

**CITY OF OBERLIN, OHIO**

**ORDINANCE No. 19-69 AC CMS**

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN RELATED TO THE LAW DEPARTMENT AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio:

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.

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: *t to amend the Oberlin Position Classification Plan as soon as possible in order to ensure the efficient operation of the Law Department*, and shall take effect immediately upon passage; and provided that it is elevated to emergency status by the affirmative vote of at least five members of Council and receives the affirmative vote of at least five members of Council upon final passage, it shall go into full force and effect from and immediately after its passage; otherwise, it shall take effect at the earliest period allowed by law.

PASSED: 1<sup>st</sup> Reading: November 4, 2019 :/ Passed on Emergency

2<sup>nd</sup> Reading: \_\_\_\_\_

3<sup>rd</sup> Reading: \_\_\_\_\_

ATTEST:



BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL



BRYAN BURGESS  
PRESIDENT OF COUNCIL

POSTED: 11/05/2019

EFFECTIVE DATE: 11/04/2019

**"EXHIBIT A"**

CPI Change from 2018 Data = 1.9%

**Mar-19**

**CITY OF OBERLIN  
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>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Chief                                       | E                 | U                    | 1                        | 7                | \$ 69,940        | \$ 113,330        |
| Captain                                     | E                 | CC                   | 0                        | 6                | \$ 59,646        | \$ 104,262        |
| Lieutenant                                  | E                 | CC                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Sergeant                                    | NE                | CC                   | 4                        | Union            |                  |                   |
| Patrol Officer                              | NE                | CC                   | 11                       | Union            |                  |                   |
| Administrative Support                      | NE                | U                    | 1                        |                  |                  |                   |
| Administrative Coordinator                  |                   |                      |                          | 3A               | \$ 22.76         | \$ 30.50          |
| Administrative Assistant                    |                   |                      |                          | 3B               | \$ 17.81         | \$ 23.38          |
| Dispatcher                                  | NE                | CN                   | 6                        | Union            |                  |                   |
| Records Coordinator                         | NE                | CN                   | 1                        | 3                | \$ 17.81         | \$ 30.50          |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>25</b>                |                  |                  |                   |

**FIRE DEPARTMENT**

| <u>Job Title</u>                            | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Chief                                       | E                 | U                    | 1                        | 7                | \$ 69,940        | \$ 113,330        |
| Assistant Chief                             | E                 | CC                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Firefighter/Driver                          | NE                | CC                   | 3                        | 3                | \$ 17.81         | \$ 30.50          |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>5</b>                 |                  |                  |                   |

**CLERK OF COUNCIL'S DEPARTMENT**

| <u>Job Title</u>                            | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Clerk of Council's Assistant                | NE                | U                    | 1                        | 3                | \$ 17.81         | \$ 30.50          |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>1</b>                 |                  |                  |                   |

**FINANCE DEPARTMENT**

| <u>Job Title</u>                            | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Finance Assistant                           | NE                | U                    | 4                        | 5                | \$ 24.46         | \$ 41.68          |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>4</b>                 |                  |                  |                   |

**LAW DEPARTMENT**

| <u>Job Title</u>                            | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Administrative Assistant                    | NE                | U                    | 1                        | 3                | \$ 17.81         | \$ 30.50          |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>1</b>                 |                  |                  |                   |

**ADMINISTRATION DEPARTMENT**

| <u>Job Title</u>                            | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Sustainability Coordinator                  | E                 | CN                   | 1                        | 5                | \$ 50,867        | \$ 86,714         |
| Code Administrator                          | E                 | CN                   | 1                        | 5                | \$ 50,867        | \$ 86,714         |
| Administrative Support                      | NE                | U                    | 1                        |                  |                  |                   |
| Administrative Coordinator                  |                   |                      |                          | 3A               | \$ 22.76         | \$ 30.50          |
| Administrative Assistant                    |                   |                      |                          | 3B               | \$ 17.81         | \$ 23.38          |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>3</b>                 |                  |                  |                   |

**HUMAN RESOURCES DEPARTMENT**

| <u>Job Title</u>                                     | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|--|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Assistant City Manager/Human Resources Administrator | E                 | U                    | 1                        | 7                | \$ 69,940        | \$ 113,330        |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>          |                   |                      | <b>1</b>                 |                  |                  |                   |

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

| <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number</u> | <u>Pay</u> | <u>Range</u> | <u>Range</u> |
|-------------------|----------------------|---------------|------------|--------------|--------------|
|-------------------|----------------------|---------------|------------|--------------|--------------|

| <u>Job Title</u>                            | <u>Class</u> | <u>Service</u> | <u>Authorized</u> | <u>Grade</u> | <u>Low</u> | <u>High</u> |
|---|--------------|----------------|-------------------|--------------|------------|-------------|
| Administrative Support                      | NE           | U              | 1                 |              |            |             |
| Administrative Coordinator                  |              |                |                   | 3A           | \$ 22.76   | \$ 30.50    |
| Administrative Assistant                    |              |                |                   | 3B           | \$ 17.81   | \$ 23.38    |
| Director of Planning & Development          | E            | U              | 1                 | 7            | \$ 69,940  | \$ 113,330  |
| Recreation Superintendent                   | E            | CN             | 1                 | 6            | \$ 59,646  | \$ 104,262  |
| Recreation Coordinator                      | NE           | CN             | 1                 | 4            | \$ 20.88   | \$ 34.74    |
| Community Planner                           | E            | CN             | 1                 | 5            | \$ 50,868  | \$ 86,714   |
| Economic Development & Housing Officer      | E            | CN             | 1                 | 6            | \$ 59,646  | \$ 104,262  |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |              |                | <b>6</b>          |              |            |             |

**PUBLIC WORKS DEPARTMENT**

| <u>Job Title</u>                            | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Public Works Director                       | E                 | U                    | 1                        | 7                | \$ 69,940        | \$ 113,330        |
| Engineer                                    | E                 | CN                   | 1                        | 7                | \$ 69,940        | \$ 113,330        |
| General Maintenance Superintendent          | E                 | CN                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Water Superintendent                        | E                 | CN                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Assistant Water Superintendent              | E                 | CN                   | 1                        | 5                | \$ 50,868        | \$ 86,714         |
| Buildings & Grounds Superintendent          | E                 | CN                   | 1                        | 5                | \$ 50,868        | \$ 86,714         |
| Wastewater Superintendent                   | E                 | CN                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Storm Water Coordinator                     | E                 | CN                   | 1                        | 5                | \$ 50,867        | \$ 86,714         |
| Administrative Support                      | NE                | U                    | 1                        |                  |                  |                   |
| Administrative Coordinator                  |                   |                      |                          | 3A               | \$ 22.76         | \$ 30.50          |
| Administrative Assistant                    |                   |                      |                          | 3B               | \$ 17.81         | \$ 23.38          |
| Information Systems Manager                 | NE                | CN                   | 1                        | 5                | \$ 24.46         | \$ 41.68          |
| 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                   | 11                       | Union            |                  |                   |
| Field Maintenance Specialist                | NE                | CN                   | 1                        | Union            |                  |                   |
| Collection Operator                         | NE                | CN                   | 3                        | Union            |                  |                   |
| Water Distribution Operator                 | NE                | CN                   | 4                        | Union            |                  |                   |
| Water Plant Operator                        | NE                | CN                   | 5                        | Union            |                  |                   |
| Wastewater Operator                         | NE                | CN                   | 4                        | Union            |                  |                   |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>47</b>                |                  |                  |                   |

**ELECTRIC DEPARTMENT**

| <u>Job Title</u>                                     | <u>FLSA Class</u> | <u>Civil Service</u> | <u>Number Authorized</u> | <u>Pay Grade</u> | <u>Range Low</u> | <u>Range High</u> |
|--|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| OMLPS Director                                       | E                 | U                    | 1                        | 7                | \$ 69,940        | \$ 113,330        |
| Energy Services & Sustainability Initiatives Manager | E                 | CN                   | 0                        | 6                | \$ 59,646        | \$ 104,262        |
| Distribution Superintendent                          | E                 | CN                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Plant Superintendent                                 | E                 | CN                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Technical Services Superintendent                    | E                 | CN                   | 1                        | 6                | \$ 59,646        | \$ 104,262        |
| Administrative Support                               | NE                | U                    | 1                        |                  |                  |                   |
| Administrative Coordinator                           |                   |                      |                          | 3A               | \$ 22.76         | \$ 30.50          |
| Administrative Assistant                             |                   |                      |                          | 3B               | \$ 17.81         | \$ 23.38          |
| 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                        |                  |                  |                   |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>          |                   |                      | <b>20</b>                |                  |                  |                   |

**TOTAL FULL-TIME POSITIONS AUTHORIZED 113**

NOTES:  
NO CURRENT POSITION 1 \$12.92 \$19.52

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