

CITY OF OBERLIN, OHIO

ORDINANCE No. 21-41 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN TO INCORPORATE THE POSITION OF COMMUNICATIONS MANAGER IN THE ADMINISTRATION DEPARTMENT AS AN EMERGENCY MEASURE

WHEREAS, a job description for the full-time position of Communications Manager within the Administration Department has been established; and

WHEREAS, it is necessary to amend the City of Oberlin Position Classification Plan for regular full-time City employees to accommodate the position of Communications Manager.


NOW THEREFORE, 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 Administration Department 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: June 21, 2021
 2nd Reading: _____
 3rd Reading: _____



ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



LINDA SLOCUM
PRESIDENT OF COUNCIL

POSTED: 06/22/2021

EFFECTIVE DATE: 06/21/2021

"EXHIBIT A"

CPI Change from 2020 Data = 1.0%

1.01

Mar-21

**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	\$ 71,699	\$ 116,180
Captain	E	CC	0	6	\$ 61,146	\$ 106,885
Lieutenant	E	CC	1	6	\$ 61,146	\$ 106,885
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	11	Union		
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 23.33	\$ 31.27
Administrative Assistant				3B	\$ 18.26	\$ 23.97
Dispatcher	NE	CN	6	Union		
Records Coordinator	NE	CN	1	3	\$ 18.26	\$ 31.27
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	\$ 71,699	\$ 116,180
Assistant Chief	E	CC	1	6	\$ 61,146	\$ 106,885
Firefighter/Driver	NE	CC	3	3	\$ 18.26	\$ 31.27
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	\$ 18.26	\$ 31.27
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	\$ 25.07	\$ 42.73
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	\$ 18.26	\$ 31.27
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	\$ 52,147	\$ 88,895
Recreation Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Recreation Coordinator	NE	CN	1	4	\$ 21.41	\$ 35.61
Information Technology Manager	E	CN	1	6	\$ 61,146	\$ 106,885
Communications Manager	E	CN	1	5	\$ 52,147	\$ 88,895
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 23.33	\$ 31.27
Administrative Assistant				3B	\$ 18.26	\$ 23.97
TOTAL NUMBER OF POSITIONS AUTHORIZED			6			

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	\$ 71,699	\$ 116,180
TOTAL NUMBER OF POSITIONS AUTHORIZED			1			

DEPARTMENT OF PLANNING AND DEVELOPMENT

<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</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>
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 23.33	\$ 31.27
Administrative Assistant				3B	\$ 18.26	\$ 23.97
Director of Planning & Development	E	U	1	7	\$ 71,699	\$ 116,180
Code Administrator	E	CN	1	5	\$ 52,147	\$ 88,895
Community Planner	E	CN	1	5	\$ 52,147	\$ 88,895
Economic Development & Housing Officer	E	CN	1	6	\$ 61,146	\$ 106,885
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	\$ 71,699	\$ 116,180
Engineer	E	CN	1	7	\$ 71,699	\$ 116,180
Engineering Tech	E	CN	1	5	\$ 52,147	\$ 88,895
General Maintenance Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Water Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Assistant Water Superintendent	E	CN	1	5	\$ 52,147	\$ 88,895
Buildings & Grounds Superintendent	E	CN	1	5	\$ 52,147	\$ 88,895
Wastewater Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Storm Water Coordinator	E	CN	1	5	\$ 52,147	\$ 88,895
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 23.33	\$ 31.27
Administrative Assistant				3B	\$ 18.26	\$ 23.97
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	\$ 71,699	\$ 116,180
Energy Services & Sustainability Initiatives Manager	E	CN	0	6	\$ 61,146	\$ 106,885
Distribution Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Plant Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Technical Services Superintendent	E	CN	1	6	\$ 61,146	\$ 106,885
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 23.33	\$ 31.27
Administrative Assistant				3B	\$ 18.26	\$ 23.97
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			115			

NOTES:
NO CURRENT POSITION 1 \$13.25 \$20.02

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