

Ordinance ~~11883~~-2021Presented by:
Mayor David G. Kline

ESTABLISHING THE NUMBER OF NON-COLLECTIVE BARGAINING EMPLOYEES BY DEPARTMENT AND POSITION PURSUANT TO R.C. 731.08 AND PROVIDING FOR IMMEDIATE ENACTMENT

WHEREAS, Revised Code Section 731.08 requires that the legislative body determine the number of employees, by department, and their compensation; and

WHEREAS, due to a change in personnel, it is necessary to add the position of ~~Computer Technician, Assistant Parks and Recreation Manager~~ and a ~~Full-time Police Records Clerk~~~~receptionist~~ and summarize the position and title; and

WHEREAS, Ordinance ~~4383~~-202~~01~~ needs to be updated; and

WHEREAS, Section 14.02 of the Charter of the City of Tallmadge permits the Civil Service Commission, with the approval of Council by ordinance, to adopt rules and regulations that differ from those provided by general law; and

WHEREAS, it is necessary to restate and reaffirm the civil service status of all non-collective bargaining positions, which may differ from ORC 124.11; and

WHEREAS, the Civil Service Commission voted to approve and recommend this ordinance; and

WHEREAS, a public hearing was held by Council on this matter on ~~January 13~~~~August 26~~,

~~2021-2022~~.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TALLMADGE, COUNTIES OF SUMMIT AND PORTAGE, STATE OF OHIO:

SECTION 1. That the current authorized non-collective bargaining positions in City employment are set forth below:

| DEPT. | POSITION TITLE | NUMBER OF APPROVED POSITIONS | BAND | FLSA STATUS | CIVIL SERVICE STATUS |
|---------------------------------|---|------------------------------|--------------|--------------|----------------------|
| Administration/ | Director of Administration | 1 | 6 | E | U |
| Mayor | Director of Public Safety (PT) | 1 | 6 | E | U |
| | Planning Director/Economic Developer | 1 | 5 | E | U |
| | Community Development/ Communications Manager | 1 | 5 | E | U |
| | Human Resources Administrator | 1 | 4 | E | U |
| | Administrative Assistant/Mayor | 1 | 3 | N | U |
| | Receptionist | 1 | 1 | N | U |
| Boards & Commissions | Secretary Boards and Commissions (PT) | 1 | 1 | N | U |
| Civil Service | Commission Member (PT) | 3 | Ord. | N | U |
| | Administrative Clerk/Civil Service (PT) | 1 | 2 | N | U |
| Council | Clerk of Council | 1 | 4 | E | U |
| | Deputy Clerk of Council (PT) | 1 | 2 | N | U |
| Finance | Assistant Director of Finance | 1 | 6 | E | U |
| | Accounting Technician | 4 | 3 | N | U |
| | Accounts Receivable Technician | 1 | 3 | N | U |
| | Cash Handling Technician (PT) | 1 | 3 | N | U |
| | Utility Billing Technician | 1 | 3 | N | U |
| Fire | Fire Chief | 1 | 6 | E | C |
| | Deputy Fire Chief | 1 | 5 | E | C |
| | Administrative Assistant /Fire | 1 | 3 | N | C |
| | Administrative Clerk/Fire (PT) | 1 | 2 | N | U |
| Garage | Garage Superintendent | 1 | 5 | E | C |
| | Administrative Clerk/Service | 1 | 2 | N | U |
| Information Systems | Information Systems Administrator | 1 | 5 | E | U |
| | Deputy Information Systems Administrator | 1 | 4 | E | U |
| | Computer Technician | 1 | 3 | N | U |
| Law | Assistant Director of Law | 1 | 6 | E | U |
| | Administrative Assistant /Law | 1 | 3 | N | U |
| Maintenance/ Building | Building Maintenance Technician | 1 | 3 | N | C |

| DEPT. | POSITION TITLE | NUMBER OF APPROVED POSITIONS | BAND | FLSA STATUS | CIVIL SERVICE STATUS | |
|---|--|---------------------------------|--------------|--------------|----------------------|---|
| Planning & Zoning | Planning and Zoning Manager | 1 | 5 | E | U | |
| | Code Enforcement Official (PT) | 2 | 3 | N | U | |
| | Administrative Assistant / Zoning | 1 | 3 | N | U | |
| Police | Police Chief | 1 | 6 | E | C | |
| | Police Captain | 1 | 5 | E | C | |
| | Administrative Assistant /Police | 1 | 3 | N | C | |
| | Records Manager | 1 | 4 | E | C | |
| | Property/Evidence Room Technician | 1 | 3 | N | C | |
| | Property/Evidence Room Technician Assistant | 1 | 2 | N | C | |
| | Police Record Clerk (FT) | 1 | 2 | N | C | |
| | Police Records Clerk (PT) | 12 | 2 | N | C | |
| | Auxiliary Officer Supervisor (PT) | 2 | 2 | N | U | |
| | Auxiliary Officer (PT) | 18 | 1 | N | U | |
| Auxiliary Chaplain | 2 | 1 | N | U | | |
| School Crossing Guard (PT) | 4 | 1 | N | U | | |
| Recreation | Parks and Recreation Superintendent | 1 | 5 | E | C | |
| | Assistant Parks and Recreation Superintendent Manager | 12 | 4 | E | C U | |
| | Administrative Assistant/ Recreation | 1 | 3 | N | U | |
| | Administrative Clerk/Recreation (PT) | 1 | 2 | N | U | |
| | Facilities Rental Clerk (PT) | 1 | 2 | N | U | |
| | Fitness Coordinator (PT) | 1 | 2 | N | U | |
| | Recreation Program Coordinator (FT) | 1 | 3 | N | U | |
| | Sports Program Coordinator (PT) | 1 | 2 | N | U | |
| | Marketing Coordinator (PT) | 1 | 2 | N | U | |
| | Recreation Supervisor (PT) | 10 | 2 | N | U | |
| | Pool Manager (PT) | 1 | 2 | N | U | |
| | Custodian (PT) | 5 | 2 | N | U | |
| | Recreation Bus Driver (PT) | 3 | 1 | N | U | |
| | POSITIONS LISTED BELOW ARE LIMITED TO A TOTAL OF 65 POSITIONS | | | | | |
| | ** | Reception Attendant (PT) | | 1 | N | U |
| | ** | Front Desk Attendant (PT) | | 1 | N | U |
| | ** | Member Childcare Attendant (PT) | | 1 | N | U |
| | ** | Facility Attendant (PT) | | 1 | N | U |
| | ** | Fitness Attendant (PT) | | 1 | N | U |
| | ** | Concession Attendant (PT) | | 1 | N | U |
| **TOTAL BAND 1 NOT TO EXCEED 65 POSITIONS | | | | | | |
| Recreation-Seasonal | Lifeguard (PT) | 35 | 1 | N | U | |
| | Seasonal Level I (PT) | 8 | 1 | N | U | |
| | Seasonal Assistants (PT) | 50 | 1 | N | U | |
| Road | Road Superintendent | 1 | 5 | E | C | |
| | Assistant Road Superintendent | 1 | 4 | E | C | |
| | Administrative Assistant/Road | 1 | 3 | N | C | |
| Service | Director of Public Service | 1 | 6 | E | U | |
| | Assistant Director of Public Service | 1 | 5 | E | U | |
| | Administrative Assistant/ Public Service | 1 | 3 | N | U | |
| | Administrative Clerk (PT) | 1 | 2 | N | U | |
| Utilities | Utilities Superintendent | 1 | 5 | E | C | |
| | Administrative Assistant/Utility | 1 | 3 | N | U | |
| Other | Intermittent Clerk (PT) | 10 | 1 | N | U | |

SECTION 2. Appointing authorities shall not exceed the number of approved positions without Council’s approval. Appointing authorities may, in their discretion, treat a position as part-time, even if approved as full-time.

SECTION 3. That the Compensation Board shall determine rate differentials and premium pay rates for specific duties within the authorized pay band.

SECTION 4. That appointing authorities shall periodically review the job descriptions for their staff. Amendments to the job descriptions shall timely be provided to and coordinated with the Director of Administration. Current job descriptions shall be maintained on file in the Civil Service office and with the Director of Administration.

SECTION 5. That pursuant to Section 14.02 of the Charter of the City of Tallmadge, the Civil Service Commission

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is hereby authorized and directed to amend its rules and regulations to comport with the civil service status designated herein and those portions of the general civil service law inconsistent herewith, such as ORC 124.11 and as applied by the Tallmadge Civil Service Commission, are hereby null and void.

SECTION 6. That all Ordinances or portions thereof inconsistent herewith are repealed.

SECTION 7. That it is found and determined that all formal actions of this Council concerning and 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 on or after November 28, 1975 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 8. That this ordinance is necessary to provide for and to accomplish the purposes herein set forth, which are conducive to the health, safety, and welfare of the citizens of Tallmadge. For that reason, provided this ordinance shall receive the affirmative vote of three-fourths of the members of Council and approval by the Mayor, it shall be enacted immediately and shall be of immediate effect.

Passed:

Susan E. Burton, Clerk of Council
MER/jt
7/2/21

Carol A. Kilway, President of Council

Filed with the Mayor _____

Approved:

David G. Kline, Mayor

This _____ day of _____, 2021

Committee Assignment: _____

Readings: 1st _____ 2d _____ 3d _____