

ORDINANCE NO. 75-18

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE PART-TIME AND UNCLASSIFIED POSITION OF PAYROLL/HUMAN RESOURCES CLERK AND TO ADOPT THE CLASSIFICATION SPECIFICATION FOR SAME AND DECLARING AN EMERGENCY

WHEREAS, Avon Codified Ordinance §256.04 sets forth the Classified and Unclassified positions of employment within the City and §256.98 sets forth the Classification Specifications for these various positions; and

WHEREAS, a part-time, unclassified position of “Payroll/Human Resources Clerk” needs to be created to perform certain functions associated with the City Administration as outlined in Exhibit A’s classification specification; and

WHEREAS, the Administration seeks to have Council adopt an amendment to §256.04 and §256.98 to facilitate the adoption of a classification specification for this position; and

WHEREAS, Council, after reviewing the Classification Specification, finds the goal of the Administration to create this part-time, unclassified position to be in the best interests of the health, safety and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 256.04 which currently reads as follows:

- ** Director of Law
- * Clerk of Council
- ** Assistant Clerk of Council
- * Mayor’s Secretary
- ** Treasurer
- * Director of Finance
- * †† Assistant Finance Director
- ** Human Resources/Finance Specialist
- ** Human Resources Specialist
- * Technology/Communications Coordinator
- Information Technology Technician
- Information Technology Technician-in-Training
- Finance Clerk 1
- Cash Receipts Clerk
- ** Income Tax Compliance Officer
- ** Temporary Summer Intern
- ** Temporary Student Intern
- ** Temporary Seasonal Employee

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- ** Seasonal Recreation Specialist
- ** Seasonal Program Specialist
- * Senior Center Coordinator
- ** Senior Center Activity Planner
- ** Senior Center Transit Driver/Maintenance
- ** Senior Center Transit Driver
- ** Senior Center Transit Scheduler
- ** Planning Coordinator
- * Economic Development Coordinator/Assistant Planning Coordinator
- ** ADA Coordinator
- ** Clerk of Courts
Clerk/Secretary
- ** Community Center Coordinator
- ** General Clerk
Facilities Maintenance Worker
- ** Facilities Maintenance Worker
- * Director of Parks
- ** Recreation Coordinator
- ** Recreation Supervisor
Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- ** Aquatics Coordinator
- ** Seasonal Pool Manager
- ** Seasonal Pool Supervisor
- ** Seasonal Pool Technician
- ** Seasonal Lifeguard
- ** Seasonal Cashier
- * Director of Public Service
- * Superintendent of Streets
- * Assistant Superintendent of Streets
- * Traffic Signal/Electrical Manager
Street Crew Leader
Equipment Operator 2
Equipment Operator 1
Laborer
- ** Laborer
- *† Superintendent of Utilities
- * Superintendent-in-Training/Public Utilities
- * Administrative Assistant to the Superintendent of Utilities
Assistant Superintendent of Utilities
Utilities Crew Leader
Water and Sewerline Maintenance Worker
Utilities Billing Clerk 1
- * City Engineer
- ** Project Manager

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- ** Director of Public Safety
- * Chief Building Official
- * Building Inspector (Certified)
- * Building Inspector (Non-Certified)
- * Zoning Enforcement Officer
- Police Chief
- Police Captain
- Administrative Assistant to the Police Chief
- Police Lieutenant
- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- * School Resource/Crime Prevention Officer
- Communications Manager - Police Department
- Public Information Officer - Police Department
- Community Service Officer
- Police Dispatcher
- ** Police Dispatcher
- ** Animal Care and Control Officer
- Fire Chief
- Assistant Fire Chief
- Fire Captain/Paramedic
- Fire Lieutenant/Paramedic
- Firefighter/Paramedic
- ** Intermittent Firefighter/Paramedic
- * Administrative Assistant/Dispatcher
- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- †† This position shall remain classified until vacated by June Mitchell

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96; Ord. 93-97. Passed 5-27-97; Ord. 94-97. Passed 5-27-97; Ord. 185-00. Passed 1-22-01; Ord. 96-01. Passed 6-25-01; Ord. 6-03. Passed 1-27-03; Ord. 74-05. Passed 6-27-05; Ord. 141-06. Passed 11-13-06; Ord. 99-07. Passed 7-9-07; Ord. 69-08. Passed 6-23-08; Ord. 16-09. Passed 2-9-09; Ord. 17-09. Passed 2-9-09; Ord. 93-09. Passed 6-22-09; Ord. 130-09. Passed 11-23-09; Ord. 1-10. Passed 1-4-10; Ord. 20-10. Passed 3-8-10; Ord. 88-10. Passed 9-27-10; Ord. 39-11. Passed 4-25-11; Ord. 49-11. Passed 5-9-11; Ord. 118-11. Passed 12-12-11; Ord. 119-11. Passed 12-12-11; Ord. 42-12. Passed 5-14-12; Ord. 86-12. Passed 8-13-12; Ord. 32-13. Passed 3-25-13; Ord. 66-13. Passed 5-28-13; Ord. 79-13. Passed 6-10-13; Ord. 24-14. Passed 2-14-14; Ord. 46-14. Passed 4-28-14; Ord. 51-14. Passed 5-12-14; Ord. 53-14. Passed 5-12-14; Ord. 55-14. Passed 5-12-14; Ord. 68-14. Passed 6-9-14; Ord. 81-14. Passed 7-14-14; Ord. 109-14. Passed 9-8-14; Ord. 132-14. Passed 11-3-14; Ord. 151-14. Passed 12-22-14; Ord. 9-15. Passed 2-9-15; Ord. 11-15. Passed

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1-26-15; Ord. 30-15. Passed 3-23-15; Ord. 31-15. Passed 3-23-15; Ord. 32-15. Passed 3-23-15; Ord. 34-15. Passed 3-23-15; Ord. 85-15. Passed 6-22-15; Ord. 87-15. Passed 6-22-15; Ord. 95-15. Passed 7-13-15; Ord. 153-15. Passed 12-14-15; Ord. 33-16. Passed 3-14-16; Ord. 62-16. Passed 5-23-16; Ord. 100-16. Passed 9-26-16; Ord. 9-17. Passed 2-27-17; Ord. 16-17. Passed 3-13-17; Ord. 28-17. Passed 4-10-17; Ord. 30-18. Passed 4-23-18. Ord. 73-18. Passed 9-10-18.)

Shall be amended to read as follows: (New language in bold print)

- ** Director of Law
- * Clerk of Council
- ** Assistant Clerk of Council
- * Mayor's Secretary
- ** Treasurer
- * Director of Finance
- * † Assistant Finance Director
- ** **Payroll/Human Resources Clerk**
- ** Human Resources/Finance Specialist
- ** Human Resources Specialist
- * Technology/Communications Coordinator
- Information Technology Technician
- Information Technology Technician-in-Training
- Finance Clerk 1
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- ** Planning Coordinator
- * Economic Development Coordinator/Assistant Planning Coordinator
- ** ADA Coordinator
- ** Clerk of Courts
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- ** Community Center Coordinator
- ** General Clerk
- Facilities Maintenance Worker
- ** Facilities Maintenance Worker
- * Director of Parks
- ** Recreation Coordinator

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- Parks Maintenance Worker
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- * Assistant Superintendent of Streets
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- Street Crew Leader
- Equipment Operator 2
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- Utilities Billing Clerk 1
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- Police Captain
- Administrative Assistant to the Police Chief
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- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- * School Resource/Crime Prevention Officer
- Communications Manager - Police Department
- Public Information Officer - Police Department
- Community Service Officer
- Police Dispatcher

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Section 2 - That the Classification Specification for the position of Payroll/Human Resources Clerk, attached hereto as Exhibit A, be, and the same is hereby adopted and incorporated herein by reference. It shall be included in and become a part of Section 256.98 of the Administrative Code. The Codifier is hereby instructed to insert said classification specification into Section 256.98.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage 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 actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to create the part-time, unclassified position of Payroll/Human Resources Clerk and to adopt the classification specification for same; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: _____ DATE SIGNED: _____

By: _____
Craig L. Witherspoon, Council President

APPROVED BY THE MAYOR _____

Bryan K. Jensen, Mayor

APPROVED AS TO FORM:

John A. Gasior, Law Director

ATTEST:

Barbara Brooks, Clerk of Council

POSTED: _____
In Five Places as
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director