

VILLAGE OF GLEN ELLYN
ANNUAL BUDGET - FY 05/06
PERSONNEL SCHEDULE

FINANCE DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY03/04 Budgeted Employees</u>	<u>FY04/05 Budgeted Employees</u>	<u>FY05/06 Budgeted Employees</u>
Administration & Operations					
Finance Director	FT	20	1.0	1.0	1.0
Assistant Finance Director	FT	16	1.0	1.0	1.0
Information Technology Manager	FT	17	1.0	1.0	1.0
*** Personnel Analyst	FT	16	1.0	1.0	1.0
Accounting Specialist	FT	10	1.0	1.0	-
Administrative Secretary	PT	9	0.5	0.5	0.5
Fiscal Clerk	FT	8	-	1.0	1.0
*** Fiscal Clerk (2)	PT	8	2.0	1.0	1.0
Mail Clerk	PT	1	0.4	0.4	0.4
Cashier's Office					
Accounts Manager	FT	13	1.0	1.0	1.0
Fiscal Clerk (7 positions)	PT	8	3.5	3.5	3.5
Senior Services**					
Senior Services Coordinator (2)	PT	11	<u>1.0</u>	<u>0.6</u>	<u>0.6</u>
TOTAL EMPLOYEES (Full-time Equivalents)			<u>13.4</u>	<u>13.0</u>	<u>12.0</u>
Full-time Number of Positions			6	7	6
Part-time Number of Positions			15	13	13

* Information regarding salary ranges can be found in the "Other Activities / Information" section at the back of this budget document.

** The Senior Services program is administered under the direction of the Finance Department. However, staffing and all other costs associated with the Senior Services program are budgeted in the Special Programs Fund. Two part-time Senior Service Coordinators share a weekly schedule of 20-25 hours per week at the Senior Center.

*** Personnel Analyst and one PT (.5 FTE) Fiscal Clerk are budgeted in the Finance Department, but are under the supervision of the Village Manager's Office.