

**CITY OF OBERLIN, OHIO**

**ORDINANCE No. 23-24 AC CMS**

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN RELATING TO THE FIRE DEPARTMENT AS AN EMERGENCY MEASURE

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 to ensure the efficient operation of the Fire 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: 1<sup>st</sup> Reading: March 20, 2023 (Adopted)

2<sup>nd</sup> Reading: \_\_\_\_\_

3<sup>rd</sup> Reading: \_\_\_\_\_

ATTEST:



BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL



BRYAN BURGESS  
PRESIDENT OF COUNCIL

POSTED: 03/21/2023

EFFECTIVE DATE: 03/20/2023

"EXHIBIT A"  
CPI Change from 2022 Data = 8.0%

Mar-23

**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	\$ 81,385	\$ 131,874
Captain	E	CC	0	6	\$ 69,405	\$ 121,323
Lieutenant	E	CC	1	6	\$ 69,405	\$ 121,323
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	11	Union		
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 26.48	\$ 35.49
Administrative Assistant				3B	\$ 20.73	\$ 27.20
Dispatcher	NE	CN	6	Union		
Records Coordinator	NE	CN	1	3	\$ 20.73	\$ 35.49
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>25</b>			

**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	\$ 81,385	\$ 122,106
Assistant Chief	E	CC	1	6	\$ 69,405	\$ 121,323
Firefighter/Driver	NE	CC	4	3	\$ 20.73	\$ 35.49
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>6</b>			

**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	\$ 20.73	\$ 35.49
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			

**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	\$ 28.46	\$ 48.50
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>4</b>			

**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	\$ 20.72	\$ 35.49
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			

**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	\$ 59,191	\$ 100,903
Communications Manager	E	CN	1	5	\$ 59,191	\$ 100,903
Information Technology Manager	E	CN	1	6	\$ 69,406	\$ 121,323
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 26.48	\$ 35.49
Administrative Assistant				3B	\$ 20.73	\$ 27.20
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>4</b>			

**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	\$ 81,385	\$ 131,874
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			

**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	1			
Administrative Coordinator				3A	\$ 26.48	\$ 35.49
Administrative Assistant				3B	\$ 20.73	\$ 27.20
Director of Planning & Development	E	U	1	7	\$ 81,385	\$ 131,874

Code Administrator	E	CN	1	5	\$ 59,191	\$ 100,903
Equity Coordinator	E	CN	1	5	\$ 59,191	\$ 100,903
Community Planner	E	CN	1	5	\$ 59,191	\$ 100,903
Economic Development & Housing Officer	E	CN	1	6	\$ 69,405	\$ 121,323
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>6</b>			

**RECREATION DEPARTMENT**

Job Title

Recreation Director	E	U	1	7	\$ 81,385	\$ 131,874
Recreation Coordinator	NE	CN	1	4	\$ 24.30	\$ 40.42
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>2</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	\$ 81,385	\$ 131,874
Engineer	E	CN	1	7	\$ 81,385	\$ 131,874
Engineering Tech	E	CN	1	5	\$ 59,191	\$ 100,903
General Maintenance Superintendent	E	CN	1	6	\$ 69,405	\$ 121,323
Water Superintendent	E	CN	1	6	\$ 69,405	\$ 121,323
Assistant Water Superintendent	E	CN	1	5	\$ 59,191	\$ 100,903
Buildings & Grounds Superintendent	E	CN	1	5	\$ 59,191	\$ 100,903
Wastewater Superintendent	E	CN	1	6	\$ 69,405	\$ 121,323
Storm Water Coordinator	E	CN	1	5	\$ 59,191	\$ 100,903
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 26.48	\$ 35.49
Administrative Assistant				3B	\$ 20.73	\$ 27.20
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		
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>47</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	\$ 81,385	\$ 131,874
Energy Services & Sustainability Initiatives Manager	E	CN	0	6	\$ 69,405	\$ 121,323
Distribution Superintendent	E	CN	1	6	\$ 69,405	\$ 121,323
Plant Superintendent	E	CN	1	6	\$ 69,405	\$ 121,323
Technical Services Superintendent	E	CN	1	6	\$ 69,405	\$ 121,323
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 26.48	\$ 35.49
Administrative Assistant				3B	\$ 20.73	\$ 27.20
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>20</b>			

**TOTAL FULL-TIME POSITIONS AUTHORIZED 117**

NOTES:

NO CURRENT POSITION 1 \$15.04 \$22.72

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