

City of Oberlin, Ohio

ORDINANCE No. 19-79 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN RELATING TO THE PLANNING 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: *to amend the Oberlin Position Classification Plan as soon as possible in order to ensure the efficient operation of the Planning 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: 1st Reading: December 16, 2019 (E)

2nd Reading: _____

3rd Reading: _____

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



BRYAN BURGESS
PRESIDENT OF COUNCIL

POSTED: 12/17/2019

EFFECTIVE DATE: 12/16/2019

"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
TOTAL NUMBER OF POSITIONS AUTHORIZED			25			

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
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			

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
TOTAL NUMBER OF POSITIONS AUTHORIZED			1			

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
TOTAL NUMBER OF POSITIONS AUTHORIZED			4			

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
TOTAL NUMBER OF POSITIONS AUTHORIZED			1			

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
Recreation Superintendent	E	CN	1	6	\$ 59,646	\$ 104,262
Recreation Coordinator	NE	CN	1	4	\$ 20.88	\$ 34.74
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 22.76	\$ 30.50
Administrative Assistant				3B	\$ 17.81	\$ 23.38
TOTAL NUMBER OF POSITIONS AUTHORIZED			4			

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
TOTAL NUMBER OF POSITIONS AUTHORIZED			1			

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>
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<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>
Director of Planning & Development	E	U	1	7	\$ 69,940	\$ 113,330
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 22.76	\$ 30.50
Administrative Assistant				3B	\$ 17.81	\$ 23.38
Code Administrator	E	CN	1	5	\$ 50,867	\$ 86,714
Community Planner	E	CN	1	5	\$ 50,868	\$ 86,714
Economic Development & Housing Officer	E	CN	1	6	\$ 59,646	\$ 104,262
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			

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		
TOTAL NUMBER OF POSITIONS AUTHORIZED			47			

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			
TOTAL NUMBER OF POSITIONS AUTHORIZED			20			
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