overtime Form:

Directions to employees, supervisors, and payroll clerks for completing the Approval of Overtime form are on the back of the form. Departments shall inform their employees of any additional reporting requirements specific to their department that differ from those described in Section VI, Overtime Compensation, to the employee. The employee shall sign and date the bottom of the form.

E. All departments shall provide their payroll clerks with a current listing of all authorizing signatures for overtime approval. Payroll clerks shall not accept Approval of Overtime forms signed by use of a signature stamp.



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IX. DEPARTMENTAL RESPONSIBILITY

- A.** All department directors shall be responsible for the administration of this directive, and for ensuring that overtime expenditures are within budget allocations.
- B.** Departments are encouraged to: 1) assign an individual to periodically review overtime usage for the purpose of spotting trends, and to develop a strategy to reduce the need for overtime, and 2) use temporary or intermittent on-call personnel to assist with departmental workload, rather than paying overtime to permanent staff.
- C.** The Department of Budget and Research is charged with the responsibility of continually monitoring overtime to ensure that expenditures incurred do not exceed the budgeted funds available for this purpose. The Department shall review and update, as necessary, the Approval of Overtime form.
- D.** Department directors may initiate a review of a classification's overtime status under the FLSA by submitting appropriate justification to the Director of Human Resources. The Director of Human Resources in consultation with the City Attorney's Office will evaluate the status. Upon determining the appropriate FLSA designation Human Resources will notify the department.

X. APPENDIX

- Attachment I - Classifications Eligible for Overtime per FLSA
- Attachment II - Classifications Exempt from Overtime
- Attachment III - Approval of Overtime Form
- Attachment IV - Classifications Providing 24 Hour Shift Coverage

XI. RESPONSIBILITY FOR REVIEW

The Director of Human Resources shall review this Directive as needed.

AUTHORIZED:

/S/ Michael Letcher, Deputy City Manager
JAMES KEENE, CITY MANAGER

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA

0801 Account Clerk I
0802 Account Clerk II
0803 Account Clerk III
0811 Accountant
0231 Administrative Assistant I
0232 Administrative Assistant II
6340 Aircraft Mechanic
5730 Alternative Fueling Station Mechanic
2171 Appraiser I
3307 Aquatics Coordinator
2110 Architectural Drafting Technician
2724 Assessment Analyst I
2726 Assessment Analyst II
3028 Assistant Food and Beverage Supervisor
5332 Automotive Body Technician
5311 Automotive Mechanic I
5312 Automotive Mechanic II
0963 Automotive Parts Specialist
2568 Backflow Prevention Inspector
2545 Boiler and Pressure Vessel Inspector
0870 Budget Analyst I
2551 Building Inspector I
2552 Building Inspector II
5716 Building Maintenance Worker
2580 Building Permit Specialist
4095 Cable Tool Driller
5740 Carpenter
0141 Cashier I
0142 Cashier II
5741 Cement Mason
3403 Center Services Assistant
0603 City Court Marshal
0048 Civil Service Commission Secretary
0154 Class Registration Coordinator
0013 Clerical Supervisor I
0014 Clerical Supervisor II
0031 Clerk Transcriptionist
0021 Clerk Typist I
0022 Clerk Typist II
2250 Communications/Electronics Technician
6305 Community Service Officer
0724 Computer Console Operator
0715 Computer Data Control Supervisor

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA - Continued

0720 Computer Operator
2502 Construction Inspector I
2503 Construction Inspector II
2518 Construction Inspector Supervisor
5715 Construction Maintenance Worker
2506 Construction Materials Inspector
0601 Consumer Protection Specialist
0987 Contract Compliance Officer
0980 Contract Officer
1505 Convention Center Parking Supervisor
1510 Convention Center Stagehand Supervisor
1501 Convention Center Worker
4028 Corrosion Control Technician
7010 Courier
0119 Court Clerk
0124 Court Services Supervisor
6325 Crime Laboratory Technician
6105 Custodial Services Supervisor
6101 Custodian I
6102 Custodian II
0151 Customer Service Clerk
0152 Customer Service Representative
0710 Data Control Clerk
0701 Data Entry Operator I
0702 Data Entry Operator II
4090 Deep Well Mechanic
6313 Detective
6335 Detective Assignments: *Unit/Division, SWAT Team, Field Training Office of Professional Standards*
0015 Documents Clerk I
0017 Documents Clerk II
0019 Documents Clerk Supervisor
0203 Election Specialist
0201 Election Technician I
0202 Election Technician II
2531 Electrical Inspector I
2532 Electrical Inspector II
5755 Electrician
2261 Electronics Bench Technician
1420 Eligibility Assistance Representative
2270 Emergency 911 Operator
2011 Engineering Associate

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

2501 Engineering Permit and Code Inspector
2035 Engineering Records and Information Supervisor
2006 Engineering Technician
5161 Environmental Inspector
5770 Equipment Controls Technician
6005 Equipment Operation Specialist
6003 Equipment Operator
1502 Event Attendant Supervisor
0047 Executive Secretary
5803 Facilities Design and Management Supervisor
2111 Facilities Project Coordinator
6333 Financial Investigator
0854 Financial Services Supervisor
6348 Fingerprint System Operator
6420 Fire Captain (Suppression Rate)
6419 Fire Captain Assignment: Haz Mat/Tech
Rescue Team (SuppRate)
6418 Fire Captain Assignment: (8 Hour Rate)
6421 Fire Captain Assignment: Training Officer (8
Hour Rate)
6403 Fire Engineer Assignment: Haz Mat/Tech
Rescue Team (SuppRate)
6410 Fire Engineer (Suppression Rate)
6480 Fire Equipment Specialist
6401 Fire Fighter (Suppression Rate)
6404 Fire Fighter Assignment: Video (8 Hour Rate)
6400 Fire Fighter Assignment: Fire Fighter Trainee
6402 Fire Fighter Assignment: Haz Mat/Tech Rescue
Team (SuppRate)
6412 Fire Prevention Inspector (8 Hour Rate)
6413 Fire Prevention Inspector Assignment: Haz
Mat/Tech Res Team (8hr Rate)
5336 Fleet Control Specialist
5337 Fleet Control Supervisor
5301 Fleet Service Attendant
5302 Fleet Service Technician I
5303 Fleet Service Technician II
5340 Fleet Services Supervisor
0012 General Office Clerk

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

3201 Golf Host
0935 Graphic Arts Specialist I
0930 Graphics Technician
3062 Groundskeeper
5321 Heavy Equipment Mechanic I
5322 Heavy Equipment Mechanic II
6004 Heavy Equipment Operator
5762 High Voltage Electrician I
5763 High Voltage Electrician II
5766 High Voltage Electrician Supervisor
3065 Horticulturist
1432 Housing Assistance Supervisor
5725 Housing Field Operations Supervisor
2510 Housing Quality Standards Inspector
1431 Housing Services Agent
5721 Housing Technician
1030 Human Resources Analyst
1010 Human Resources Technician
5785 HVAC-R Mechanic
0116 Improvement Projects Documents Coordinator
0160 Insurance Clerk
0121 Judicial Assistant/Bailiff
0122 Judicial Interpreter/Bailiff
2102 Landscape Architect I
2104 Landscape Field Representative
0612 Law Clerk
5313 Lead Automotive Mechanic
5304 Lead Fleet Service Technician
3063 Lead Groundskeeper
5323 Lead Heavy Equipment Mechanic
2255 Lead Media Production Specialist
0627 Legal Investigator
0134 Legal Secretary
7000 Library Page
7016 Library Technical Assistant I
7017 Library Technical Assistant II
7018 Library Technical Assistant III
5742 Locksmith
0001 Mail Clerk
0002 Mail Services Supervisor
5731 Maintenance Mechanic I
5732 Maintenance Mechanic II

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

5733 Maintenance Mechanic/Electrical Supervisor
0865 Management Analyst I
2541 Mechanical Inspector I
2542 Mechanical Inspector II
4035 Meter Repairer I
4036 Meter Repairer II
4037 Meter Repairer III
4009 Meter Service Representative
0211 Municipal Intern
0060 Office Supervisor
5010 Operations Supervisor
5748 Painter
5749 Painter Supervisor
0626 Paralegal
6416 Paramedic Assignment: Haz Mat/Tech Rescue
Team (SuppRate)
6411 Paramedic (Suppression Rate)
2702 Parking Service Supervisor
3081 Parks and Golf Area Supervisor
3060 Parks Equipment Operator
3061 Parks Maintenance Worker
5724 Pest Control Specialist
5780 Physical Plant Operator
2610 Planning Technician
5743 Plumber
2561 Plumbing Inspector I
2562 Plumbing Inspector II
6326 Police Crime Analyst
6301 Police Evidence Technician
6350 Police Identification Technician
6352 Police Latent Print Examiner I
6311 Police Officer
6307 Police Officer Assignment: Police Officer
Trainee

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

- 6312 Police Officer Assignments
Unit/Division: Office of Professional Standards, Air Support, Bike, Human Resources, School Resource, Headquarters Security, Research & Analysis, Crime Prevention, Service Dog, Community Response Team, and Solo Motor Squads
- Position Assignment: Lead, Bomb Technician, Warrants, SWAT, Field Training, Community Resource, Vehicle Control, Court Liaison, Special Events, and Downtown Walking Beat Officer*
- 0111 Police Records Clerk
0112 Police Records Clerk Supervisor
6314 Police Sergeant
6315 Police Sergeant Assignments
Unit/Division: Office of Professional Standards, Air Support, Bike, Human Resources, School Resource, Headquarters Security, Research & Analysis, Crime Prevention, Service Dog, Community Response Team, and Solo Motor Squads
- Position Assignment: Field Training, Community Resource, Public Information, Emergency Management, and SWAT Sergeant*
- 6304 Police Service Operator
0049 Police/Fire Pension Board Secretary
0607 Probation Monitoring Officer
2152 Property Agent I
2153 Property Agent II
6309 Public Safety Communications Supervisor
6308 Public Safety Dispatcher
0171 Purchasing Clerk I
0172 Purchasing Clerk II
3312 Recreation Assistant
3321 Recreation Program Coordinator
3314 Recreation Specialist

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

2512 Rehabilitation Inspector/Estimator
0905 Reprographics Technician I
0911 Reprographics Technician II
2571 Residential Inspector
0851 Revenue Investigator
4085 Roads and Grounds Maintenance Supervisor
5744 Roofer
0041 Secretary I
0045 Secretary I or Secretary II Assignment:
Assistant City Manager
0043 Secretary I or Secretary II Assignment: Council
Member
0046 Secretary I or Secretary II Assignment:
Department Director
0044 Secretary I or Secretary II Assignment: Deputy
City Manager
0042 Secretary II
2251 Senior Communications/Electronics Technician
2507 Senior Construction Materials Inspector
0602 Senior Consumer Protection Specialist
0120 Senior Court Clerk
2007 Senior Engineering Technician
5723 Senior Housing Technician
0128 Senior Judicial Assistant/Bailiff
6351 Senior Police Identification Technician
0608 Senior Probation Monitoring Officer
2513 Senior Rehabilitation Inspector
1458 Senior Rehabilitation/Relocation Specialist
0920 Senior Reprographics Technician
2572 Senior Residential General Inspector
0852 Senior Revenue Investigator
5153 Senior Solid Waste Worker
2733 Senior Traffic Control Technician
2521 Sign Inspector I
2522 Sign Inspector II
5747 Sign Painter
5158 Solid Waste Equipment Operator
5163 Solid Waste Landfill Inspector
5151 Solid Waste Worker
0961 Storekeeper I

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

0962 Storekeeper II
0955 Stores Supervisor
5210 Street and Drainageway Inspector
5203 Street Maintenance Crew Leader
5225 Street Maintenance Supervisor
5201 Street Maintenance Worker I
5202 Street Maintenance Worker II
2003 Survey Crew Chief
2002 Survey Instrument Technician
2004 Survey Supervisor
2001 Survey Technician
3305 Swimming Pool Supervisor
2010 Technological Intern
2276 Telephone System Technician
2257 Television Production Specialist
2258 Television Program Development Specialist
5711 Trades Helper I
5712 Trades Helper II
2732 Traffic Control Technician
2718 Traffic Enforcement Agent
2712 Transportation Eligibility Specialist
3051 Tree Trimmer
3052 Tree Trimmer Assignment: High Climber
4021 Utility Service Worker I
4022 Utility Service Worker II
4023 Utility Service Worker III
4030 Utility Services Crew Supervisor
5160 Utility Services Representative
5335 Vehicle Technical Inspector
0428 Volunteer Program Specialist
0114 Warrant Clerk
4004 Water Communications Operator
4064 Water Equipment Maintenance Supervisor
4006 Water Meter Reader I
4007 Water Meter Reader II
4008 Water Meter Reader III
4055 Water Plant Supervisor
4016 Water Quality Analyst
4026 Water Service Locator
4040 Water Services Supervisor
4053 Water System Operator

CLASSIFICATIONS ELIGIBLE FOR OVERTIME PER FLSA – Continued

4062 Water Treatment Plant Operator
4061 Water Treatment Plant Operator Assignment:
Trainee
4063 Water Treatment Plant Supervisor
5771 Welder I
5772 Welder II
5773 Welder Supervisor
3255 Zoo Area Supervisor
3027 Zoo Gift Shop Manager
3252 Zookeeper

CLASSIFICATIONS EXEMPT FROM OVERTIME

Note: While the classifications listed on this attachment are normally exempt from overtime, any positions that are paid on an hourly basis (such as intermittent positions) are eligible to receive overtime regardless of classification.

P = Professional E = Executive A = Administrative Agricultural = Agricultural/Farming

PROFESSIONAL

2119	Architect	P
3214	Assistant Golf Professional	P
0615	Assistant Prosecutor	P
0633	Associate Presiding Magistrate (Unclassified)	P
4018	Chemist	P
2120	Chief Architect	P
2045	Chief Hydrologist	P
0630	City Magistrate: (Unclassified)	P
2031	City Surveyor	P
2013	Civil Engineer	P
2028	Communications Engineer	P
6321	Criminalist I	P
6323	Criminalist II	P
0764	Data Base Administrator	P
2020	Electrical Engineer	P
2584	Electrical Plans Examiner	P
2066	Energy Manager	P
2014	Engineering Manager	P
2068	Environmental Project Coordinator	P
4015	Environmental Scientist	P
3216	Golf Professional I	P
3217	Golf Professional II	P
2040	Hydrologist I	P
2041	Hydrologist II	P
0765	Information Technology Supervisor	P
2103	Landscape Architect II	P
7022	Librarian	P
0629	Limited Special City Magistrate: (Unclassified)	P
2018	Mechanical Engineer	P
2583	Mechanical Plans Examiner	P
2612	Planner	P
6349	Police Latent Print Examiner II	P
6356	Police Psychologist	P
0619	Principal Assistant City Attorney	P
0620	Principal Assistant City Attorney Assignment: Deputy City Attorney	P
2615	Principal Planner	P
0999	Procurement Director: (Unclassified)	P
0640	Public Defender I	P

CLASSIFICATIONS EXEMPT FROM OVERTIME**PROFESSIONAL (Continued)**

0641	Public Defender II	P
0642	Public Defender III	P
0623	Senior Assistant City Attorney	P
3215	Senior Assistant Golf Professional	P
4019	Senior Chemist	P
2012	Senior Engineering Associate	P
7023	Senior Librarian	P
2613	Senior Planner	P
6354	Senior Police Latent Print Examiner	P
0616	Senior Prosecutor	P
2581	Structural Plans Examiner I	P
2582	Structural Plans Examiner II	P
0617	Supervising Prosecutor	P
0750	Systems Analyst	P
2025	Systems Engineer	P
0760	Systems Programmer	P
2021	Traffic Signal and Street Lighting Engineer	P
2022	Water Control Systems Engineer	P
2023	Water Control Systems Manager	P
4020	Water Quality Laboratory Supervisor	P

EXECUTIVE

0434	Annexation Coordinator	E
0622	Assistant City Attorney	E
0206	Assistant City Clerk	E
0207	Assistant City Clerk Assign: Deputy City Clerk	E
0423	Assistant City Manager: (Unclassified)	E
0898	Assistant Director of Budget and Research	E
1488	Assistant Director of Community Services	E
1549	Assistant Director of Convention Center	E
1075	Assistant Director of Human Resources	E
0794	Assistant Director of Information Technology	E
3485	Assistant Director of Parks and Recreation	E
5195	Assistant Director of Solid Waste Management	E
2629	Assistant Planning Director	E
0998	Assistant Procurement Director	E
0970	Assistant Stores Superintendent	E
2792	Assistant/Deputy Director of Transportation	E
4188	Assistant/Deputy Director of Water	E
7034	Assistant/Deputy Library Director	E
0894	Budget Administrator	E

CLASSIFICATIONS EXEMPT FROM OVERTIME**EXECUTIVE (Continued)**

0873	Budget Analysis Supervisor	E
3410	Center Services Supervisor	E
2175	Chief Appraiser	E
0280	Chief Court Administrative Officer	E
0621	Chief Public Defender: (Unclassified)	E
0420	Citizen & Neighborhood Services Administrator	E
0625	City Attorney: (Unclassified)	E
0409	City Clerk: (Unclassified)	E
2050	City Engineer	E
0430	City Manager: (Unclassified)	E
2265	Communications Maintenance Superintendent	E
2275	Communications Superintendent	E
1480	Community and Housing Services Administrator	E
3330	Community Programs Manager	E
0405	Community Relations Officer: (Unclassified)	E
1470	Community Services Supervisor	E
3035	Concessions Administrator	E
3033	Concessions Manager	E
0990	Contract Administrator	E
1520	Convention Center Box Office Manager	E
1550	Convention Center Director	E
1545	Convention Center Events Manager	E
1525	Convention Center Operations Superintendent	E
1511	Convention Center Stage Manager	E
0401	Council Member: (Unclassified)	E
0609	Court Section Manager	E
6328	Crime Laboratory Coordinator	E
6329	Crime Laboratory Superintendent	E
0235	Departmental Administrative Manager	E
0429	Deputy City Manager: (Unclassified)	E
5038	Deputy Director of Operations	E
0889	Deputy Finance Director	E
0458	Development Services Assistant Director	E
0460	Development Services Director	E
0899	Director of Budget and Research	E
1490	Director of Community Services	E
2072	Director of Environmental Management: (Unclassified)	E
0890	Director of Finance: (Unclassified)	E
1080	Director of Human Resources	E
0795	Director of Information Technology	E
5040	Director of Operations	E
3490	Director of Parks and Recreation: (Unclassified)	E
5199	Director of Solid Waste Management	E

CLASSIFICATIONS EXEMPT FROM OVERTIME**EXECUTIVE (Continued)**

0432	Director of Special Projects: (Unclassified)	E
2795	Director of Transportation	E
4190	Director of Water	E
0244	Economic Development Program Director	E
2030	Engineering Support Section Supervisor	E
5162	Environmental Services Inspection Supervisor	E
0407	Equal Opportunity Office Director: (Unclassified)	E
5330	Equipment Maintenance Superintendent	E
5810	Facilities Design & Mgmt. Superintendent	E
0840	Finance Administrator	E
0835	Finance Supervisor	E
6440	Fire Battalion Chief (Suppression Rate)	E
6450	Fire Battalion Chief Assignment: Assist Fire Chief (8 Hour Rate)	E
6460	Fire Battalion Chief, Assignment: Staff (8 Hour Rate)	E
6470	Fire Chief (8 Hour Rate)	E
5345	Fleet Services Superintendent	E
3029	Food and Beverage Supervisor	E
6360	Forensics Administrator	E
3218	Golf Course Maintenance Superintendent	E
3210	Golf Course Operations Superintendent	E
1466	Housing Field Operations Superintendent	E
2511	Housing Quality Standards Supervisor	E
1035	Human Resources Administrator	E
0785	Information Technology Administrator	E
2575	Inspection Supervisor	E
7029	Library Administrator	E
7040	Library Director	E
7028	Managing Librarian	E
0400	Mayor: (Unclassified)	E
5035	Operations Administrator	E
3350	Parks & Recreation Administrator	E
3340	Parks & Recreation Superintendent	E
3080	Parks and Golf Section Supervisor	E
2617	Planning Administrator	E
2630	Planning Director	E
6380	Police Chief	E
6303	Police Evidence Supervisor	E
6353	Police Identification Supervisor	E
6316	Police Lieutenant	E
6319	Police Lieutenant Assign: Assistant Police Chief	E
6318	Police Lieutenant Assignment: Police Captain	E
1026	Police Personnel Supervisor	E

CLASSIFICATIONS EXEMPT FROM OVERTIME**EXECUTIVE (Continued)**

0115	Police Records Superintendent	E
0618	Principal Assist City Attorney Assignment: Chief Deputy City Attorney	E
2160	Property Manager	E
0982	Purchasing Administrator	E
2190	Real Estate Administrator	E
2155	Real Estate Negotiations Coordinator	E
2156	Real Estate Services Coordinator	E
2165	Real Estate Special Projects Coordinator	E
3325	Recreation Supervisor	E
0949	Reprographics Superintendent	E
0316	Risk Management Supervisor	E
0325	Risk Manager	E
5190	Solid Waste Administrator	E
5170	Solid Waste District Supervisor	E
0971	Stores Superintendent	E
5230	Street District Superintendent	E
5240	Street Maintenance Administrator	E
2277	Telephone Services Coordinator	E
2259	Television Production Coordinator	E
2750	Traffic Engineer	E
2745	Traffic Engineering Manager	E
2740	Traffic Operations Superintendent	E
2760	Transportation Administrator	E
4186	Water Administrator	E
0222	Water Conservation/Information Supervisor	E
2267	Water Control Systems Supervisor	E
4069	Water Operations Superintendent	E
2620	Zoning Administrator	E
3270	Zoo Administrator	E
3260	Zoo General Curator	E

AGRICULTURAL EXEMPTION

5714	Lead Ranch Worker	Agricultural
5713	Ranch Worker	Agricultural

CLASSIFICATIONS EXEMPT FROM OVERTIME**ADMINISTRATIVE**

0233	Administrative Assistant III	A
0234	Administrative Assistant IV	A
2172	Appraiser II	A
0240	Assistant to the City Manager	A
0411	Assistant to the Mayor: (Unclassified)	A
0871	Budget Analyst II	A
2596	Building Code Administrator	A
0245	Business Development Administrator	A
1540	Center Events Coordinator	A
0208	City Records Manager	A
2278	Communications Coordinator	A
1461	Community Services Project Coordinator	A
0402	Council Administrative Assistant: (Unclassified)	A
0204	Council Agenda Coordinator	A
1016	Department Personnel Coordinator	A
1018	Department Personnel Officer	A
0305	Department Safety Specialist	A
0880	Departmental Finance Officer	A
0450	Development Services Plans Coordinator	A
0415	Director of Intergovernmental Relations: (Unclassified)	A
0247	Economic Development Specialist	A
0273	Equal Employment Opportunity Officer	A
0272	Equal Employment Opportunity Specialist	A
0887	Finance Analyst	A
0891	Financial Specialist	A
5343	Fleet Equipment Specialist	A
0741	Help Desk Specialist	A
0456	Historic Preservation Program Manager	A
2725	Improvement District Program Coordinator	A
0421	Independent Police Auditor: (Unclassified)	A
0742	Information Technology Specialist	A
0866	Management Analyst II	A
0230	Management Intern	A
0276	Minority Business Enterprise Specialist	A
0422	Motion Picture Coordinator: (Unclassified)	A
5030	Operations Project Coordinator	A
3425	Parks and Recreation Public Information Officer	A
0833	Principal Accountant/Auditor	A
0455	Project Manager	A
0220	Public Information Specialist	A
2173	Review Appraiser	A
0310	Risk Management Coordinator	A

CLASSIFICATIONS EXEMPT FROM OVERTIME

ADMINISTRATIVE (Continued)

0832	Senior Accountant/Auditor	A
0872	Senior Budget Analyst	A
1462	Senior Community Services Project Coordinator	A
0981	Senior Contract Officer	A
1031	Senior Human Resources Analyst	A
0861	Senior Management Analyst	A
1003	Training Coordinator	A
2730	Transit Services Coordinator	A
2790	Transportation Program Coordinator	A
0436	Waste Reduction Planner	A
0417	Zoning Examiner: (Unclassified)	A
3261	Zoo Education Curator	A

CLASSIFICATIONS PROVIDING 24 HOUR SHIFT COVERAGE

INFORMATION TECHNOLOGY DEPARTMENT

0720 Computer Operator
0724 Computer Console Operator

CONVENTION CENTER

1501 Convention Center Worker
1502 Event Attendant Supervisor

FIRE DEPARTMENT

6400 Fire Fighter - Assignment: Fire Fighter Trainee
6401 Fire Fighter
6402 Fire Fighter - Assignments: Hazardous Materials/Technical Rescue Team
6303 Fire Engineer - Assignment: Hazardous Materials/Technical Rescue Team
6410 Fire Engineer
6411 Paramedic
6419 Fire Captain - Assignment: Hazardous Materials/Technical Rescue Team
6420 Fire Captain

OPERATIONS DEPARTMENT

2270 Emergency 911 Operator
6308 Public Safety Dispatcher
6309 Public Safety Communications Supervisor
5780 Physical Plant Operator

POLICE DEPARTMENT

6313 Detective
6335 Detective – Assignments: Unit/Division
0111 Police Records Clerk
0112 Police Records Clerk Supervisor
6304 Police Service Operator
6307 Police Officer – Assignment: Police Officer Trainee
6308 Public Safety Dispatcher
6309 Public Safety Communications Supervisor
6311 Police Officer Assignments:
6312 Police Officer Assignment: Unit/Division, Position Assignment
6314 Police Sergeant
6315 Police Sergeant Assignments: Unit/Division, Position Assignment
6350 Police Identification Technician
6351 Senior Police Identification Technician

TRANSPORATION DEPARTMENT

- 2250 Communications/Electronics Technician
- 2251 Senior Communications/Electronics Technician

WATER DEPARTMENT

- 4053 Water Systems Operator
- 4061 Water Treatment Plant Operator Assignment: Trainee
- 4062 Water Treatment Plant Operator