ORDINANCE NO. 10 - 80 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN TO ACCOUNT FOR THE POSITION OF ASSISTANT WATER SUPERINTENDENT AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the City of Oberlin Position Classification Plan for regular full-time City employees is hereby amended to read as set forth in **Exhibit A** hereto and incorporated herein by reference in order to account for the position of Assistant Water Superintendent.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio, or to provide for the usual daily operation of a municipal department, to wit:

"to amend the Oberlin Position Classification Plan as soon as possible in order to ensure the efficient operation of the City Water Department",

And shall take effect immediately upon passage.

PASSED:

1st Reading – November 15, 2010

2nd Reading – December 6, 2010

FAILED:

3rd Reading - December 20, 2010

ATTEST:

BELINDA B. ANDERSON, CMC

CLERK OF COUNCIL

POSTED: 12/21/2010

KENNETH SLOANE

PRESIDENT OF COUNCIL

EFFECTIVE DATE: NOT APPLICABLE

ORDINANCE 10-80 AC CMS "EXHIBIT A"

November 2010 DRAFT

POSITION CLASSIFICATION AND PAY GRADES FOR REGULAR FULL-TIME CITY EMPLOYEES

POLICE DEPARTMEN

POLICE DEPARTMENT						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	Low	<u>High</u>
Chief	E	U	1	7	\$ 61,191	\$ 99,154
Captain	E	CC	0	6	\$ 52,184	\$ 91,221
Lieutenant	E	CC	2	6	\$ 52,184	\$ 91,221
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	11	Union		
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 19.91	\$ 26.69
Administrative Assistant				3B	\$ 15.57	\$ 20.45
Dispatcher	NE	CN	4	Union		
Records Administrator	NE	CN	1	Union		
TOTAL NUMBER OF POSITIONS AUTHORIZED			24			
FIRE DEPARTMENT						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	Low	<u>High</u>
Chief	E	U	1	7	\$ 61,191	\$ 99,154
Assistant Chief	E	CC	1	6	\$ 52,184	\$ 91,221
Firefighter/Driver	NE	CC	3	3	\$ 15.57	\$ 26.69
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			
FINANCE DEPARTMENT						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	Class	<u>Service</u>	Authorized	<u>Grade</u>	Low	<u>High</u>
Finance Assistant	NE	U	4	5	\$ 21.39	\$ 36.47
TOTAL NUMBER OF POSITIONS AUTHORIZED			4			

ADMINISTRATION DEPARTMENT								
Lab Tida	FLSA	Civil	Number	Pay		Range		Range
Job Title	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>		Low		<u>High</u>
Code Administrator	E	CN	0	6	\$	52,184	\$	91,221
Administrative Support	NE	U	1					
Administrative Coordinator				3A	\$	19.91	\$	26.69
Administrative Assistant				3B	\$	15.57	\$	20.45
TOTAL NUMBER OF POSITIONS AUTHORIZED			1					
HUMAN RESOURCES DEPARTMENT								
	FLSA	Civil	Number	Pay		Range		Range
Job Title	<u>Class</u>	<u>Service</u>	Authorized	<u>Grade</u>		Low		<u>High</u>
Assistant City Manager/Human Resources Administrator	E	U	1	7	\$	61,191	\$	99,154
TOTAL NUMBER OF POSITIONS AUTHORIZED			1					
DEPARTMENT OF PLANNING AND DEVELOPMENT								
	FLSA	Civil	Number	Pay		Range		Range
Job Title	FLSA <u>Class</u>	Civil <u>Service</u>	Number <u>Authorized</u>	Pay <u>Grade</u>		Range <u>Low</u>		Range <u>High</u>
Job Title Administrative Support				•		_		_
	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	•	\$	_	\$	_
Administrative Support Administrative Coordinator Administrative Assistant	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	\$ \$	Low	\$ \$	<u>High</u>
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development	<u>Class</u> NE E	<u>Service</u> U U	<u>Authorized</u>	Grade 3A	\$ \$	19.91 15.57 61,191	\$ \$	High 26.69 20.45 99,154
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent	<u>Class</u> NE E E	Service U U CN	Authorized 2	Grade 3A 3B 7 6	\$ \$ \$	19.91 15.57 61,191 52,184	\$ \$ \$	26.69 20.45 99,154 91,221
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator	Class NE E E NE	Service U U CN CN	Authorized 2 1 1 1	3A 3B 7 6 4	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26	\$ \$ \$	26.69 20.45 99,154 91,221 30.40
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner	Class NE E E NE NE	U U CN CN CN CN	Authorized 2 1 1 1 1 1	Grade 3A 3B 7 6 4 5	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26 44,505	\$ \$ \$ \$	26.69 20.45 99,154 91,221 30.40 75,867
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner Economic & Housing Development Officer	Class NE E E NE	Service U U CN CN	Authorized 2 1 1 1 1 1	3A 3B 7 6 4	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26	\$ \$ \$	26.69 20.45 99,154 91,221 30.40
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner	Class NE E E NE NE	U U CN CN CN CN	Authorized 2 1 1 1 1 1	Grade 3A 3B 7 6 4 5	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26 44,505	\$ \$ \$ \$	26.69 20.45 99,154 91,221 30.40 75,867
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner Economic & Housing Development Officer	Class NE E E NE E E E	U U CN CN CN CN CN	Authorized 2 1 1 1 1 7	Grade 3A 3B 7 6 4 5	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26 44,505 52,184	\$ \$ \$ \$	High 26.69 20.45 99,154 91,221 30.40 75,867 91,221
Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner Economic & Housing Development Officer TOTAL NUMBER OF POSITIONS AUTHORIZED PUBLIC WORKS DEPARTMENT	Class NE E E NE E E FLSA	U U CN CN CN CN CN CN CN	Authorized 2 1 1 1 1 7 Number	Grade 3A 3B 7 6 4 5 6	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26 44,505 52,184 Range	\$ \$ \$ \$	High 26.69 20.45 99,154 91,221 30.40 75,867 91,221 Range
Administrative Support Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner Economic & Housing Development Officer TOTAL NUMBER OF POSITIONS AUTHORIZED	Class NE E E NE E E E	U U CN CN CN CN CN	Authorized 2 1 1 1 1 7	Grade 3A 3B 7 6 4 5	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26 44,505 52,184	\$ \$ \$ \$	High 26.69 20.45 99,154 91,221 30.40 75,867 91,221
Administrative Coordinator Administrative Assistant Director of Planning & Development Recreation Superintendent Recreation Coordinator Community Planner Economic & Housing Development Officer TOTAL NUMBER OF POSITIONS AUTHORIZED PUBLIC WORKS DEPARTMENT	Class NE E E NE E E FLSA	U U CN CN CN CN CN CN CN	Authorized 2 1 1 1 1 7 Number	Grade 3A 3B 7 6 4 5 6	\$ \$ \$ \$	19.91 15.57 61,191 52,184 18.26 44,505 52,184 Range	\$ \$ \$ \$ \$	High 26.69 20.45 99,154 91,221 30.40 75,867 91,221 Range

General Maintenance Superintendent	E	CN	1	6	\$ 52,184	\$ 91,221
Water Superintendent	E	CN	1	6	\$ 52,184	\$ 91,221
Assistant Water Superintendent	E	CN	1	5	\$ 44,505	\$ 75,867
Buildings & Grounds Superintendent	E	CN	1	5	\$ 44,505	\$ 75,867
Wastewater Superintendent	E	CN	1	6	\$ 52,184	\$ 91,221
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 19.91	\$ 26.69
Administrative Assistant				3B	\$ 15.57	\$ 20.45
Information Systems Manager	NE	CN	1	5	\$ 21.39	\$ 36.47
Water Lead Operator	NE	CN	1	Union		
Wastewater Lead Operator	NE	CN	1	Union		
Lead Operator Distribution	NE	CN	1	Union		
Lead Vehicle Maintenance Mechanic	NE	CN	1	Union		
Mechanic	NE	CN	1	Union		
Crew Leader	NE	CN	4	Union		
Service Maintenance Worker	NE	CN	9	Union		
Field Maintenance Specialist	NE	CN	1	Union		
Collection Operator	NE	CN	2	Union		
Water Distribution Operator	NE	CN	3	Union		
Water Plant Operator	NE	CN	4	Union		
Wastewater Operator	NE	CN	4	Union		
TOTAL NUMBER OF POSITIONS AUTHORIZED			41			

ELECTRIC DEPARTMENT

	FLSA	Civil	Number	Pay	Range	Range
Job Title	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	Low	<u>High</u>
OMLPS Director	E	U	1	7	\$ 61,191	\$ 99,154
Energy Services & Sustainability Initiatives Manager	E	CN	1	6	\$ 52,184	\$ 91,221
Distribution Superintendent	E	CN	1	6	\$ 52,184	\$ 91,221
Plant Superintendent	E	CN	1	6	\$ 52,184	\$ 91,221
Technical Services Superintendent	E	CN	1	6	\$ 52,184	\$ 91,221
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 19.91	\$ 26.69
Administrative Assistant				3B	\$ 15.57	\$ 20.45
Electric Technician	NE	CN	3	Union		
Technician I						

Technician II				
Line Crew Leader	NE	CN	2	Union
Lineman	NE	CN	4	Union
Journeyman				
Lineman "B"				
Operator/Mechanic	NE	CN	5	
Chief (1)				Union
Operator Mechanic (4)				Union
Inventory / Purchasing Specialist	NE	CN	1	
TOTAL NUMBER OF POSITIONS AUTHORIZED			21	
TOTAL FULL-TIME POSITIONS AUTHORIZED			104	

NOTES:

NO CURRENT POSITION 1 \$11.31 \$17.07

FLSA Exempt positions are depicted as annualized salaries. Non-exempt positions are shown at hourly rates.

FLSA CLASS CODE: E = Exempt CIVIL SERVICE CODE: U = Unclassified

 $NE = Non-exempt \\ CC = Classified/Competitive$

CN = Classified/Non-Competitive