

TOWN OF CANTON  
FISCAL YEAR 2011-2012 BUDGET  
PRELIMINARY DRAFT

APPENDICES

SUMMARY OF FULL TIME AND PART TIME EMPLOYEES

February 4, 2011

**APPENDICES SUMMARY OF FULL TIME AND PART TIME EMPLOYEES**

FUNCTION	FULL TIME PERSONNEL (# of Persons)		PART TIME PERSONNEL (# of positions or hours)	
	2010-2011	2011-2012	2010-2011	2011-2012
<b>GENERAL GOVERNMENT</b>				
<i>Board of Selectmen</i>				
First Selectman			.4	.4
Recording Secretary			<u>0</u>	<u>0</u>
<i>Total</i>			.4	.4
<i>Chief Administrative Officer</i>				
Chief Administrative Officer	1	1		
Project Administrator	1	1		
Executive Assistant	1	1		
CAO Clerk	<u>.43</u>	<u>.43</u>		
<i>TOTAL</i>	3.43	3.43		
<i>Elections</i>				
Registrars			PT (2)	PT (2)
Deputy Registrars			PT (2)	PT (2)
<i>Town Clerk</i>				
Town Clerk	1	1		
Assistant Town Clerk	1	1		
Seasonal Clerk			<u>.015</u>	<u>.015</u>
<i>TOTAL</i>	2	2	.015	.015
<b>FINANCE</b>				
<i>Assessment</i>				
Assessor			Contracted	Contracted
Assessment Technician	1	1	with Town of	with Town of
Tax Clerk	<u>.43</u>	<u>.43</u>	Avon	Avon
<i>TOTAL</i>	1.43	1.43		
<i>Board Of Assessment Appeals</i>				
Part Time Recording Clerk			PT	PT
<i>Tax Collector</i>				
Tax Collector	1	1		
Tax Clerk	<u>.57</u>	<u>.57</u>		
<i>TOTAL</i>	1.57	1.57		
<i>Finance Officer/ Treasurer</i>				
Finance Officer/ Treasurer	1	1		
Accountant	1	1		
Financial Assistant	1	1		
Finance Clerk	<u>.57</u>	<u>.57</u>		
<i>TOTAL</i>	3.57	3.57		

FUNCTION	FULL TIME PERSONNEL (# of Persons)		PART TIME PERSONNEL (# of positions or hours)	
	2010-2011	2011-2012	2010-2011	2011-2012
<b>PUBLIC SAFETY</b>				
<i>Police Department - Administration</i>				
Chief of Police	1	1		
Deputy Chief of Police	1	1		
Administrative Secretary	1	1		
Crossing Guard (Part Time- Seasonal)			.20	.20
<i>Police Department - Patrol</i>				
Sergeant	4	4		
Patrol Officer	7.5	8		
<i>Police Department - Detective/ Investigations</i>				
Detective	1	1		
<i>Police Department - Dispatch/ Communications</i>				
Dispatcher	4	4		
Dispatcher (536 hours)			.26	.26
<b>TOTAL</b>	<b>19.5</b>	<b>20</b>	<b>.46</b>	<b>.46</b>
<i>Fire Department</i>				
Clerical Assistant		.11		
Fire Chief and Other Officers			Stipend	Stipend
<b>TOTAL</b>		<b>.11</b>		
<i>Fire Marshal</i>				
Fire Marshal	1	1		
Deputy Fire Marshal			.19	.07
Clerical Assistant	.3	.3	0	0
<b>TOTAL</b>	<b>1.3</b>	<b>1.3</b>	<b>.19</b>	<b>.07</b>
<b>PUBLIC WORKS</b>				
<i>Facilities - Town Hall</i>				
Maintainer Supervisor	1	1		
Maintainer/Custodian	1	1		
Custodian	.1	.1		
<b>TOTAL</b>	<b>3</b>	<b>3</b>		
<i>Parks</i>				
Park Supervisor	.1	.1		
<b>TOTAL</b>	<b>1</b>	<b>1</b>		
<i>General Highway</i>				
Public Works Director	1	1		
Assistant Foreman/ Mechanic	1	1		
Maintainer III	6	6		
Maintainer II	1	1		
Administrative Assistant	0	0	.11	.11
Seasonal	0	0	.23	.23
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>.33</b>	<b>.33</b>

FUNCTION	FULL TIME PERSONNEL (# of Persons)		PART TIME PERSONNEL (# of positions or hours)	
	2010-2011	2011-2012	2010-2011	2011-2012
<i>Transfer Station</i>				
Transfer Station Operator	1	1		
<u>Part Time</u>	<u>0</u>	<u>0</u>	.4	.4
<u>TOTAL</u>	<u>1</u>	<u>1</u>	<u>.4</u>	<u>.4</u>
<b>COMMUNITY SERVICES</b>				
<i>Senior/Social Services</i>				
Social Services Coordinator	0	0		
Senior/Social Services Coordinator	1	1	0	0
Senior Services Administrative Assistant	0	0	.45	.45
<u>Seasonal</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL</u>	<u>1</u>	<u>1</u>	<u>.45</u>	<u>.45</u>
<i>Parks and Recreation</i>				
Director of Parks and Recreation	1	1		
Program Supervisor			.71	.71
Seasonal – Maintainer			.22	.22
Aquatic Director (Seasonal)			.14	.12
Facility Coordinator (Seasonal)			.23	.24
Lifeguards (Seasonal)			1.40	1.20
Desk Attendant (Seasonal)			.28	.27
Bath House Attendant			.56	.27
<u>TOTAL</u>	<u>1</u>	<u>1</u>	<u>3.54</u>	<u>3.03</u>
<i>Public Library</i>				
Director	1	1		
Technical Services Librarian	1	1		
Children's Librarian	1	1		
Reference Librarian	1	1		
Circulation Supervisor	1	1		
Library Aide II - 6			3.35	3.35
Library Aide I - 8			1.88	1.88
Library Page - 3			.63	.63
Summer Aides - 2			.18	.18
Sunday Hours			.15	.15
Saturday Hours			.06	.06
<u>TOTAL</u>	<u>5</u>	<u>5</u>	<u>6.25</u>	<u>6.25</u>

FUNCTION	FULL TIME PERSONNEL (# of Persons)		PART TIME PERSONNEL (# of positions or hours)	
	2010-2011	2011-2012	2010-2011	2011-2012
<b>COMMUNITY PLANNING &amp; DEVELOPMENT</b>				
<i>Building Official</i>				
Building Official	0	0	.55	.55
Office Assistant	.70	.59	0	0
<b>TOTAL</b>	<b>.70</b>	<b>.59</b>	<b>.55</b>	<b>.55</b>
<i>Town Planner</i>				
Director, Planning and Community Development	1	1		
Assistant Town Planner	1	1		
Land Use Coordinator	1	1		
<b>TOTAL</b>	<b>3</b>	<b>3</b>		
<i>Zoning Commission</i>				
Recording Clerk			PT	PT
<i>Planning Commission</i>				
Recording Clerk			PT	PT
<i>Zoning Board of Appeals</i>				
Recording Clerk			PT	PT
<i>Inland Wetlands &amp; Watercourse Agency</i>				
Recording Clerk			PT	PT
<b>SPECIAL REVENUE FUNDS</b>				
<i>Water Pollution Control Authority</i>				
Superintendent	1	1		
Chief Plant Operator	1	1		
Operator III	1	1		
Recording Secretary				
Administrative Assistant	0	0	.31	.31
Clerical (Seasonal)	0	0	.22	.22
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>.53</b>	<b>.53</b>
<i>Parks and Recreation</i>				
Program Supervisor			.12	
Summer Coordinator			.17	
Summer Camp Director			.18	.19
Summer Camp Leaders			.43	.72
Swim Team Coaches			Stipend	Stipend
Aquatics Director			.08	
Water Safety Instructors			.42	.43
Wading Pool Lifeguard			.09	
Swim Aides			.26	.43
AM Guards			0	.08
<b>TOTAL</b>			<b>1.75</b>	<b>1.85</b>
<b>GRAND TOTAL</b>	<b>60.50</b>	<b>61.00</b>	<b>14.87</b>	<b>14.34</b>

**CALCULATION NOTE:** Full Time Equivalents are calculated on following basis, depending on department: 35 hour per week position = Hours of position budgeted divided by 1,820 equals full time equivalent; 40 hour per week position = Hours of position budgeted divided by 2,080 equals full time equivalent