

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

DEPT	POSITION	GRADE
ADM/1	City Manager	28
ADM/2	Assistant City Manager	26
ADM/3	Executive Assistant	16
CC/1	City Clerk	25
CC/2	Human Resources Generalist	17 ¹
CC/3	Utility Billing Manager	17
CC/4	Accounting Specialist	16
CC/5	Accounts Payable Technician	14
CC/6	Utility Billing Clerk I	10 ²
CD/1	Community Development Director	25
CD/2	Fire Marshal	21
CD/3	Planner	17 ³
CD/4	Construction Inspector	17
CD/5	Stormwater Inspector	17
CD/6	Code Enforcement Officer	16
CD/7	Planning Technician	14
CD/8	Business License Technician	12
CD/9	Building Permit Technician	12
MC/1	Chief Municipal Court Clerk	19
MC/2	Deputy Municipal Court Clerk	12
MS/1	Main Street Program Manager	19
MS/2	Program Assistant	8
PD/1	Chief of Police	25
PD/2	Police Captain	22
PD/3	Police Lieutenant	21
PD/4	Police Sergeant	20
PD/5	Detective	18
PD/6	Police Officer	17 ⁴

¹ May be designated Senior Human Resources Generalist and placed at grade 19.

² May be designated Utility Billing Clerk II and placed at grade 12.

³ May be designated Senior Planner and placed at grade 19.

⁴ May be designated Senior Police Officer and placed at grade 18.

DEPT	POSITION	GRADE
PD/7	Administrative Coordinator - T.A.C.	14
PD/8	Records Technician	11
PW/1	Public Works and Utilities Director	25
PW/2	Public Works Manager	21
PW/3	Wastewater Treatment Plant Superintendent	21
PW/4	Chief Wastewater Treatment Plant Operator	19
PW/5	Maintenance Crew Leader	14
PW/6	Wastewater Treatment Plant Operator III	13 ⁵
PW/7	Mechanic I	12 ⁶
PW/8	Heavy Equipment Operator I	12 ⁷
PW/9	Water and Sewer Maintenance Worker	12
PW/10	Maintenance Worker I	10 ⁸

⁵ May be designated Operator II and placed at grade 14, Operator I and placed at grade 15 or Operator Trainee and placed at grade 12.

⁶ May be designated Mechanic II and placed at grade 14.

⁷ May be designated Heavy Equipment Operator II and placed at grade 13.

⁸ May be designated Maintenance Worker II and placed at grade 11 or Maintenance Worker III and placed at grade 12.

Appendix B
Position/Grade Analysis by Grade
City of Locust Grove Personnel Project

DEPT	POSITION	GRADE
ADM/1	City Manager	28
ADM/2	Assistant City Manager	26
PD/1	Chief of Police	25
CC/1	City Clerk	25
CD/1	Community Development Director	25
PW/1	Public Works and Utilities Director	25
PD/2	Police Captain	22
CD/2	Fire Marshal	21
PD/3	Police Lieutenant	21
PW/2	Public Works Manager	21
PW/3	Wastewater Treatment Plant Superintendent	21
PD/4	Police Sergeant	20
MC/1	Chief Municipal Court Clerk	19
PW/4	Chief Wastewater Treatment Plant Operator	19
MS/1	Main Street Program Manager	19
PD/5	Detective	18
CD/4	Construction Inspector	17
CC/2	Human Resources Generalist	17 ¹
CD/3	Planner	17 ³
PD/6	Police Officer	17 ⁴
CD/5	Stormwater Inspector	17
CC/3	Utility Billing Manager	17
CC/4	Accounting Specialist	16
CD/6	Code Enforcement Officer	16
ADM/3	Executive Assistant	16

¹ May be designated Senior Human Resources Generalist and placed at grade 19.

³ May be designated Senior Planner and placed at grade 19.

⁴ May be designated Senior Police Officer and placed at grade 18.

DEPT	POSITION	GRADE
CC/5	Accounts Payable Technician	14
PD/7	Administrative Coordinator - T.A.C.	14
PW/5	Maintenance Crew Leader	14
CD/7	Planning Technician	14
PW/6	Wastewater Treatment Plant Operator III	13 ⁵
CD/9	Building Permit Technician	12
CD/8	Business License Technician	12
MC/2	Deputy Municipal Court Clerk	12
PW/8	Heavy Equipment Operator I	12 ⁷
PW/7	Mechanic I	12 ⁶
PW/9	Water and Sewer Maintenance Worker	12
PD/8	Records Technician	11
PW/10	Maintenance Worker I	10 ⁸
CC/6	Utility Billing Clerk I	10 ²
MS/2	Program Assistant	8

² May be designated Utility Billing Clerk II and placed at grade 12.

⁵ May be designated Operator II and placed at grade 14, Operator I and placed at grade 15 or Operator Trainee and placed at grade 12.

⁶ May be designated Mechanic II and placed at grade 14.

⁷ May be designated Heavy Equipment Operator II and placed at grade 13.

⁸ May be designated Maintenance Worker II and placed at grade 11 or Maintenance Worker III and placed at grade 12.