

SECTION 31.05 DEPARTMENTAL ASSIGNMENTS

There shall be the following number of positions, officers, and employees of the various departments hereinafter set forth and they shall receive compensation within the respective classification and pay grades established in Section 31.03; and the salaries and compensation shall be paid to such officers and the employees of the City from the various funds for which the services are performed, unless otherwise hereinafter designated, as follows:

		CABLE TV	
<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Cable TV Executive Director/General Manager	16 A-F	Classified
1	Cable TV Operations Director	12 A-F	Classified
1	Cable TV Production Assistant (part-time)	Sec. 31.02(B)(8)	Part-time
1	Assist. Producer/Technical Operations Director *	3 A-F	Classified

Note All Cable TV positions are appointed by and under the direction of the ACCESS Commission.
 *Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06.
 Ord. 54-04, 246-06

CIVIL SERVICE COMMISSION

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Secretary to Civil Service Commission	11 A-F	Classified/appointed by Civil Service Commission

CITY COUNCIL

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	President of Council	Sec. 31.01	Elected
6	Council members	Sec. 31.01	Elected
1	Clerk of Council/Certified Clerk of Council	Pay Grade 103 (annual salary paid bi-weekly)	Unclassified/appointed by Council
1	Deputy Clerk of Council/Legislative Assistant (part-time)	Pay Grade 14F	Part-time

Ord. 2-04, 17-10, 22-10, 170-10, 206-10, 134-11

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Community Development Director	Pay Grade 122	Unclassified, appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Economic Development Director	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Building Official	Pay Grade 112	Unclassified/appointed by Mayor-confirmed by Council
1	Building Dept. Admin. Assist.	7 A-F	Classified
1	Economic Development/Planning Admin. Asst.	7 A-F	Classified
1	Building/Property Maintenance Inspector	16 A-F per contract	Classified
1	Associate Planner	93A	Unclassified, Part-time
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time
1	Intern*	Sec. 31.02(B)(11)	Part-time

*The position of Intern may be filled with more than one person not to exceed a total of 660 hours per calendar year.
 Ord. 41-06, 88-06, 99-09, 82-10, 152-02, 153-02, 2-04, 21-04, 33-04, 7-06, 22-11, 25-11, 76-11, 134-11, 151-11, 2-12, 14-12, 130-13

ENGINEERING DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Engineer	Pay Grade 109	Classified (annual salary paid bi-weekly)
1	Engineer II	14 A-F	Classified

Sec. 31.05
1-28-14

1 Engineering Technologist
 1 Senior Construction Inspector
 1 Construction Inspector
 1 Engineering Assistant (part-time)
 1 Clerical Help (part-time)
 Ord. 239-04, 7-06, 216-07, 134-11, 133-13

12 A-F
 11 A-F per contract
 9 A-F per contract
 Sec. 31.02(B)(9)
 Sec. 31.02(B)(9)

Classified
 Classified
 Classified
 Part-time
 Part-time

EQUIPMENT MAINTENANCE DEPARTMENT

Number
 1
 3
 Ord. 148-04

Classification
 Equipment Maintenance Superintendent
 Equipment Maintenance Mechanic

Steps Authorized
 15 A-F
 34 A-F per contract

Classified Service
 Classified
 Classified

FINANCE DEPARTMENT

Number
 1
 1
 1
 1
 1
 1
 1
 Ord. 273-05

Classification
 Director of Finance
 Deputy Director of Finance
 Payroll Clerk
 Utility Billing Clerk
 Account Clerk II (A/P)
 Account Clerk II (Cashier)
 Clerk (part-time)

Steps Authorized
 Sec. 31.01
 15 A-F
 9 A-F
 8 A-F
 5 A-F
 5 A-F
 5 A-F
 Sec. 31.02(B)(3)

Classified Service
 Elected
 Unclassified/appointed by Dir. of Finance, confirmed by Council
 Subject to Civil Service Rule IIIA
 Subject to Civil Service Rule IIIA
 Classified
 Subject to Civil Service Rule IIIA
 Part-time

FIRE DEPARTMENT

Number
 1

Classification
 Fire Chief

Steps Authorized
 Pay Grade 121

Classified Service
 Classified/appointed by Mayor, confirmed by Council

Sec. 31.05
 1-28-14

1	Second Assistant Chief/Fire Marshal	13 A-F	Classified
1	Fire Operations Captain	12 A-F	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(4)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(4)	Part-time
3	Laborer (part-time)	Sec. 31.02(B)(4)	Part-time
3	Captain (part-time)	Sec. 31.02(D)	Part-time
3	Lieutenant (part-time)	Sec. 31.02(D)	Part-time
1	Fire Fighter (part-time)	Sec. 31.02(D)	Part-time
1	1st Assistant Chief (part-time)	Sec. 31.02(D)	Part-time

LAW DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Law Director/Chief Prosecutor (full time)	Pay Grade 108 (annual salary paid bi-weekly)	Unclassified
1	Assistant Prosecutor (full time)	Pay Grade 107 (annual salary paid bi-weekly)	Unclassified
1	Law Director/Prosecutor (part-time)	Pay Grade 105 Mayor, confirmed by Council	Unclassified/appointed by
1	Asst. Law Director/Asst. Prosecutor (part-time)	Pay Grade 106	Part-time
2	Assistant Prosecutor (part-time*)	Pay Grade 102	Part-time
1	Assistant Prosecutor (part-time)	Pay Grade 101	Part-time
1	Law Department Secretary (unclassified)	9 A-F	Unclassified
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time

(A) For services in connection with the proceedings for issuing bonds, with or without the vote of the electors, \$100.00

(B) For all services in connection with any special assessment proceedings, except sidewalk assessments, including the sale of bonds for said proceedings, \$200.00

*-Sec Section 31.04(H) for special regulations concerning this position.
Ord. 5-03, 2-04, 22-04, 7-06, 17-08, 41-10, 134-11

MAYOR'S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 104 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

Ord. 273-05, 7-06, 47-06, 134-11

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer ****	20 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
2	Probation Officer	7 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	5 A-F	Unclassified
1	Building and Properties Custodian	31 A-F	Unclassified
1	Intensive Supervision Probation Officer**	Sec. 31.02(B)(6)	Grant Position
1	Secretary II*(part/time)	Sec. 31.02(B)(6)	Grant Position
1	Court Security Officer*****(part/time)	Sec. 31.02(B)(5)	Part-time
1	Building Custodian (part/time)	Sec. 31.02(B)(5)	Part-time

*That the position of Probation Secretary may be filled by more than one person, not to exceed forty-eight (48) hours in one week if filled by two part-time positions, and shall be paid from the Probation Services Fund.

** Positions effective to June 30, 2013 from Intensive Supervision Grant. The Intensive Supervision Probation Officer shall receive health care, vacation, sick, and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or part-time as dictated by grant. (Ord. 128-04, 164-05, 144-12)

***For the position of Chief Probation Officer; Account No. 001-0705 of the General Fund will absorb wages up to Pay Grade 13F. The balance of the funding for this position shall come from Account No. 161-0705, Probation Services Fund. (Ord. 37-04, Effective 4-1-04)

****The position of Court Security Officer may be filled by more than one person.
(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12)

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Parks & Recreation Director	Pay Grade 112 (annual salary paid bi-weekly)	Unclassified/appointed by Mayor, confirmed by Council
1	Parks Superintendent	15 A-F	Classified
1	City Arborist	9 A-F	Classified
2	Laborer	31 A-F per contract	Classified
1	Sexton	32 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	Tree Technician	Sec. 31.02(B)(2) per contract	Part-time
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract	Part-time
1	Turf Technician	per contract + 7%	Part-time
1	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14

POLICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Police Chief	43 A-F	Classified/appointed by Mayor
1	Police Lieutenant***	20 A-F	Classified
8	Sergeant	per contract	Classified
27	Patrol Officer	per contract	Classified
5	Patrol Officer (part-time)***	per contract	Part-time
10	Communications Operator	per contract	Classified
2	Communications Operator (part-time)	per contract	Part-time
2	Administrative Assistant	8 A-F	Classified
1	Parking Meter Attendant (part-time)**	Sec. 31.02(B)(7)	Part-time
1	Records Clerk (part-time)	Sec. 31.02(B)(7)	Part-time
4	Stationary Load Limit Inspector*	Sec. 31.02(B)(7)	Part-time

*Four (4) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined. **Re-evaluate in June 2013.**

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

***The number of Police Lieutenant positions will reduce from two (2) to one (1) effective April 30, 2013, at the end of Lt. Robert Starcher's

shift.
 **** Patrol Officer (part-time) not to exceed thirty (30) hours per week.
 (Ord. 159-02, 51-03, 163-03, 32-04, 164-04, 238-04, 238-05, 46-06, 162-06, 185-06, 245-06, 5-07, 138-07, 147-07, 161-08, 43-09, 100-09, 111-09, 168-09, 9-10, 86-10, 98-10, 55-11, 56-11, 29-12, 207-12, 210-12, 46-13)

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Pay Grade</u>	<u>Classified Service</u>
1	Recreation Center Director	Pay Grade 112	(annual salary paid bi-weekly)	Unclassified/appointed by Mayor, confirmed by Council
1	Recreation Center Aquatics Manager**	13 A-F		Classified
1	Recreation Center Program Manager**	13 A-F		Classified
1	Recreation Center Office Administrator	10 A-F		Classified
1	Recreation Center Financial Assistant	9 A-F		Classified
1	Recreation Center Program Specialist	8 A-F		Classified
1	Recreation Center Recreation Supervisor	8 A-F		Classified
	Part-time Employees*	Section 31.02(E)		Part-time

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.
 ** That Nita Justice (Program Manager) and Darlene Donkin (Aquatics Manager) shall continue to be paid \$31.44 per hour until the hourly pay for pay grade 13F catches up. (Ord. 23-06, 171-10, 207-10, 134-11)

SANITATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Sanitation Superintendent	15 A-F	Classified
1	Sanitation Foreman	37 A-F	Classified
9	Motor Equipment Operator	34 A-F per contract	Classified
1	Laborer	31 A-F per contract	Classified
6	Laborer (part-time)	Sec. 31.02(B)(7) per contract	Part-time

(Ord. 273-05, 27-13)

SERVICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council Subject to Civil Service Rule IIIA
1	Account Clerk II	5 A-F	Classified
1	Building Maintenance & Repair	32 A-F per contract	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(2)	Part-time
7	Seasonal Laborers (part-time)	Sec. 31.02(A)(2)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(2)	Part-time
Ord. 2-04, 242-04, 273-05, 76-08, 81-09, 82-10, 32-14			

STREET DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Street Superintendent	15 A-F	Classified
1	Street Foreman	37 A-F	Classified
7	Motor Equipment Operator	34 A-F per contract	Classified
2	Laborer	31 A-F per contract	Classified
Ord. 241-04, 273-05			

WATER DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Water Superintendent	16 A-F	Classified
1	Water Operations Foreman	37 A-F	Classified
1	Backflow Coordinator*	36 A-F	Classified
2	Operations Technician	35 A-F per contract	Classified
2	Motor Equipment Operators	34 A-F per contract	Classified
1	Systems Testing Technician	33 A-F per contract	Classified
3	Meter Service Technicians	32 A-F per contract	Classified
1	Laborer	31 A-F per contract	Classified

*That Robert Depew (Backflow Coordinator) shall continue to be paid \$24.85 per hour until the hourly pay grade 36F catches up.
Ord. 54-02, 81-09, 75-11