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

Number	Classification	Steps Authorized	Classified Service
1	Cable TV Executive Director/General Manager	16 A-F	Classified
1	Cable TV Operations Director	12 A-F	Classified
2	Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)	Part-time
1	Assist. Producer/Technical Operations Director *	3 A-F /8 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, 101-17
**The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.
*** Assistant Producer/Technical Operations Director Position to be paid at pay grade 8 A-F - effective January 1, 2018.
Ord. 54-04, 246-06, 187-14, 54-16, 101-17

CIVIL SERVICE COMMISSION

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

CITY COUNCIL

Number	Classification	Steps Authorized	Classified Service
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 103/104 (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, 21-15

COMMUNITY DEVELOPMENT DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
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 113	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	Code Enforcement Inspector	93A	Unclassified, Part-time
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time
1	Economic Development & Marketing Manager	Pay Grade 110	Unclassified, appointed by Mayor

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, 120-14, 114-15, 41-17, 158-18

ENGINEERING DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
1	Chief Engineer	Pay Grade 109	Classified (annual salary paid bi-weekly)
1	Engineer II	14 A-F	Classified
1	Engineering Technologist	12 A-F	Classified
1	Senior Construction Inspector	11 A-F per contract	Classified
1	Construction Inspector	9 A-F per contract	Classified
1	Engineering Assistant (part-time)	Sec. 31.02(B)(9)	Part-time
1	Clerical Help (part-time)	Sec. 31.02(B)(9)	Part-time

Ord. 239-04, 7-06, 216-07, 134-11, 133-13

EQUIPMENT MAINTENANCE DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
1	Equipment Maintenance Superintendent	15 A-F	Classified
3	Equipment Maintenance Mechanic	34.5 A-F per contract	Classified

Ord. 148-04

FINANCE DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
1	Director of Finance	Sec. 31.01	Elected
1	Deputy Director of Finance	15 A-F	Unclassified/appointed by Dir. of Finance, confirmed by Council
1	Payroll Clerk	9 A-F	Subject to Civil Service Rule IIIA
1	Utility Billing Clerk	8 A-F	Subject to Civil Service Rule IIIA
1	Accounts Payable Clerk	8 A-F	Unclassified
1	Account Clerk II (Cashier)	5 A-F	Classified
1	Clerk (part-time)	Sec. 31.02(B)(3)	Part-time

Ord. 273-05, 85-17, 115-17, 23-20

FIRE DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
1	Fire Chief	Pay Grade 121	Classified/appointed by Mayor, confirmed by Council
1	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
5	Lieutenant (part-time)	Sec. 31.02(D)	Part-time
	Fire Fighter (part-time)	Sec. 31.02(D)	Part-time

Ord. 139-02, 152-04, 126-07, 99-10, 134-11, 35-13, 119-17

LAW DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
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	Unclassified/appointed by Mayor, confirmed by Council
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
2	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

Sec. 31.05
6/23/20

with the exception of special assessment bonds:

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

*-See Section 31.04(G) for special regulations concerning this position.

Ord. 5-03, 2-04, 22-04, 7-06, 17-08, 41-10, 134-11, 7-19

MAYOR'S OFFICE

Number	Classification	Steps Authorized	Classified Service
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 110 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

Ord. 273-05, 7-06, 47-06, 134-11, 28-17

MUNICIPAL COURT

Number	Classification	Steps Authorized	Classified Service
1	Chief Probation Officer ****	16 A-F	Unclassified
1	Deputy Chief Probation Officer	9 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
1	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	Probation Officer/Group Facilitator******	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, 2021 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, 25-16, 158-17, 110-19)
**** 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.
******The position of Probation Officer/Group Facilitator shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Probation Officer/Group Facilitator can be full or part-time as dictated by the grant. Currently, as of January 13, 2020 – 11.5 hours/week are being paid from JRIG Grant and 28.5 hours/week from the CCA Grant.
(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12, 126-19, 24-20)

PARKS AND RECREATION DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council
1	Parks Foreman	37 A-F	Classified
1	Parks Maintenance Technician	32 A-F per contract	Classified
1	City Arborist	9 A-F	Classified
1	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	Full-time Tree Care Technician	31 A-F per contract	Classified
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract	Part-time
1	Turf Technician	per contract + 7%	Part-time
	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, 98-17, 48-18, 56-20)

POLICE DEPARTMENT

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

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.
**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.
****Patrol Officer (part-time) not to exceed thirty (30) hours per week.
*****The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.
(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, 57-11, 29-12, 207-12, 210-12, 46-13, 64-13, 137-14, 178-16, Ord. 21-18)

RECREATION CENTER

Number	Classification	Steps Authorized	Classified Service
1	Recreation Center Director	Pay Grade 112 (annual salary paid bi-weekly)	Unclassified/appointed by Mayor, confirmed by Council
1	Recreation Center Aquatics Manager	11 A-F	Classified
1	Recreation Center Program Manager	11 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	7 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.
(Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20)

SANITATION DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
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

Number	Classification	Steps Authorized	Classified Service
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council
1	Account Clerk II	5 A-F	Subject to Civil Service Rule IIIA
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

Number	Classification	Steps Authorized	Classified Service
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
1	Laborer (part-time)	per contract	Part-time
1	Sign Technician (part-time)	per contract	Part-time

Ord. 241-04, 273-05, 119-20

WATER DEPARTMENT

Number	Classification	Steps Authorized	Classified Service
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
2	Meter Service Technicians	32.5 A-F per contract	Classified
1	Water Technician	32.5 A-F per contract	Classified
2	Laborer	31 A-F per contract	Classified

Ord. 154-02, 81-09, 75-11, 73-16, 102-20, 120-20