

CITY OF OBERLIN, OHIO

ORDINANCE No. 18-18 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN RELATED TO THE CLERK OF COUNCIL'S 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 19, 2018 (E)
2nd Reading: _____
3rd Reading: _____

ATTEST:


BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL


BRYAN V. BURGESS
PRESIDENT OF COUNCIL

POSTED: 03/20/2018

EFFECTIVE DATE: 03/19/2018

"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	\$ 17.48	\$ 29.93
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			

CLERK OF COUNCIL'S OFFICE

<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	\$ 17.48	\$ 29.93
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	\$ 24.00	\$ 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 109

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
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CITY OF OBERLIN JOB DESCRIPTION
Clerk of Council's Assistant

Title:	Clerk of Council's Assistant	Department:	Clerk of Council's Office
Supervisor:	Clerk of Council	Positions Supervised:	None
Status:	Part-time or Full-time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	3
Schedule:	Regular business hours, evening meetings and other overtime as assigned.		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of duties: Provides clerical and administrative support to the Clerk of Council and assists in various administrative functions, including but not limited to budget development and administration, reporting and recordkeeping, document preparation, record management and retention, research and basic statistical analyses, purchasing, contract administration and project/event planning/coordination. The position also may require providing clerical and administrative support to various boards and commissions. The position requires extensive interactions with other City employees and officials, representatives of various community groups, other government entities, and boards and commissions. The position requires a high level of organizational skills, the ability to work independently with discretion and to take initiative within the operations of the department. Performs duties of the Clerk of Council as needed or directed.

Minimum Qualifications: Requires a high school diploma or GED, and at least five (5) years of previous experience in a similar position including clerical duties and customer service experience, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job duties: (Essential functions are identified by an *; and are based on actual assignment)

1. Clerical Support (30-50%)

- a. Answers telephone, directs calls, takes messages and responds to inquiries as needed*
- b. Greets visitors and responds to inquiries and concerns as needed*

- c. Performs routine office procedures including photocopying, faxing, collating and distributing documentation and processing mail*
- d. Operates standard office equipment*
- e. Proofreads correspondence, legislation and reports to ensure accuracy*
- f. Drafts routine correspondences and proclamations under general direction*
- g. Maintains boards and commissions calendar of meetings and reservations of conference rooms and Council Chambers*
- h. Types and operates computer utilizing various software, including word processing and spreadsheets*
- i. Maintains office supply inventory; places orders as needed
- j. Coordinates distribution and legal posting of legislation enacted by Council*
- k. Establishes and maintains files and legal records, including general files, correspondence files, assessed project files, proceedings of Council and original legislative journals*

2. Provides administrative support to Clerk of Council (30-50%)

- a. Prepares documents in accordance with Ohio Revised Code and Sunshine Laws*
- b. Assists Council members in conducting research of files and records; researches, retrieves, compiles and organizes information as requested*
- c. Prepares and maintains files of complaints filed with Council members; maintains reporting and tracking system of complaints and requests; tracks responses and actions to ensure effective resolution of issues
- d. Prepares, updates and amends ordinances and resolutions for permanent journals
- e. Prepares minutes of meetings as needed*
- f. Transfers legislation to permanent journals, ensures legislation is valid and certified*
- g. Assists in preparation of legal notices for publications per legal requirements*
- h. Performs duties of Clerk as needed or directed, including attending meetings and recording proceedings*
- i. Assist with the management of content for Clerk of Council, City Council and various boards and commissions web presence *
- j. Assist the Clerk of Council in keeping accurate records for all board and commission appointments*

3. Performs other duties as directed. (20%)

- a. Maintains and increases knowledge and skills through attendance at meetings and training seminars*
- b. Performs various other duties as may be assigned*

Required Knowledge, Skills and Abilities:

- Knowledge of City of Oberlin policies and procedures
- Knowledge of Ohio Public Records Laws and related regulations
- Knowledge of standard business practices and procedures
- Knowledge of procedures regarding Oberlin City Council and various boards and commissions
- Proficient understanding of the fundamentals of records retention schedules
- Proficient Skills to perform word processing and data entry operations
- Ability to offer support and training to staff using the automated agenda software system

- Ability to establish and maintain effective working relationships with supervisor, co-workers and Council members
- Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, business writing and provide effective customer service
- Ability to operate computer software to perform word processing, spreadsheet and database management programs
- Ability to research problems, collect and organize information
- Ability to multi-task and respond to shifting priorities
- Ability to define problems, collect data, establish facts and draw conclusions
- Ability to communicate effectively in both verbal and written forms
- Ability to establish and maintain accurate and current records and reports
- Ability to maintain confidentiality and exercise discretion
- Ability to see, hear, sit for extended periods of time and operate standard office equipment including computer, telephone, fax/copy machines requiring manual dexterity

Work Situation Factors: Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls. Walking, standing or sitting for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching. Position requires competing demands; may require occasional work beyond normal business hours.

SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Brian Reynolds 3/20/2018
Employee Signature/Date

Melinda B. Anderson 3/20/2018
Appointing Authority Signature/Date

Rosalind Watson 3/20/2018
Human Resources Signature/Date

[Signature] 3/20/2018
Law Director/Date

Reviewed by Civil Service Comm.: 3/14/18
Reviewed by City Council: N/A