

**FULL TIME EQUIVALENTS**

	08/09	09/10	10/11	11/12
Administration	12.00	11.00	9.00	9.00
Community & Civic Services	0.20	0.20	0.20	0.20
Community Preservation & Development	15.00	14.00	12.00	12.00
Finance	12.05	11.75	9.00	9.00
Fire	53.00	52.50	49.50	49.50
Police	83.38	83.38	76.38	76.38
Public Works	56.84	55.34	48.34	48.34
Library	56.40	56.40	54.40	54.40
<b>Total City Full Time Equivalents</b>	<b>288.87</b>	<b>284.57</b>	<b>258.82</b>	<b>258.82</b>

A Full Time Equivalent (FTE) position is defined as a part time position converted to the decimal equivalent of a full time position based on 2,080 hours per year. For example, a part time clerk working 18.75 hours per week would be the equivalent of .5 of a full time position.

The difference in total full-time equivalents between 2008/09 and 2009/10 results from the following changes:

- Elimination of a Human Resources Director position in Administration.
- Elimination of Assistant Director of Community Preservation and Development.
- Elimination of .50 Fiscal Tech in Water Administration and .30 Part-Time Help in Finance.
- Elimination of Urban Forester position.
- Elimination of a full-time Fire Inspector. A part-time Inspector was re-classified from Extra-Help to permanent part-time.

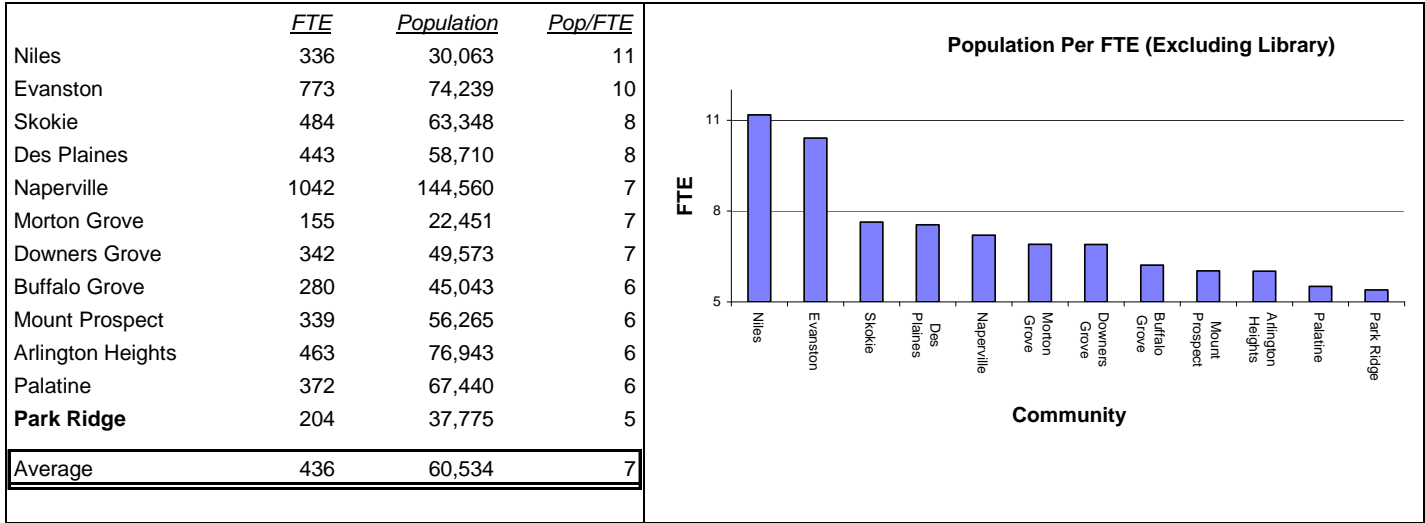
**Total reduction is 4.30 full-time equivalents.**

The difference in total full-time equivalents between 2009/10 and 2010/11 results from the following changes:

- Elimination of the Purchasing Agent position in Finance (vacant by attrition).
- Elimination of a Fiscal Tech II position in Finance.
- Four Public Works Maintenance Workers were laid off when the Union refused to not accept a May 1, 2009 wage freeze.
- Elimination of the Engineering Technician position in Community Preservation and Development.
- Elimination of the Zoning Enforcement Officer Position in Community Preservation and Development.
- Elimination of the Public Information Coordinator position in Administration.
- Elimination of the Economic Development Director position in Administration.
- Elimination of 3 Firefighter/Paramedics in the Fire department.
- Elimination of 2 Community Service Officers in the Police department.
- Elimination of 4 Police Officers in the Police department.
- Elimination of 1 Maintenance Worker in Public Works.
- Elimination of 1 Pump Station Operator in the Water department.
- Elimination of 1 Administrative Assistant.
- Elimination of the Deputy Chief position in the Police department (vacant by attrition).
- Elimination of 1.50 Library Assistants and .50 Library Pages.

**Total reduction is 25 full-time equivalents.**

The following graph compares Park Ridge full time equivalency per population with neighboring communities. A lower number is better; it means staff is more efficient and there is less staff per population.



A detailed listing of employees by department follows.

**ADMINISTRATION**

	08/09	09/10	10/11	11/12
<b>Administration</b>				
<b>Legislative</b>				
Senior Administrative Assistant	0.30	0.30	<b>0.30</b>	0.30
Subtotal	0.30	0.30	<b>0.30</b>	0.30
<b>City Administration</b>				
City Manager	1.00	1.00	<b>1.00</b>	1.00
Deputy City Manager	1.00	1.00	<b>1.00</b>	1.00
Assistant to the City Manager	1.00	1.00	<b>1.00</b>	1.00
Senior Administrative Assistants	0.50	0.70	<b>0.70</b>	0.70
Subtotal	3.50	3.70	<b>3.70</b>	3.70
<b>Records Control</b>				
Senior Administrative Assistants	1.00	0.80	<b>0.80</b>	0.80
Subtotal	1.00	0.80	<b>0.80</b>	0.80
<b>Human Resources</b>				
Human Resources Director	1.00			
Human Resources Administrator	1.00	1.00	<b>1.00</b>	1.00
Subtotal	2.00	1.00	<b>1.00</b>	1.00
<b>Information Services</b>				
Public Information Coordinator	1.00	1.00		
Senior Administrative Assistants	0.20	0.20	<b>0.20</b>	0.20
Subtotal	1.20	1.20	<b>0.20</b>	0.20
<b>Information Technology</b>				
Director of Information Technology	1.00	1.00	<b>1.00</b>	1.00
Information Systems Coordinators	2.00	2.00	<b>2.00</b>	2.00
Subtotal	3.00	3.00	<b>3.00</b>	3.00
<b>Economic Development</b>				
Economic Development Director	1.00	1.00	-	-
Subtotal	1.00	1.00	-	-
<b>Total Administration Full Time Equivalents</b>	<b>12.00</b>	<b>11.00</b>	<b>9.00</b>	<b>9.00</b>

**Significant Changes:**

Due to the recession, the positions of Public Information Coordinator and Economic Development Director were eliminated.

**COMMUNITY & CIVIC SERVICES**

	08/09	09/10	10/11	11/12
<b>Community &amp; Civic Services</b>				
<b>Community Support</b>				
Social Worker	0.10	0.10	<b>0.10</b>	0.10
Subtotal	0.10	0.10	<b>0.10</b>	0.10
<b>Transportation</b>				
Community Service Officer	0.10	0.10	<b>0.10</b>	0.10
Subtotal	0.10	0.10	<b>0.10</b>	0.10
<b>Total Comm. &amp; Civic Full Time Equivalents</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>

**Significant Changes:**

No staffing changes are anticipated for this department.

**COMMUNITY PRESERVATION & DEVELOPMENT**

	08/09	09/10	10/11	11/12
<b>Community Preservation &amp; Development</b>				
<b>Community Development Administration</b>				
Director of Community Development	0.40	1.00	1.00	1.00
Asst. Director of CPD	0.60			
Administrative Assistant	0.20	0.20	0.20	0.20
Subtotal	1.20	1.20	1.20	1.20
<b>Planning</b>				
Director of Community Development	0.25			
Planner	0.40	1.00	1.00	1.00
Administrative Assistant	0.30	1.00	1.00	1.00
Subtotal	0.95	2.00	2.00	2.00
<b>Development Review</b>				
Director of Community Development	0.20			
Planner	0.60			
Administrative Assistant	0.60			
Subtotal	1.40	-	-	-
<b>Zoning</b>				
Zoning Coordinator	1.00	1.00	1.00	1.00
Zoning Enforcement Officer	1.00	1.00		
Administrative Assistant	0.50	0.50	0.50	0.50
Subtotal	2.50	2.50	1.50	1.50
<b>Building</b>				
Building Coordinator	1.00	1.00	1.00	1.00
Plans Examiner/Building Inspector	1.00	1.00	1.00	1.00
Plans Examiner/Plumbing Inspector	1.00	1.00	1.00	1.00
Plans Examiner/Engineering Technician	1.00	1.00		
Plans Examiner/Electrical Inspector	1.00	1.00	1.00	1.00
Administrative Assistant	0.80	0.80	0.80	0.80
Subtotal	5.80	5.80	4.80	4.80
<b>Environmental Health</b>				
Asst. Director of CPD	0.20			
Administrative Assistant	0.20	0.50	0.50	0.50
Health Officers	1.00	2.00	2.00	2.00
Subtotal	1.40	2.50	2.50	2.50
<b>Environmental Health - Business</b>				
Asst. Director of CPD	0.20			
Administrative Assistant	0.30			
Health Officer	1.00			
Subtotal	1.50	-	-	-
<b>Business District Support</b>				
Director of Community Development	0.15			
Administrative Assistant	0.10			
Subtotal	0.25	-	-	-
<b>Total C P &amp; D Full Time Equivalents</b>	<b>15.00</b>	<b>14.00</b>	<b>12.00</b>	<b>12.00</b>

**Significant Changes:**

Due to the recession, the positions of Zoning Enforcement Officer and Plans Examiner/Engineering Technician were eliminated.

**FINANCE**

	08/09	09/10	10/11	11/12
<b>Finance</b>				
<b>Finance Administration</b>				
Director of Finance	1.00	1.00	<b>1.00</b>	1.00
Assistant Finance Director	0.70	0.70	<b>0.70</b>	0.70
Administrative Assistant	0.80	0.80	<b>0.80</b>	0.80
Subtotal	2.50	2.50	<b>2.50</b>	2.50
<b>Accounting</b>				
Assistant Finance Director	0.30	0.30	<b>0.30</b>	0.30
Administrative Assistant	0.20	0.20	<b>0.20</b>	0.20
Accountant	1.00	1.00	<b>1.00</b>	1.00
Fiscal Tech II	2.50	2.00	<b>2.00</b>	2.00
Fiscal Tech I	0.75	0.75		
Payroll Technician	1.00	1.00	<b>1.00</b>	1.00
General Help	0.30			
Subtotal	6.05	5.25	<b>4.50</b>	4.50
<b>Collections</b>				
Customer Service Representatives	2.00	2.00	<b>1.00</b>	1.00
Subtotal	2.00	2.00	<b>1.00</b>	1.00
<b>Purchasing</b>				
Purchasing Agent	1.00	<b>1.00</b>		
Fiscal Tech II	0.50	<b>1.00</b>	<b>1.00</b>	1.00
Subtotal	1.50	2.00	<b>1.00</b>	1.00
<b>Total Finance Full Time Equivalents</b>	<b>12.05</b>	<b>11.75</b>	<b>9.00</b>	<b>9.00</b>

**Significant Changes:**

In 2009/10, the Purchasing Agent retired and was not replaced. The position of Fiscal Tech II (Customer Service Representative) was eliminated.

**FIRE**

	08/09	09/10	10/11	11/12
<b>Fire</b>				
<b>Fire Administration and Support</b>				
Fire Chief	0.80	0.80	<b>0.80</b>	0.80
Deputy Chiefs - Fire	1.00	1.00	<b>1.00</b>	1.00
Administrative Assistant	1.00	1.00	<b>1.00</b>	1.00
Subtotal	2.80	2.80	<b>2.80</b>	2.80
<b>Fire Prevention</b>				
Marshal				
Marshal/Lt.	1.00	1.00	<b>1.00</b>	1.00
Inspector	1.00	0.50	<b>0.50</b>	0.50
Subtotal	2.00	1.50	<b>1.50</b>	1.50
<b>Emergency Response</b>				
Battalion Chiefs	3.00	3.00	<b>3.00</b>	3.00
Captain	1.00	1.00	<b>1.00</b>	1.00
Lieutenant & Lieutenants/Paramedics	6.00	6.00	<b>6.00</b>	6.00
Fire Fighters & Fire Fighters/Paramedics	38.00	38.00	<b>35.00</b>	35.00
Subtotal	48.00	48.00	<b>45.00</b>	45.00
<b>Emergency Preparedness</b>				
Fire Chief	0.20	0.20	<b>0.20</b>	0.20
Subtotal	0.20	0.20	<b>0.20</b>	0.20
<b>Total Fire Full Time Equivalent</b>	<b>53.00</b>	<b>52.50</b>	<b>49.50</b>	<b>49.50</b>

**Significant Changes:**

Due to the recession, 3 fire fighter/paramedic positions were eliminated.

**POLICE**

	08/09	09/10	10/11	11/12
<b>Police</b>				
<b>Police Administration and Support</b>				
Police Chief	1.00	1.00	<b>1.00</b>	1.00
Lieutenants	1.00	1.00	<b>1.00</b>	1.00
Community Service Officers	1.90	1.90	<b>1.90</b>	1.90
Records Supervisor	1.00	1.00	<b>1.00</b>	1.00
Administrative Assistants	1.80	1.80	<b>1.80</b>	1.80
General Service Personnel	2.00	2.00	<b>2.00</b>	2.00
Subtotal	8.70	8.70	<b>8.70</b>	8.70
<b>Investigation</b>				
Deputy Chief - Police	0.40	0.40		
Commander	1.00	1.00	<b>1.00</b>	1.00
Sergeant			<b>1.00</b>	1.00
Social Worker	0.50	0.50	<b>0.50</b>	0.50
Patrol Officers - Tactical Unit	2.00	2.00	<b>2.00</b>	2.00
Patrol Officers	8.00	8.00	<b>7.00</b>	7.00
Administrative Assistant	0.20	0.20	<b>0.20</b>	0.20
Subtotal	12.10	12.10	<b>11.70</b>	11.70
<b>Patrol</b>				
Deputy Chief - Police	0.60	0.60		
Commanders	3.00	3.00	<b>2.00</b>	2.00
Lieutenants	3.00	3.00	<b>3.00</b>	3.00
Sergeants	4.00	4.00	<b>5.00</b>	5.00
Patrol Officers	30.00	30.00	<b>30.00</b>	30.00
Park District Officer	1.00	1.00	<b>1.00</b>	1.00
Traffic Officers	4.00	4.00		
Community Service Officers	2.50	2.50	<b>2.00</b>	2.00
Crossing Guards	7.48	7.48	<b>7.48</b>	7.48
Subtotal	55.58	55.58	<b>50.48</b>	50.48
<b>Crime Prevention</b>				
Patrol Officers	1.00	1.00	<b>1.00</b>	1.00
Subtotal	1.00	1.00	<b>1.00</b>	1.00
<b>Communications</b>				
Community Service Officers	4.50	4.50	<b>3.00</b>	3.00
General Service Personnel	1.50	1.50	<b>1.50</b>	1.50
Subtotal	6.00	6.00	<b>4.50</b>	4.50
<b>Total Police Full Time Equivalent</b>	<b>83.38</b>	<b>83.38</b>	<b>76.38</b>	<b>76.38</b>

**Significant Changes:**

On July 5, 2009, Frank Kaminski was appointed Chief of Police. On January 5, 2010, Deputy Chief Tom Swoboda retired after 29 years with the department. Two staff members serve in an Acting role – one as an Acting commander and one as an Acting Lieutenant.

Due to the recession, 2 Community Service Officer and 4 Patrol Officer positions were eliminated. The department was restructured. The Deputy Chief position was eliminated. There are now 3 Commanders, 4 Lieutenants, and 5 Sergeants.

**PUBLIC WORKS**

	08/09	09/10	10/11	11/12
<b>Public Works</b>				
<b>Public Works Administration</b>				
Director of Public Works	1.00	1.00	<b>1.00</b>	1.00
Assistant to the Public Works Director	1.00	1.00	<b>1.00</b>	1.00
Urban Forester/Plans Examiner	1.00			
Administrative Specialists	1.60	1.60	<b>1.60</b>	1.60
Administrative Assistant	1.00	1.00		
Subtotal	5.60	4.60	<b>3.60</b>	3.60
<b>Engineering</b>				
City Engineer	1.00	1.00	<b>1.00</b>	1.00
Civil Engineer		1.00	<b>1.00</b>	1.00
Engineering Technician	1.50	1.50	<b>1.50</b>	1.50
Administrative Specialist	0.20	0.20	<b>0.20</b>	0.20
Subtotal	2.70	3.70	<b>3.70</b>	3.70
<b>Traffic Control</b>				
Supervisor	0.10	0.10	<b>0.10</b>	0.10
Maintenance Workers	0.84	0.81	<b>0.63</b>	0.63
Subtotal	0.94	0.91	<b>0.73</b>	0.73
<b>Snow, Ice &amp; Storm Control</b>				
Supervisor	0.20	0.20	<b>0.20</b>	0.20
Maintenance Workers	2.80	2.70	<b>2.10</b>	2.10
Subtotal	3.00	2.90	<b>2.30</b>	2.30
<b>Street Maintenance</b>				
Supervisor	0.60	0.60	<b>0.60</b>	0.60
PW Superintendent	0.33	0.33	<b>0.33</b>	0.33
Maintenance Workers	7.00	6.75	<b>5.25</b>	5.25
Subtotal	7.93	7.68	<b>6.18</b>	6.18
<b>Sidewalk Maintenance</b>				
Maintenance Workers	0.84	0.81	<b>0.63</b>	0.63
Subtotal	0.84	0.81	<b>0.63</b>	0.63
<b>Alley Maintenance</b>				
Supervisor	0.10	0.10	<b>0.10</b>	0.10
Maintenance Workers	0.28	0.27	<b>0.21</b>	0.21
Subtotal	0.38	0.37	<b>0.31</b>	0.31

**PUBLIC WORKS**

	08/09	09/10	10/11	11/12
<b>Public Works (Continued)</b>				
<b>Parking</b>				
Community Service Officer	1.00	1.00	<b>1.00</b>	1.00
Part Time Parking Enforcement Personnel	1.34	1.34	<b>1.34</b>	1.34
Maintenance Workers	1.12	1.08	<b>0.84</b>	0.84
Subtotal	3.46	3.42	<b>3.18</b>	3.18
<b>Sewer Line &amp; Drainage Maintenance</b>				
Supervisor	0.30	0.30	<b>0.30</b>	0.30
Public Works Supervisor			<b>0.30</b>	0.30
Maintenance Worker			<b>1.00</b>	1.00
Maintenance Workers	3.36	3.24	<b>2.52</b>	2.52
Subtotal	3.66	3.54	<b>4.12</b>	4.12
<b>Solid Waste Disposal</b>				
Maintenance Workers	0.84	0.81	<b>0.63</b>	0.63
Subtotal	0.84	0.81	<b>0.63</b>	0.63
<b>Water Administration</b>				
Supervisor	0.70	0.70	<b>0.70</b>	0.70
PW Superintendent	0.34	0.34	<b>0.34</b>	0.34
Fiscal Tech II	1.50	1.00	<b>1.00</b>	1.00
Engineering Technician	0.50	0.50	<b>0.50</b>	0.50
Maintenance Worker	1.00	1.00	<b>1.00</b>	1.00
Subtotal	4.04	3.54	<b>3.54</b>	3.54
<b>Water Supply &amp; Treatment</b>				
Public Works Supervisor			<b>0.70</b>	0.70
Public Works Superintendent	1.00	1.00		
Pump Station Operator	2.00	2.00	<b>1.00</b>	1.00
Subtotal	3.00	3.00	<b>1.70</b>	1.70
<b>Water - Fire Hydrant Services</b>				
Maintenance Workers	0.84	0.81	<b>0.63</b>	0.63
Subtotal	0.84	0.81	<b>0.63</b>	0.63
<b>Water Main Services</b>				
Maintenance Workers	4.76	4.59	<b>3.57</b>	3.57
Subtotal	4.76	4.59	<b>3.57</b>	3.57
<b>Water Meter Services</b>				
Maintenance Workers	1.40	1.35	<b>1.05</b>	1.05
Subtotal	1.40	1.35	<b>1.05</b>	1.05
<b>City Buildings Maintenance</b>				
Building Maintenance Personnel	2.00	2.00	<b>2.00</b>	2.00
Maintenance Workers	0.28	0.27	<b>0.21</b>	0.21
Subtotal	2.28	2.27	<b>2.21</b>	2.21

**PUBLIC WORKS**

	08/09	09/10	10/11	11/12
<b>Public Works (Continued)</b>				
<b>Forestry</b>				
Administrative Specialist	0.20	0.20	<b>0.20</b>	0.20
City Forester	1.00	1.00	<b>1.00</b>	1.00
Subtotal	1.20	1.20	<b>1.20</b>	1.20
<b>Grounds Maintenance</b>				
Grounds Supervisor	1.00	1.00	<b>1.00</b>	1.00
Maintenance Workers	3.36	3.24	<b>2.52</b>	2.52
Subtotal	4.36	4.24	<b>3.52</b>	3.52
<b>Vehicle Maintenance</b>				
PW Superintendent	0.33	0.33	<b>0.33</b>	0.33
Supervisor	1.00	1.00	<b>1.00</b>	1.00
Vehicle Maintenance/Assistant Supervisor	1.00	1.00	<b>1.00</b>	1.00
Mechanics	3.00	3.00	<b>3.00</b>	3.00
Maintenance Workers	0.28	0.27	<b>0.21</b>	0.21
Subtotal	5.61	5.60	<b>5.54</b>	5.54
<b>Total Public Works Full Time Equivalents</b>	<b>56.84</b>	<b>55.34</b>	<b>48.34</b>	<b>48.34</b>

**Significant Changes:**

In fiscal year 2009/10, management was forced to layoff four Maintenance Workers because the Public Works Union chose a wage increase rather than freezing wages and maintaining staffing levels.

For 2010/11, an additional Maintenance Worker and an Administrative Assistant position were eliminated. One Maintenance Worker was transferred from General Maintenance and dedicated to the Sewer Fund. Due to revenue constraints, a Pump Station Operator position was eliminated in the Water department.

**LIBRARY**

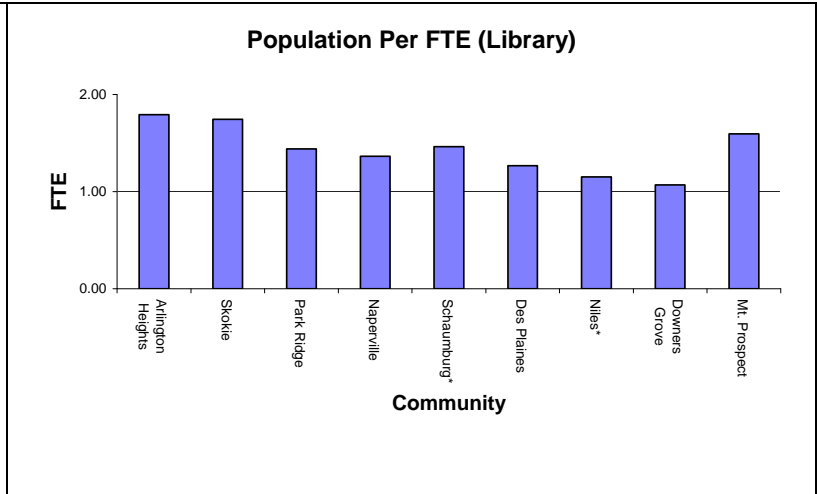
	08/09	09/10	10/11	11/12
<b>Library</b>				
<b>Library Administration</b>				
Library Director	1.00	1.00	<b>1.00</b>	1.00
Access Serv. Bus Mgr	2.00	2.00	<b>2.00</b>	2.00
Library Assistants	3.125	3.125	<b>3.600</b>	3.600
Subtotal	6.125	6.125	<b>6.600</b>	6.600
<b>Library Maintenance</b>				
Department Head	1.00	1.00	<b>1.00</b>	1.00
Custodians	1.87	1.87	<b>1.87</b>	1.87
Subtotal	2.87	2.87	<b>2.87</b>	2.87
<b>Technical Services</b>				
Department Head	1.00	1.00	<b>1.00</b>	1.00
Librarians	2.00	2.00	<b>2.00</b>	2.00
Library Assistants	4.75	4.75	<b>4.125</b>	4.125
Pages	0.50	0.50	-	-
Subtotal	8.25	8.25	<b>7.125</b>	7.125
<b>Adult Services/Reference</b>				
Department Head	1.00	1.00	<b>1.00</b>	1.00
Librarians	4.300	4.300	<b>4.35</b>	4.35
Library Assistants	3.30	3.30	<b>2.65</b>	2.65
Pages	4.180	4.180	<b>4.18</b>	4.18
Subtotal	12.780	12.78	<b>12.18</b>	12.18
<b>Children's Services</b>				
Department Head	1.00	1.00	<b>1.00</b>	1.00
Librarians	4.00	4.00	<b>4.55</b>	4.55
Library Assistants	3.30	3.30	<b>2.00</b>	2.00
Pages	2.90	2.90	<b>2.90</b>	2.90
Subtotal	11.20	11.20	<b>10.45</b>	10.45
<b>Circulation</b>				
Department Head	1.00	1.00	<b>1.00</b>	1.00
Library Assistants	6.695	6.695	<b>6.695</b>	6.695
Subtotal	7.695	7.695	<b>7.695</b>	7.695
<b>Adult Services/Reader Services</b>				
Department Head	1.00	1.00	<b>1.00</b>	1.00
Librarians	2.00	2.00	<b>2.54</b>	2.54
Library Assistants	4.475	4.475	<b>3.935</b>	3.935
Subtotal	7.475	7.475	<b>7.475</b>	7.475
<b>Total Library Full Time Equivalents</b>	<b>56.395</b>	<b>56.395</b>	<b>54.395</b>	<b>54.395</b>

**Significant Changes:**

Reduction of 2 FTE beginning in FY 2010/11.

**LIBRARY FULL TIME EQUIVALENTS**

	<u>FTE</u>	<u>Population</u>	<u>FTE/Pop</u>
Arlington Heights	138.06	76,998	1.79
Skokie	110.55	63,348	1.75
<b>Park Ridge</b>	54.395	37,775	1.44
Naperville	185.9	136,380	1.36
Schaumburg*	189.99	129,839	1.46
Des Plaines	72.21	56,945	1.27
Niles*	67.06	58,218	1.15
Downers Grove	52.06	48,724	1.07
Mt. Prospect	89.79	56,265	1.60



\* District Library; boundaries are not identical to city boundaries; may include portions of other communities.

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