

CITY OF OBERLIN, OHIO

ORDINANCE No. 18-12 AC CMS

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

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, not less than five-sevenths (5/7ths) of all members elected thereto concurring:

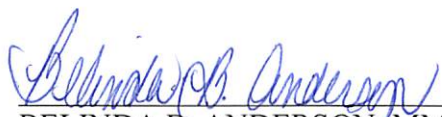
SECTION 1. That the City of Oberlin Position Classification Plan for regular full-time City employees is hereby amended to read as set forth in Exhibit A hereto and incorporated herein by reference.

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: 1st Reading: March 5, 2018 (E)
2nd Reading: _____
3rd Reading: _____

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



BRYAN L. BURGESS
PRESIDENT OF COUNCIL

POSTED: 03/06/2018

EFFECTIVE DATE: 03/05/2018

"EXHIBIT A"
CPI Change from 2017 Data = 1.7%
Mar-18

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 | \$ 68,636 | \$ 111,217 |
| Captain | E | CC | 0 | 6 | \$ 58,533 | \$ 102,318 |
| Lieutenant | E | CC | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Sergeant | NE | CC | 4 | Union | | |
| Patrol Officer | NE | CC | 11 | Union | | |
| Administrative Support | NE | U | 1 | | | |
| Administrative Coordinator | | | | 3A | \$ 22.33 | \$ 29.93 |
| Administrative Assistant | | | | 3B | \$ 17.48 | \$ 22.94 |
| Dispatcher | NE | CN | 6 | Union | | |
| Records Administrator | NE | CN | 0 | Union | | |
| TOTAL NUMBER OF POSITIONS AUTHORIZED | | | 24 | | | |

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 | \$ 68,636 | \$ 111,217 |
| Assistant Chief | E | CC | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Firefighter/Driver | NE | CC | 3 | 3 | \$ 17.46 | \$ 29.93 |
| 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>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Finance Assistant | NE | U | 4 | 5 | \$ 24.00 | \$ 40.90 |
| 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>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Code Administrator | E | CN | 0 | 6 | \$ 58,533 | \$ 102,318 |
| Administrative Support | NE | U | 1 | | | |
| Administrative Coordinator | | | | 3A | \$ 22.33 | \$ 29.93 |
| Administrative Assistant | | | | 3B | \$ 17.48 | \$ 22.94 |
| TOTAL NUMBER OF POSITIONS AUTHORIZED | | | 1 | | | |

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 | \$ 68,636 | \$ 111,217 |
| 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>Range Low</u> | <u>Range High</u> |
|------------------------------------|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Administrative Support | NE | U | 2 | | | |
| Administrative Coordinator | | | | 3A | \$ 22.33 | \$ 29.93 |
| Administrative Assistant | | | | 3B | \$ 17.48 | \$ 22.94 |
| Director of Planning & Development | E | U | 1 | 7 | \$ 68,636 | \$ 111,217 |
| Recreation Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Recreation Coordinator | NE | CN | 1 | 4 | \$ 20.49 | \$ 34.09 |
| Community Planner | E | CN | 1 | 5 | \$ 49,919 | \$ 85,097 |

| | | | | | | |
|---|---|----|----------|---|-----------|------------|
| Economic Development & Housing Officer | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| 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>Range Low</u> | <u>Range High</u> |
|---|-------------------|----------------------|--------------------------|------------------|------------------|-------------------|
| Public Works Director | E | U | 1 | 7 | \$ 68,636 | \$ 111,217 |
| Engineer | E | CN | 1 | 7 | \$ 68,636 | \$ 111,217 |
| General Maintenance Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Water Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Assistant Water Superintendent | E | CN | 1 | 5 | \$ 49,919 | \$ 85,097 |
| Buildings & Grounds Superintendent | E | CN | 1 | 5 | \$ 49,919 | \$ 85,097 |
| Wastewater Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Administrative Support | NE | U | 1 | | | |
| Administrative Coordinator | | | | 3A | \$ 22.33 | \$ 29.93 |
| Administrative Assistant | | | | 3B | \$ 17.48 | \$ 22.94 |
| Information Systems Manager | NE | CN | 1 | 5 | \$ 24.00 | \$ 40.90 |
| 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 | 2 | 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 | | | 45 | | | |

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 | \$ 68,636 | \$ 111,217 |
| Energy Services & Sustainability Initiatives Manager | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Distribution Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Plant Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Technical Services Superintendent | E | CN | 1 | 6 | \$ 58,533 | \$ 102,318 |
| Administrative Support | NE | U | 1 | | | |
| Administrative Coordinator | | | | 3A | \$ 22.33 | \$ 29.93 |
| Administrative Assistant | | | | 3B | \$ 17.48 | \$ 22.94 |
| 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 | 108 |
|---|------------|

NOTES:
NO CURRENT POSITION 1 \$12.68 \$19.16

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