

**CITY OF OBERLIN, OHIO**

**ORDINANCE No. 18-20 AC CMS**

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN RELATED TO THE OBERLIN POLICE 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: 1<sup>st</sup> Reading: April 2, 2018 (E)  
2<sup>nd</sup> Reading: \_\_\_\_\_  
3<sup>rd</sup> Reading: \_\_\_\_\_

ATTEST:

  
BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL

  
BRYAN BURGESS  
PRESIDENT OF COUNCIL

POSTED: 04/03/2018

EFFECTIVE DATE: 04/02/2018

**“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**

<b>POLICE DEPARTMENT</b>							
<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			
<del>Records Administrator</del>	<del>NE</del>	<del>CN</del>	<del>0</del>	<del>Union</del>			
Records Coordinator	NE	CN	1	3	\$ 17.48	\$ 29.93	
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>25</b>				

<b>FIRE DEPARTMENT</b>							
<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	
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>5</b>				

<b>CLERK OF COUNCIL'S OFFICE</b>							
<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	
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>				

<b>FINANCE DEPARTMENT</b>							
<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	
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>4</b>				

<b>ADMINISTRATION DEPARTMENT</b>							
<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	
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>				

<b>HUMAN RESOURCES DEPARTMENT</b>							
<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	
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>				

<b>DEPARTMENT OF PLANNING AND DEVELOPMENT</b>							
<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
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>7</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	\$ 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		
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>45</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	\$ 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			
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>21</b>			

**TOTAL FULL-TIME POSITIONS AUTHORIZED 110**

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

**CITY OF OBERLIN JOB DESCRIPTION**  
**Records Coordinator**

<b>Title:</b>	Records Coordinator	<b>Department:</b>	Police
<b>Supervisor:</b>	Police Chief	<b>Positions Supervised:</b>	None
<b>Status:</b>	Full-Time	<b>Civil Service Status:</b>	Classified/ Non-Competitive
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Schedule:</b>	As directed by Police Chief
<b>Pay Grade:</b>	3		

*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:**

The Records Coordinator serves as the City's administrator of the Police Department records. The Records Coordinator is responsible for managing all records generated by the Police Department, fulfilling public records requests, managing all police audio and video evidence, liaising with local and county court systems, preparing cases for court, compiling statistical data for intelligence led policing functions, standardizing police reports and data entries, and fulfilling state and federal reporting requirements. The position performs various clerical and administrative duties in the department.

The Records Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Records Coordinator shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

**Minimum Qualifications:**

Requires a high school diploma or GED and at least five years of previous experience in a clerical or administrative position involving public records administration and automated document control systems, or an equivalent combination of education and experience which provides the necessary knowledge, skills and abilities to perform the work. Educational background and/or previous experience in the criminal justice field is preferred. The position requires a valid state of Ohio driver's license.

Must pass a police criminal convictions records check, background investigation, psychological exam and polygraph exam, and pre-employment drug screen prior to hire. 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 "\*\*")*

- Reads, codes, enters, retrieves and verifies information in Police Department's computerized records system\*
- Prepares, creates and generates routine reports of information from records database systems for local, state and federally mandated reports\*
- Responds to inquiries and provides customer service at reception area
- Assists customers with requests for public records; researches records and information as needed to respond to requests\*
- Performs various routine clerical procedures including typing, filing, data entry, researching information and responding to inquiries\*
- Assists department personnel as needed with technical issues regarding records system
- Establishes and maintains record keeping procedures to ensure public and police records are maintained according to established guidelines and regulations\*
- Collaborates with City Records Commission and/or City Clerk to coordinate disposal of records\*
- Maintains records storage facility to ensure efficient access to stored records
- Attends various training opportunities to maintain current awareness of public records laws and other related regulations\*
- Performs additional duties as needed or assigned

**Required Knowledge, Skills and Abilities:**

- Knowledge of the City of Oberlin and Police Department policies and procedures
- Knowledge of basic computer hardware and software components and operations
- Knowledge of criminal justice methods, procedures and programs
- Knowledge of NCIC, NLETS and LEADS systems, rules, regulations, broadcast message procedures and related guidelines including regulations regarding access and use of the system
- Knowledge of security procedures and computer personnel working directly or indirectly with the computer system
- Knowledge of Ohio Public Records laws and other related regulations
- Ability to operate standard office equipment
- Ability to read, understand, code and enter data from various reports and other sources of information
- Ability to review information and create/generate various computer reports
- Ability to establish and maintain effective working relationships with co-workers, supervisors, representatives of various private and public entities, and the general public
- Ability to communicate effectively in both oral and written forms
- Analytical, problem-resolution and organizational and negotiation skills

**Licenses and/or Certifications: (City provides training)**

- LEADS (Law Enforcement Automated Data System) Certification
- Uniform Crime Reporting (UCR) / National Incident-Based Reporting System (NIBRS) Training
- Jail Training
- CPR/First Aid
- Self-Defense

**Work Situation Factors:**

Standard office equipment, communications equipment, and protective and safety equipment is utilized in the job. 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 performing routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching are routinely performed in the job. Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

*Jana Gentile* 4/5/18  
Employee Signature/Date

*Ronald Weber* 4/4/18  
Human Resources Signature/Date

*W. H. Allen*  
Appointing Authority Signature/Date

*[Signature]*  
Supervisor Signature/Date

*[Signature]*  
Law Director Signature/Date

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