

APPENDIX B

JOB CLASSIFICATIONS

June 28, 2023

POSITION	ENTRANCE	PROMOTIONAL	EXEMPT
Accountant	X		
Administrative Assistant **	X		
Administrative Assistant - Lead		X	
Administrative Assistant - Library			X
Administrative Supervisor		X	
Arborist	X		
Ass't Public Safety Director/Chief (Fire or Police)	X		
Assistant Equipment Mechanic **	X		
Building Maintenance Supervisor		X	
Cable TV & Telecommunications Supervisor	X		
Carpenter	X		
City Administrator			X
City Attorney			X
City Clerk			X
City Engineer			X
Civil CAD/GIS Technician	X		
Civil Engineer I	X		
Civil Engineer II			X
Code Enforcement Officer **	X		
Communications Specialist	X		
Community Services Specialist			X
Community Services Supervisor			X
Content Coordinator *	X		
Controller/City Treasurer			X
Cultural Programs Supervisor	X		
Custodian I *	X		
Custodian II *		X	
Director of Community Development			X
Director of Finance & Business Operations			X
Director of Public Safety Services			X
Director of Public Works			X
Diversity, Equity, & Inclusion Specialist	X		
Economic Development Coordinator	X		
Education Coordinator *	X		
Engineering Technician I	X		
Engineering Technician II		X	
Equipment Mechanic	X		
Equipment Operator		X	

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POSITION	ENTRANCE	PROMOTIONAL	EXEMPT
Financial Clerk **	X		
Financial Technician *	X		
Fire Battalion Chief		X	
Fire Captain		X	
Firefighter **	X		
Fitness Coordinator *	X		
Fleet Maintenance Supervisor		X	
GIS Analyst	X		
Graphic Designer *	X		
Groundskeeper	X		
Hearst Coordinator *	X		
Horticulturist	X		
Human Resources Manager			X
Human Resources Specialist	X		
Information Systems Manager			X
Information Systems Technician I	X		
Information Systems Technician II		X	
Inspection Services Manager			X
Inspector	X		
Laboratory Technician	X		
Laborer *	X		
Land Surveyor		X	
Librarian			X
Library Assistant			X
Library Director			X
Library Education Coordinator			X
Library Page			X
Maintenance Worker **	X		
Network Administrator	X		
Office Assistant *	X		
Operations & Maintenance Manager			X

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POSITION	ENTRANCE	PROMOTIONAL	EXEMPT
Parking Meter Attendant*	X		
Payroll/HR Technician	X		
Planning & Community Services Manager			X
Planner I	X		
Planner II		X	
Planner III		X	
Police Captain		X	
Police Captain - PSO		X	
Police Lieutenant		X	
Police Lieutenant - PSO		X	
Police Officer	X		
Principal Engineer			X
Program Coordinator *	X		
Public Safety Officer	X		
Public Safety Supervisor - Lieutenant		X	
Public Safety Supervisor - Captain		X	
Public Works & Parks Supervisor		X	
Recreation & Community Programs Manager			X
Recreation Program Coordinator *	X		
Recreation Programs Supervisor	X		
Senior Groundskeeper		X	
Senior Librarian			X
Senior Police Officer		X	
Senior Services Coordinator *	X		
Storm Water Specialist	X		
Technology Librarian			X
Tourism & Cultural Programs Manager			X
Traffic Operations Supervisor		X	
Traffic Technician	X		
Transfer Station Laborer *	X		
V & T Coordinator *	X		
V & T Sales & Marketing Coordinator	X		
Video Production Specialist	X		
Video Production Supervisor	X		

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POSITION	ENTRANCE	PROMOTIONAL	EXEMPT
WWTP Assistant	X		
WWTP Operator I	X		
WWTP Operator II		X	
Water Reclamation Manager			X
Water Reclamation Supervisor		X	

* Positions are part time and are not subject to Civil Service requirements per Chapter 400 of the Iowa Code. If, at any time in the future, these positions become full-time, they shall be subject to Civil Service.

** Positions are both part time and full time. As noted above, part time positions are not subject to Civil Service requirements per Chapter 400 of the Iowa Code.

Note: Positions are designated as above unless exempted by Chapter 400 of the Iowa Code.