

ORDINANCE NO. 07-16 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN 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 attached hereto and incorporated herein by reference.

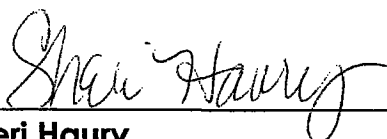
SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were 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 City of Oberlin Position Classification Ordinance as soon as possible in order to ensure the efficient operation of the Oberlin Police Department” and shall take effect immediately upon passage.

PASSED : 1st Reading – January 16, 2007 (E)
 2nd Reading –
 3rd Reading –

ATTEST:



Sheri Haury
INTERIM CLERK OF COUNCIL



Daniel Gardner
PRESIDENT OF COUNCIL

PAGE 2 – ORDINANCE NO. 07-16 AC CMS

POSTED: January 17, 2007

EFFECTIVE DATE: January 17, 2007

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“EXHIBIT A”
(Revised for Calendar Year 2007)

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

POLICE DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Chief	E	U	1	7	\$54,662	\$88,573
Captain	E	CC	1	6	\$46,615	\$81,487
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	11	Union		
Administrative Assistant	NE	U	1	3	\$13.90	\$23.85
Dispatcher	NE	CN	4	Union		
TOTAL NUMBER OF POSITIONS AUTHORIZED			22			

FIRE DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Chief	E	U	1	7	\$54,662	\$88,573
Assistant Chief	E	CC	1	6	\$46,615	\$81,487
Firefighter/Driver	NE	CC	3	3	\$13.90	\$23.85
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			

FINANCE DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Financial Assistant	NE	U	4	5	\$19.11	\$32.58
TOTAL NUMBER OF POSITIONS AUTHORIZED			4			

ADMINISTRATION DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Code Administrator	E	CN	1	6	\$46,615	\$81,487
Secretary/Receptionist	NE	CC	1	2	\$11.86	\$17.89
Administrative Assistant	NE	U	1	3	\$13.90	\$23.85
TOTAL NUMBER OF POSITIONS AUTHORIZED			3			

DEPARTMENT OF PLANNING AND DEVELOPMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Administrative Assistant	NE	U	1	3	\$13.90	\$23.85
Director of Planning & Development	E	U	1	7	\$54,662	\$88,573
Recreation Program Coordinator	E	CN	1	5	\$39,756	\$67,771
Recreation Assistant	NE	CN	1	2	\$11.86	\$17.89
Community Planner	E	CN	1	5	\$39,756	\$67,771
Economic & Housing Development Officer	E	CN	1	6	\$46,615	\$81,487
TOTAL NUMBER OF POSITIONS AUTHORIZED			6			

PUBLIC WORKS DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Public Works Director	E	U	1	7	\$54,662	\$88,573
Engineer/Underground Supt.	E	CN	1	7	\$54,662	\$88,573
General Maintenance Supt.	E	CN	1	6	\$46,615	\$81,487
Water Superintendent	E	CN	1	6	\$46,615	\$81,487
Wastewater Superintendent	E	CN	1	6	\$46,615	\$81,487
Administrative Assistant	NE	U	1	3	\$13.90	\$23.85
Information Systems Manager	NE	CN	1	5	\$19.11	\$32.58
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	4	Union		
Water Plant Operator	NE	CN	4	Union		
Wastewater Operator	NE	CN	4	Union		

TOTAL NUMBER OF POSITIONS AUTHORIZED 40

ELECTRIC DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
OMLPS Director	E	U	1	7	\$54,662	\$88,573
Utility Services Manager	E	CN	1	5	\$39,756	\$67,771

Distribution Superintendent	E	CN	1	6	\$46,615	\$81,487
Plant Superintendent	E	CN	1	6	\$46,615	\$81,487
Technical Services Superintendent	E	CN	1	6	\$46,615	\$81,487
Administrative Assistant	NE	U	1	3	\$13.90	\$23.85
Electrical Technician	NE	CN	3	Union		
Technician I						
Technician II						
Line Crew Leader	NE	CN	2	Union		
Lineman	NE	CN	4			
Journeyman				Union		
Lineman "B"				Union		
Operator/Mechanic	NE	CN	5			
Chief (1)				Union		
Operator Mechanic (4)				Union		
Inventory/Purchasing Specialist	NE	CN	1	Union		
TOTAL NUMBER OF POSITIONS AUTHORIZED			21			
TOTAL FULL-TIME POSITIONS AUTHORIZED			101			

NOTES:

NO CURRENT POSITION				1	\$10.11	\$15.25
NO CURRENT POSITION				4	\$16.31	\$27.15

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

FLSA CLASS CODE: E = EXEMPT
NE = NON-EXEMPT

CIVIL SERVICE CODE: U = UNCLASSIFIED
CC = CLASSIFIED / COMPETITIVE
CN = CLASSIFIED / NON-COMPETITIVE

**OBERLIN POLICE
DEPARTMENT**

Memo

To: City Manager Rob DiSpirito
From: Chief Tom Miller
CC: Law Director Eric Severs, file
Date: 01/04/07
Re: Manpower

Sir,

As you are aware, City Council approved in the 2007 budget funding for an additional fulltime patrol officer for the police department. Subsequently both the Position Classification Document, "Exhibit A" and the Oberlin City Ordinance, Administrative Code 141.01 should be changed to reflect the additional officer.

I have the existing copies attached, with the reflected changes. In the position classification, I am requesting the position classification of Detective removed and simply listed as Patrol Officer. I consider the position of detective simply an assignment for a patrol officer. I see no need to list this as a separate classification as there is no pay or benefit differences. Also there may be occasionally, due to case load, more than one officer assigned to investigations.

As for the Administrative Code, Section 141.01, there are several sections other than 141.01 Establishment of Officers that have not been updated for some time. My suggestions would be:

141.01 ESTABLISHMENT; OFFICERS.

- Remove Identification Officer – simply an assignment given to a patrol officer
- Adjust number of Patrol Officers from 8 to 11, to reflect current manpower and the 2007 addition.
- Remove sections (c) and (d) – Lieutenant and Corporal are no longer applicable.

141.05 POLICE OFFICERS DESIGNATED DEPUTY COURT CLERKS

- Change Police Officers to Dispatchers – Officers no longer serve as court clerks, due to Attorney General's ruling. Only dispatchers serve as deputy clerks.

141.06 CLERKS

- Remove – These duties are now assumed by the Administrative Assistant and dispatchers.

141.09 IDENTIFICATION OFFICER

- Remove – These are duties now assigned to a patrol officer.

141.10 PRIVATE POLICEMEN

- Remove – No longer applicable.

141.11 ELIGIBILITY; PATROLMAN AND CADET

- Amend Section (a) - to remove the upper age restriction.
- Remove Section (b) – no longer applicable.

"EXHIBIT A"
(Revised for Calendar Year 2003)

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

POLICE DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Chief	E	U	1	7	\$46,725	\$75,712
Captain	E	CC	1	6	\$39,846	\$69,655
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	9 11	Union		
Detective	NE	CC	1	Union		
Administrative Assistant	NE	U	1	3	\$11.89	\$20.38
Dispatcher	NE	CN	4	Union		
TOTAL NUMBER OF POSITIONS AUTHORIZED			2122			

FIRE DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Chief	E	U	1	7	\$46,725	\$75,712
Assistant Chief	E*	CC	1	6	\$39,846	\$69,655
Firefighter/Driver	NE	CC	3	3	\$11.89	\$20.38
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			

FINANCE DEPARTMENT

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Low</u>	<u>High</u>
Financial Assistant	NE	U	4	5	\$16.34	\$27.85
TOTAL NUMBER OF POSITIONS AUTHORIZED			4			

*Takes effect upon passage and effective date of this Ordinance (02-90)

141.01 ESTABLISHMENT; OFFICERS.

(a) There is hereby established a Police Department in the City, consisting of the following officer positions in the numbers indicated:

Chief	1
Captain	1
Sergeant	4
Identification Officer	1
Patrol Officer	8 11

(Ord.1392AC. Passed 9-5-78; Ord. 91-20AC. Passed 4-15-91.)

(b) The position of Chief of Police for the City shall be filled by appointment of the City Manager and shall be indefinite, the appointee to serve at the pleasure of the City Manager. The Police Chief shall perform the duties provided for in the Ohio Revised Code and such additional duties as shall be assigned by the City Manager and Council.

~~(c) The positions of Lieutenant and Corporal are herewith abolished but the existing position holders shall continue to carry such rank and pay until promotion, retirement or termination of service.~~

~~(d) Until the existing position of Lieutenant is vacated and abolished, the new position of Sergeant may not be filled.~~

(e) All positions in the Police Department, except the position of Chief, shall be filled by civil service procedures heretofore established.

(Ord. 707 AC. Passed 7-13-70.)

141.02 DUTIES OF CITY MANAGER.

The City Manager shall act as head of the Police Department and shall establish rules and regulations for the operation of the Department, subject to the approval of Council.

(1957 Code §141.02)

141.03 UNIFORM ALLOWANCE. (REPEALED)

(EDITOR'S NOTE: Section 141.03 was repealed by Ordinance 93-75AC, passed November 15, 1993.)

141.04 PART-TIME PATROLMEN.

Part-time patrolmen shall be hired by the City Manager as he deems proper.
(1957 Code §141.04)

DISPATCHER

141.05 POLICE OFFICERS DESIGNATED DEPUTY COURT CLERKS.

In order to provide for the efficient operation of the Municipal Court, all City police ^{dispatcher} ~~officers~~ are hereby designated as Deputy Clerks of the Municipal Court and shall, in addition to their other duties, take the oath of office as Deputy Clerks of the Municipal Court. They shall perform such duties as Deputy Clerk, while on duty, as requested by the Clerk of Court of the Municipal Court.

(Ord. 201 AC. Passed 1-16-61.)

141.06 CLERKS.

~~(a) Clerk. There is hereby established the position of Clerk in the Police Department. Such position shall have the following hours: 4:00 p.m. to 12:00 midnight five days per week on the days designated by the Chief of Police.~~

~~The duties of such Clerk shall include acting as Deputy Clerk of the Oberlin Municipal Court, such clerical duties as are assigned to the position by the Chief of Police, typing all police reports by copy or transcribing of dictaphone records, acting as secretary to the Chief of Police, filing arrest and accident cards, issuing warrants, handling waivers and forfeitures in the Oberlin Municipal Court and handling police communications by radio or telephone.~~

~~A minimum age of twenty-one years, the ability to take a limited amount of shorthand plus a typing skill of at least sixty words per minute shall be the minimum qualifications for such Clerk.~~

~~(Ord. 635 AC. Passed 4-28-69.)~~

~~(b) Additional Clerk. There is hereby established an additional position of Clerk in the Police Department. Such position shall have a forty-hour week, as designated by the Chief of Police.~~

~~The duties of such Clerk shall include acting as Deputy Clerk of the Oberlin Municipal Court, such clerical duties as are assigned to the position by the Chief of Police, typing all police reports by copy or transcribing of dictaphone records, acting as secretary to the Chief of Police, filing arrest and accident cards, issuing warrants, handling waivers and forfeitures in the Oberlin Municipal Court and handling police communications by radio or telephone.~~

~~A minimum age of twenty-one years and a typing skill of at least sixty words per minute shall be the minimum qualifications for such Clerk.~~

~~(Ord. 776 AC. Passed 4-19-71.)~~

141.07 SCHOOL CROSSING GUARDS.

There is hereby established the position of school crossing guard for the City.

The duties of the school crossing guard shall be to assist in the direction of traffic and, specifically, to guide school children across certain designated streets within the City. Performance of these duties shall be under the direction and supervision of the Police Department.

(Ord. 178 AC. Passed 9-19-60.)

141.08 PATROL OF CITY REAL ESTATE OUTSIDE CORPORATE LIMITS.

(a) In addition to the duties prescribed by the laws of the State and other ordinances of the City it shall be an additional duty of the City Police Department to patrol, inspect and protect the real property owned by the City outside the corporate limits of the City, such patrolling, inspection and protection to be determined by the Police Chief.

(b) The Police Department shall respond to all calls for police assistance originating from the real property owned by the City.

(Ord. 443 AC. Passed 1-17-66.)

141.09 IDENTIFICATION OFFICER.

(a) There is hereby created in the Police Department the position of Identification Officer. Initial appointment applicants shall be between twenty-one and forty years of age.

(b) The duties of the position shall be as follows:

(1) To perform record keeping, photography and other duties as designated by the Chief of Police, including the preparation of daily and monthly reports;

(2) To establish procedures and be in charge of and record all records of the Police Department, including case records, identification, juvenile, property, etc., and to transmit and receive radio calls;

(3) To be qualified under the Henry System of fingerprinting including the operation, filing and identification thereof;

(4) To be qualified and trained in the use of various types of camera equipment such as 35 mm press cameras, 4 x 5 copiers and the development and printing thereof and handling all phases of photography for the Police Department;

(5) In times of emergency, to act as a regular policeman for limited periods of time.
(Ord. 634 AC. Passed 4-28-69.)

141.10 PRIVATE POLICEMEN.

(a) The City Manager is hereby authorized to appoint private policemen within the City under the following rules and regulations:

- (1) They shall be members of the Oberlin College Security Department and shall within one year meet the Ohio Peace Officer minimum training standards.
- (2) They shall participate in the Police Department in-service training program.
- (3) They shall submit to and pass a routine background investigation.
- (4) If the private institution elects to arm certain members of its security force, such members are to comply with Police Department regulations as to the use of firearms.
- (5) They shall comply with the directives of the public relations officer of the Police Department.
- (6) They shall make periodic reports to the City Police Department as specified by the Chief of Police.
- (7) They shall wear a special distinctive uniform.

(b) The institution requesting the appointments shall execute a Hold Harmless Agreement with the City, agreeing to be responsible for all acts of the special policemen while on duty, and saving the City harmless from any and all claim demands; or it shall furnish an indemnity bond in favor of the City in an amount determined by the City Manager.

(Ord. 656 AC. Passed 10-6-69.)

141.11 ELIGIBILITY; PATROLMAN AND CADET.

(a) Any person who is ~~between twenty-one and thirty-six years of age, not having reached his thirty-sixth birthday and having reached his twenty-first birthday,~~ ^{OR OLDER} is eligible for original appointment to the Police Department as a Patrol Officer; provided that he passes all the necessary civil service and physical examinations.

~~(b) Any person who is between eighteen and twenty-one years of age is eligible for appointment as a Cadet Policeman to the Police Department upon completion of the necessary physical examination and civil service examination. The Cadet Policeman shall not carry or use firearms in the performance of his duties.~~

(Ord. 678 AC. Passed 1-19-70.)

141.12 AUXILIARY POLICE UNIT.

(a) Pursuant to Ohio R.C. 737.051, there is hereby authorized and established an auxiliary police unit within the Police Department of the City. Any person who is eighteen years of age or older shall be eligible for appointment to the Auxiliary Police Unit.

(Ord. 01-67AC. Passed 7-2-01.)

(b) The purpose of the unit shall be to assist the Police Department with routine duties and to provide additional assistance and manpower during emergency situations. The Auxiliary Police shall not carry firearms. They may carry batons, stun guns, chemical agents and other less-lethal weapons when trained by the Department. (Ord. 02-42AC. Passed 4-15-02.)

(c) The proposed "Auxiliary Police Unit Department Manual" is hereby approved and incorporated herein by reference.

(Ord. 1766AC. Passed 3-5-84.)

(d) Members of the Auxiliary Police Unit shall, in addition to all other duties, have the authority to issue citations for violations of City ordinances relating to motor vehicle parking regulations, bicycle operation regulations, garbage and refuse regulations and animal running at large or barking dog prohibitions.

(Ord. 91-48AC. Passed 7-1-91.)