

ORDINANCE NO. 2019 - 15

AN ORDINANCE AMENDING ORDINANCE NO. 2018-140 (THE POSITION ALLOCATION ORDINANCE) SO AS TO REVISE THE POSITION TITLE OF SENIOR ACCOUNT CLERK TO PAYROLL ADMINISTRATOR WITH UPDATES TO THE POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kent has updated the current position of Senior Account Clerk to Payroll Administrator; and

WHEREAS, it is important to keep position titles and duties up-to-date; and

WHEREAS, time is of the essence to make these updates to the position.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring:

SECTION 1. That Council does hereby approve an amendment to the 2018 Position Allocation Ordinance, 2018-140, passed Dec. 19, 2018, so as to revise the position of Senior Account Clerk to Payroll Administrator, as set forth in Exhibit A, attached hereto and incorporated herein.

SECTION 2. That all existing ordinances which are in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. 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 that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: February 20, 2019
Date

Jerry T. Fiala
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: February 20, 2019
Date

ATTEST: Dawn Bishop
Dawn Bishop
Interim Clerk of Council

I, DAWN BISHOP, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE No. _____, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____, 20____.

(SEAL)

DAWN BISHOP
INTERIM CLERK OF COUNCIL

Exhibit A

CITY OF KENT ALLOCATION OF POSITION LIST

December 2018

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot-Note
COUNCIL					
Council	1	Clerk of Council	UC	General	
CITY MANAGER					
City Manager	1	City Manager	UCM	General	
	1	Executive Asst. to City Mgr	UC	General	
	1	Human Resources Manager	UCM	Schedule D	
	1	IT & Communications Manager	UCM	Schedule K	
CIVIL SERVICE					
Civil Service	1	Civil Service Coordinator	P C	General	
LAW					
Law	1	Director	UCM	General	
	1	Assistant Director	P UCM	General	
	1	Asst. Director/Prosecutor	P UCM	General	
	1	Secretary	UC	General	
BUDGET & FINANCE					
General Accounting	1	Director	UCM	Schedule C	
	1	Controller	UCM	Schedule C	
	1	Operations Analyst	UC	Schedule C	1
	1	Payroll Administrator	C	Schedule C	1
	5	Account Clerk	C	Schedule C	1
Income Tax	1	Tax Auditor	C	Income Tax	
SERVICE					
Administration	1	Director	UCM	Schedule E	
	1	Administrative Assistant	UC	Schedule E	
	1	Construction Clerk	C	Schedule E	
	1	Engineering Aide I	C	Schedule H	
Engineering	1	Deputy Service Director/ Superintendent of Engineering	UCM	Schedule B	
	2	Senior Engineer	CM	Schedule B	5
	1	Senior Engineer	CM	Schedule B	
	2	Engineering Technician	CM	Schedule B	5
	1	Engineering Aide II	C	Schedule B	

Exhibit A

CITY OF KENT ALLOCATION OF POSITION LIST

December 2018

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot-Note
SERVICE - Cont.					
Central Maintenance	1	Utilities Manager	UCM	Schedule A	
	1	Facilities Manager	UCM	Schedule A	
	1	Maintenance Worker/Carpenter	C	Schedule A	1
	3	Chief Operator	C	Schedule A	1
	3	Repair Operator	C	Schedule A	1
	8	Service Worker	C	Schedule A	1
	1	Service Technician/Gardener	C	Schedule A	1
	4	Laborer	C	Schedule A	1
	1	Account Clerk	C	Schedule A	1
Vehicle Maintenance	1	Master Mechanic	C	Schedule I	8
	3	Mechanic	C	Schedule I	8
Utilities	1	Water Plant Manager	CM	Water	
	1	Water Plant Chief Operator	C	Water	
	1	Water Lab Technician	C	Water	
	1	Plant Mechanic	C	Water	
	5	Water Plant Operator	C	Water	
	1	Laborer	C	Water	
	1	Water Reclamation Plant Mgr.	CM	Sewer	
	1	Chemist	UC	Sewer	
	1	Laboratory Technician	C	Sewer	
	1	Environmental Technician	C	Sewer	
	1	Plant Mechanic	C	Sewer	
	7	Water Reclamation Plant Operator	C	Sewer	
	1	Water Rec. Plant Chief Operator	C	Sewer	
1	Equipment Technician	C	Schedule J		
PARKS & RECREATION					
Parks & Recreation	1	Director	UCM	Parks & Recreation	
	1	Parks Supervisor	UCM	Parks & Recreation	
	1	Recreation Supervisor	UCM	Parks & Recreation	
	1	Account Clerk	C	Parks & Recreation	
	2	Park Maintenance Laborer	C	Parks & Recreation	
	1	Senior Parks Crew Leader	C	Parks & Recreation	
	15	Program Instructor	P C	Parks & Recreation	

Exhibit A

CITY OF KENT ALLOCATION OF POSITION LIST

December 2018

DEPARTMENT/Division	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot-Note
	2	Rec Center Coordinator	P C	Parks & Recreation	
	1	Senior Citizen Coordinator	P C	Parks & Recreation	
	4	Rec Center Leader	P C	Parks & Recreation	
	19	Park Maintenance Worker	S C	Parks & Recreation	
	4	Seasonal Laborer	S C	Parks & Recreation	
KABC	5	Sports Coordinator	P C	Parks & Recreation	
K-6 Child Care	1	Recreation Specialist	F UC	Parks & Recreation	
	3	Rec Center Coordinator	P C	Parks & Recreation	
	13	Rec Center Leader	P C	Parks & Recreation	
SAFETY					
Safety	1	Director	UCM	General	
Police	1	Chief	CM	See Footnote	6
	2	Captain	CM	See Footnote	5,6
	5	Lieutenant	CM	See Footnote	5,6
	4	Technical Sergeant	CM	See Footnote	5,6
	31	Police Officer	C		6
	1	Dispatch Coordinator	C	Income Tax Safety	
	1	Juvenile Counselor	C	Income Tax Safety	
	6	Detention Officer	P C	Income Tax Safety	
	11	Clerk/Dispatcher	C	Income Tax Safety	
	1	Records Clerk	C	Income Tax Safety	
	2	Compliance Officer	C	Income Tax Safety	
	1	Administrative Assistant	C	Income Tax Safety	
	1	Secretary	C	Income Tax Safety	
Fire	1	Chief	CM	See footnote	3,7
	1 ***	Assistant Chief	CM	See footnote	3,7
	3	Captain	CM	See footnote	3,5,7
	5	Lieutenant	CM	See footnote	3,5,7
	33	Firefighter	C	See footnote	3,7
	1	Fire Services Specialist	C	See footnote	3,7
	3 **	Firefighter Paid-on-Call	P C	See footnote	3,7

** 3 Positions authorized as part-time.

*** Position authorized but not funded

Exhibit A

CITY OF KENT ALLOCATION OF POSITION LIST

December 2018

<u>DEPARTMENT/Division</u>	Max. No. Auth.	Title	Civil Service Status	Fund or Schedule	Foot- Note
HEALTH					
Health	1	Health Commissioner	UCM	General	2
	1	Chief Sanitarian	C	General	2
	1	Administrative Assistant	UC	General	2
	1	Secretary	UC	General	2
	2	Public Health Sanitarian	C	General	2
	1	Accreditation Coordinator	C	General	
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COMMUNITY DEVELOPMENT					
Community Development	1	Director Grants & Neighborhood Programs	UCM	General	4
	1	Coordinator	C	General	4
	1	Administrative Assistant	UC	General	4
	1	Development Planner	C	General	4
	1	Economic Development Director	UCM	General	4
	1	Development Engineer	CM	General	5
Building	1	Building Services Supervisor	CM	Schedule D	
	1	Construction Clerk	C	Schedule D	
	2	Code Enforcement Officer	C	General	
	8	Inspector	P C	General	