

## CITY OF OBERLIN, OHIO

### ORDINANCE No. 25-16 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN TO PROVIDE FOR THE POSITION OF COMMUNITY LIAISON TO GO INTO IMMEDIATE EFFECT

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 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. To provide consistency in the reporting structure within the City administration and provided that at least five (5) members of the Council determine by motion, this Ordinance shall go into full force and effect immediately after its passage; otherwise, it shall take effect on the earliest date allowed by law.

PASSED: 1st Reading: March 17, 2025

2nd Reading: \_\_\_\_\_

3rd Reading: \_\_\_\_\_

ATTEST:

  
\_\_\_\_\_  
BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL

  
\_\_\_\_\_  
EBONI A. JOHNSON  
PRESIDENT OF COUNCIL

POSTED: 03/18/2025

EFFECTIVE DATE: 03/17/2025

**“EXHIBIT A”**

CPI Change from 2024 Data = 2.7%

**Mar-25**

**CITY OF OBERLIN  
POSITION CLASSIFICATION AND PAY GRADES FOR  
REGULAR FULL-TIME CITY EMPLOYEES**

<b>POLICE DEPARTMENT</b>						
	FLSA	Civil	Number	Pay	Range	Range
<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>
Chief	E	U	1	7	\$ 86,758	\$ 140,581
Captain	E	CC	0	6	\$ 73,988	\$ 129,333
Lieutenant	E	CC	1	6	\$ 73,988	\$ 129,333
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	11	Union		
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 28.23	\$ 37.83
Administrative Assistant				3B	\$ 22.10	\$ 29.00
Dispatcher	NE	CN	6	Union		
Records Coordinator	NE	CN	1	3	\$ 22.10	\$ 37.83
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>25</b>			
<b>FIRE DEPARTMENT</b>						
	FLSA	Civil	Number	Pay	Range	Range
<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>
Chief	E	U	1	7	\$ 86,758	\$ 140,581
Assistant Chief	E	CC	1	6	\$ 73,988	\$ 129,333
Firefighter	NE	CC	4	3	\$ 22.10	\$ 37.83
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>6</b>			
<b>CLERK OF COUNCIL'S DEPARTMENT</b>						
	FLSA	Civil	Number	Pay	Range	Range
<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>
Clerk of Council's Assistant	NE	U	1	3	\$ 22.10	\$ 37.83
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			
<b>FINANCE DEPARTMENT</b>						
	FLSA	Civil	Number	Pay	Range	Range
<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>
Finance Assistant	NE	U	4	5	\$ 30.34	\$ 51.70
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>4</b>			
<b>LAW DEPARTMENT</b>						
	FLSA	Civil	Number	Pay	Range	Range
<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>
Administrative Assistant	NE	U	1	3	\$ 22.10	\$ 37.83
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			
<b>ADMINISTRATION DEPARTMENT</b>						
	FLSA	Civil	Number	Pay	Range	Range
<u>Job Title</u>	<u>Class</u>	<u>Service</u>	<u>Authorized</u>	<u>Grade</u>	<u>Low</u>	<u>High</u>

Sustainability Coordinator	E	CN	1	5	\$ 63,099	\$ 107,565
Communications Manager	E	CN	1	5	\$ 63,099	\$ 107,565
Information Technology Manager	E	CN	1	6	\$ 73,988	\$ 129,333
Community Liaison	E	CN	1	5	\$ 63,099	\$ 107,565
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 28.23	\$ 37.83
Administrative Assistant				3B	\$ 22.10	\$ 29.00
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			
HUMAN RESOURCES DEPARTMENT						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	Class	Service	Authorized	Grade	Low	High
Assistant City Manager/Human Resources Administrator	E	U	1	7	\$ 86,758	\$ 140,581
TOTAL NUMBER OF POSITIONS AUTHORIZED			1			
DEPARTMENT OF PLANNING AND DEVELOPMENT						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	Class	Service	Authorized	Grade	Low	High
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 28.23	\$ 37.83
Administrative Assistant				3B	\$ 22.10	\$ 29.00
Director of Planning & Development	E	U	1	7	\$ 86,758	\$ 140,581
Code Administrator	E	CN	1	5	\$ 63,099	\$ 107,565
Equity Coordinator	E	CN	1	5	\$ 63,099	\$ 107,565
Community Planner	E	CN	1	5	\$ 63,099	\$ 107,565
Economic Development & Housing Officer	E	CN	1	6	\$ 73,988	\$ 129,333
TOTAL NUMBER OF POSITIONS AUTHORIZED			5			
RECREATION DEPARTMENT						
Job Title						
Recreation Director	E	U	1	7	\$ 86,759	\$ 140,581
Recreation Coordinator	NE	CN	1	4	\$ 26	\$ 43
TOTAL NUMBER OF POSITIONS AUTHORIZED			2			
PUBLIC WORKS DEPARTMENT						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	Class	Service	Authorized	Grade	Low	High
Public Works Director	E	U	1	7	\$ 86,758	\$ 140,581
Engineer	E	CN	1	7	\$ 86,758	\$ 140,581
Engineering Tech	E	CN	1	5	\$ 63,099	\$ 107,565
General Maintenance Superintendent	E	CN	1	6	\$ 73,988	\$ 129,333
Water Superintendent	E	CN	1	6	\$ 73,988	\$ 129,333
Assistant Water Superintendent	E	CN	1	5	\$ 63,099	\$ 107,565
Buildings & Grounds Superintendent	E	CN	1	5	\$ 63,099	\$ 107,565
Wastewater Superintendent	E	CN	1	6	\$ 73,988	\$ 129,333
Storm Water Coordinator	E	CN	1	5	\$ 63,099	\$ 107,565
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 28.23	\$ 37.83
Administrative Assistant				3B	\$ 22.10	\$ 29.00
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						
	FLSA	Civil	Number	Pay	Range	Range
Job Title	Class	Service	Authorized	Grade	Low	High
OMLPS Director	E	U	1	7	\$ 86,758	\$ 140,581
Energy Services & Sustainability Initiatives Manager	E	CN	0	6	\$ 73,988	\$ 129,333
Distribution Superintendent	E	CN	1	6	\$ 73,988	\$ 129,333
Plant Superintendent	E	CN	1	6	\$ 73,988	\$ 129,333
Technical Services Superintendent	E	CN	1	6	\$ 73,988	\$ 129,333
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 28.23	\$ 37.83
Administrative Assistant				3B	\$ 22.10	\$ 29.00
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			117			

NOTES:

NO CURRENT POSITION 1 \$16.03 \$24.22

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