

**ORDINANCE NO. 09-05 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 Oberlin Position Classification Plan as soon as possible in order to ensure the efficient operation of the City Departments” ,*


And shall take effect immediately upon passage.

**PASSED:** 1<sup>st</sup> Reading – January 20, 2009  
2<sup>nd</sup> Reading – February 2, 2009 (A)(E)  
3<sup>rd</sup> Reading –

*Building and Grounds Superintendent  
position deleted from page 3 of Exhibit A.*

**ATTEST:**

  
Belinda Anderson  
CLERK OF COUNCIL

  
David Sonner  
PRESIDENT OF COUNCIL

POSTED: 2/03/2009

EFFECTIVE DATE: 2/02/2009

**"EXHIBIT A"**

(Revised for Calendar Year 2009 as Amended January 2009)

**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                | \$59,122   | \$95,801    |
| Captain                                     | E                 | CC                   | 0                        | 6                | \$50,419   | \$88,136    |
| Lieutenant                                  | E                 | CC                   | 2                        | 6                | \$50,419   | \$88,136    |
| Sergeant                                    | NE                | CC                   | 4                        | Union            |            |             |
| Patrol Officer                              | NE                | CC                   | 11                       | Union            |            |             |
| Administrative Support                      | NE                | U                    | 1                        |                  | \$19.24    | \$25.79     |
| Administrative Coordinator                  |                   |                      |                          | 3A               |            |             |
| Administrative Assistant                    | NE                | CN                   | 4                        | 3B               | \$15.04    | \$19.76     |
| Dispatcher                                  | NE                | CN                   |                          | Union            |            |             |
| Records Administrator                       | NE                | CN                   | 1                        | Union            |            |             |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | 23                       |                  |            |             |

**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                | \$59,122   | \$95,801    |
| Assistant Chief                             | E                 | CC                   | 1                        | 6                | \$50,419   | \$88,136    |
| Firefighter/Driver                          | NE                | CC                   | 3                        | 3                | \$15.04    | \$25.79     |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | 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                | \$20.67    | \$35.24     |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | 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                | \$50,419   | \$88,136    |
| Administrative Support     | NE                | U                    | 1                        | 3A               | \$19.24    | \$25.79     |
| Administrative Coordinator |                   |                      |                          | 3B               | \$15.04    | \$19.76     |

TOTAL NUMBER OF POSITIONS AUTHORIZED 2

**HUMAN RESOURCES 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> |
|--|-------------------|----------------------|--------------------------|------------------|------------|-------------|
| Assistant City Manager/<br>Human Resources Administrator | E                 | U                    | 1                        | 7                | \$59,122   | \$95,801    |

TOTAL NUMBER OF POSITIONS AUTHORIZED 1

**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 Support                    | NE                | U                    | 2                        | 3A               | \$19.24    | \$25.79     |
| Administrative Coordinator                |                   |                      |                          | 3B               | \$15.04    | \$19.76     |
| Administrative Assistant                  |                   |                      |                          | 7                | \$59,122   | \$95,801    |
| Director of Planning & Development        | E                 | U                    | 1                        | 5                | \$43,000   | \$73,301    |
| Recreation Program Coordinator            | E                 | CN                   | 1                        | 2                | \$12.82    | \$19.35     |
| Recreation Assistant                      | NE                | CN                   | 1                        | 5                | \$43,000   | \$73,301    |
| Community Planner                         | E                 | CN                   | 1                        |                  |            |             |
| Economic & Housing<br>Development Officer | E                 | CN                   | 1                        | 6                | \$50,419   | \$88,136    |

TOTAL NUMBER OF POSITIONS AUTHORIZED 7

**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                | \$59,122   | \$95,801    |
| Engineer/Underground Supt.                  | E                 | CN                   | 1                        | 7                | \$59,122   | \$95,801    |
| General Maintenance Supt.                   | E                 | CN                   | 1                        | 6                | \$50,419   | \$88,136    |
| Water Superintendent                        | E                 | CN                   | 1                        | 6                | \$50,419   | \$88,136    |
| Wastewater Superintendent                   | E                 | CN                   | 1                        | 6                | \$50,419   | \$88,136    |
| Buildings & Grounds Superintendent          | E                 | CN                   | 1                        | 5                | \$43,000   | \$73,301    |
| Administrative Support                      | NE                | U                    | 1                        |                  |            |             |
| Administrative Coordinator                  |                   |                      |                          | 3A               | \$19.24    | \$25.79     |
| Administrative Assistant                    |                   |                      |                          | 3B               | \$15.04    | \$19.76     |
| Information Systems Manager                 | NE                | CN                   | 1                        | 5                | \$20.67    | \$35.24     |
| 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                   | 10                       | 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            |            |             |
| <b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b> |                   |                      | <b>40</b>                |                  |            |             |

**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                | \$59,122   | \$95,801    |

|                                   |    |    |   |       |          |          |
|-----------------------------------|----|----|---|-------|----------|----------|
| Utility Services Manager          | E  | CN | 1 | 5     | \$43,000 | \$73,301 |
| Distribution Superintendent       | E  | CN | 1 | 6     | \$50,419 | \$88,136 |
| Plant Superintendent              | E  | CN | 1 | 6     | \$50,419 | \$88,136 |
| Technical Services Superintendent | E  | CN | 1 | 6     | \$50,419 | \$88,136 |
| Administrative Support            | NE | U  | 1 |       |          |          |
| Administrative Coordinator        |    |    |   | 3A    | \$19.24  | \$25.79  |
| Administrative Assistant          |    |    |   | 3B    | \$15.04  | \$19.76  |
| 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 103

NOTES:

NO CURRENT POSITION  
NO CURRENT POSITION

1 \$10.93 \$16.49  
4 \$17.64 \$29.37

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 |