

CITY OF OBERLIN, OHIO

ORDINANCE NO. 26-16 AC CMS

AN ORDINANCE TO CHANGE THE TITLES, PAY GRADES AND REPORTING DEPARTMENTS OF THE ECONOMIC DEVELOPMENT & HOUSING OFFICER AND CODE ADMINISTRATOR POSITIONS AND AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN ACCORDINGLY 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 as is 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. To amend the Oberlin Position Classification Plan to ensure the efficient operation of the City Administration and provided that at least five (5) members of 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.

ADOPTED: 1st Reading: March 2, 2026
2nd Reading: _____
3rd Reading: _____

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



EBONI A. JOHNSON
PRESIDENT OF COUNCIL

POSTED: 03/03/2026

EFFECTIVE DATE: 03/02/2026

"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**

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	\$ 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
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	\$ 86,758	\$ 140,581
Assistant Chief	E	CC	1	6	\$ 73,988	\$ 129,333
Firefighter	NE	CC	4	3	\$ 22.10	\$ 37.83
TOTAL NUMBER OF POSITIONS AUTHORIZED			6			

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	\$ 22.10	\$ 37.83
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	\$ 30.34	\$ 51.70
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	\$ 22.10	\$ 37.83
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	\$ 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 Liason	E	CN	1	5	\$ 61,440	\$ 104,737
Economic Development Officer	E	CN	1	6	\$ 73,988	\$ 129,333
Chief Building Official	E	CN	1	6	\$ 73,988	\$ 129,333
Building Permit Technician	NE	CN	1	3	\$22.10	\$37.83
Code Enforcement Officer	E	CN	1	4	\$26.00	\$43.00
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 28.23	\$ 37.83
Administrative Assistant				3B	\$ 22.10	\$ 29.00
TOTAL NUMBER OF POSITIONS AUTHORIZED			9			

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	\$ 86,758	\$ 140,581
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	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
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

<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>
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

<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	\$ 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

<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	\$ 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			121			

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