

**ORDINANCE NO. 2022 -137**

**AN ORDINANCE AMENDING ORDINANCE NO. 2021-138 THE POSITION ALLOCATION AND GENERAL COMPENSATION PLAN, AND DECLARING AN EMERGENCY.**

**WHEREAS**, two (2) new positions were created, the Community Engagement Coordinator under the City Manager's Office and an Information Technology Technician position under the Information Technology Department; and

**WHEREAS**, the Police Department and the Fire Department have added temporary positions to help train where current employees will be retiring for a quicker replacement, helping to alleviate scheduling issues; and

**WHEREAS**, the Parks & Recreation Department has removed funding for two (2) part-time Parks Maintenance Laborer positions in order to create one full-time Parks Maintenance Laborer position; and

**WHEREAS**, the title of the Secretary to the Law Department and Human Resource Department has been changed to Legal Assistant to Law and Human Resources to reflect the duties of the position better; and

**WHEREAS**, the Human Resources and IT & Communications Managers titles have been changed to Directors in addition to their classifications; and

**WHEREAS**, the Community Development Director's classification has changed; and

**WHEREAS**, time is of the essence to make these updates to the Position Allocation and the General Compensation Plan.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Kent, Portage County, Ohio:


**SECTION 1.** That Council does hereby approve an amendment to the 2023 Position Allocation Ordinance, 2021-138, passed December 15, 2021, to update the Position Allocation and General Compensation Plan, 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**SECTION 2.** That all existing ordinances which are in conflict with the provisions of this ordinance are hereby repealed.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: December 21, 2022  
Date


  
\_\_\_\_\_  
Jack Amrhein  
President Pro Tem

EFFECTIVE: December 21, 2022  
Date

ATTEST: Amy Wilkens  
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Amy Wilkens  
Clerk of Council

I, AMY WILKENS, 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. 2022-131, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON December 21, 20 22.

(SEAL)

  
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AMY WILKENS  
CLERK OF COUNCIL

CITY OF KENT ALLOCATION OF POSITION LIST

December 2022

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
<b>COUNCIL</b>				
Council	1	Clerk of Council	Full-time	Unclassified
<b>CITY MANAGER</b>				
City Manager	1	City Manager	Full-time	Unclassified Management
	1	Assistant to the City Manager	Full-time	Unclassified
	1	Community Engagement Coord.	Part-time	Unclassified
<b>HUMAN RESOURCES</b>				
Human Resources	1	Human Resources Director	Full-time	Unclassified Management
<b>IT &amp; COMMUNICATIONS</b>				
IT & Communications	1	IT & Communications Director	Full-time	Unclassified Management
	1	IT Technician	Full-time	Unclassified
<b>CIVIL SERVICE</b>				
Civil Service	1	Civil Service Coordinator	Part-time	Classified
<b>LAW</b>				
Law	1	Director	Full-time	Unclassified Management
	1	Assistant Director	Part-time	Unclassified Management
	1	Asst. Director/Prosecutor	Part-time	Unclassified Management
	1	Legal Assistant to Law & HR	Full-time	Unclassified
<b>BUDGET &amp; FINANCE</b>				
General Accounting	1	Director	Full-time	Unclassified Management
	1	Controller	Full-time	Unclassified Management
	1	Collections Coordinator	Full-time	Unclassified
	1	Payroll Administrator	Full-time	Unclassified
	4	Account Clerk	Full-time	Classified
Income Tax	1	Tax Auditor	Full-time	Classified
<b>SERVICE</b>				
Administration	1	Director	Full-time	Unclassified Management
	1	Administrative Assistant	Full-time	Unclassified
	1	Construction Clerk	Full-time	Classified
	1	Engineering Aide I	Full-time	Classified

CITY OF KENT ALLOCATION OF POSITION LIST

December 2022

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
Engineering	1	Deputy Service Director/ Superintendent of Engineering	Full-time	Unclassified Management
	3	Senior Engineer	Full-time	Classified Management
	2	Engineering Technician	Full-time	Classified Management
	1	Engineering Aide II	Full-time	Classified
Central Maintenance	1	Utilities Manager	Full-time	Unclassified Management
	1	Facilities Manager	Full-time	Unclassified Management
	1	Maintenance Worker/Carpenter	Full-time	Classified
	3	Chief Operator	Full-time	Classified
	4	Repair Operator	Full-time	Classified
	7	Service Worker	Full-time	Classified
	1	Service Technician/Gardener	Full-time	Classified
	4	Laborer	Full-time	Classified
	1	Account Clerk	Full-time	Classified
1	Equipment Technician	Full-time	Classified	
Vehicle Maintenance	1	Master Mechanic	Full-time	Classified
	3	Mechanic	Full-time	Classified
Utilities	1	Water Plant Manager	Full-time	Classified Management
	1	Water Plant Chief Operator	Full-time	Classified
	1	Water Lab Technician	Full-time	Classified
	1	Plant Mechanic	Full-time	Classified
	6	Water Plant Operator	Full-time	Classified
	1	Water Reclamation Plant Mgr.	Full-time	Classified Management
	1	Chemist	Full-time	Unclassified
	1	Laboratory Technician	Full-time	Classified
	1	Environmental Technician	Full-time	Classified
	1	Plant Mechanic	Full-time	Classified
	7	Water Reclamation Plant Operator	Full-time	Classified
1	Water Rec. Plant Chief Operator	Full-time	Classified	
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<b>PARKS &amp; RECREATION</b>				
Parks & Recreation	1	Director	Full-time	Unclassified Management
	1	Parks Supervisor	Full-time	Unclassified Management
	1	Marketing & Special Events Coordinator	Full-time	Unclassified

CITY OF KENT ALLOCATION OF POSITION LIST

December 2022

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	1	Sports Activities Coordinator	Full-time	Unclassified
	1	Account Clerk	Full-time	Classified
	3	Park Maintenance Laborer	Full-time	Classified
	1	Senior Parks Crew Leader	Full-time	Classified
	*	Program Instructor	Part-time	Classified
	*	Rec Center Coordinator	Part-time	Classified
	*	Senior Citizen Coordinator	Part-time	Classified
	*	Rec Center Leader	Part-time	Classified
	*	Park Maintenance Worker	Part-time	Classified
	4	Seasonal Laborer	Seasonal	Classified
KYBS	*	Sports Coordinator	Part-time	Classified
K-6 Child Care	1	Recreation Specialist	Full-time	Unclassified Management
	*	Rec Center Coordinator	Part-time	Classified
	*	Rec Center Leader	Part-time	Classified

\* All part-time Parks & Recreation, KABC, and K-6 Child Care positions allocated not to exceed \$225,000.00 in gross wages for 2023.

SAFETY

Safety	1	Director	Full-time	Unclassified Management
Police	1	Chief	Full-time	Classified Management
	2	Captain	Full-time	Classified Management
	5	Lieutenant	Full-time	Classified Management
	4	Technical Sergeant	Full-time	Classified Management
	33 *	Police Officer	Full-time	Classified
	1	Dispatch Coordinator	Full-time	Classified
	1	Juvenile Counselor	Full-time	Classified
	6	Detention Officer	Part-time	Classified
	11	Clerk/Dispatcher	Full-time	Classified
	1	Records Clerk	Full-time	Classified
	2	Compliance Officer	Full-time	Classified
	1	Administrative Assistant	Full-time	Classified
	1	Secretary	Full-time	Classified

\*Temporary positions for part of 2023 only to hire and train positions where current employees will be retiring during the year - this will alleviate scheduling issues.

Fire	1	Chief	Full-time	Classified Management
	1 ***	Assistant Chief	Full-time	Classified Management
	3	Captain	Full-time	Classified Management

CITY OF KENT ALLOCATION OF POSITION LIST

December 2022

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	5	Lieutenant	Full-time	Classified Management
	30 *	Firefighter	Full-time	Classified
	1	Fire Services Specialist	Full-time	Classified
	3 **	Firefighter Paid-on-Call	Part-time	Classified

\*Temporary positions for part of 2023 only to hire and train positions where current employees will be retiring during the year - this will alleviate scheduling issues.

\*\* 3 Positions authorized as part-time \*\*\*Position authorized but not funded

HEALTH

Health	1	Health Commissioner	Full-time	Unclassified Management
	1	Chief Sanitarian	Full-time	Classified
	1	Administrative Assistant	Full-time	Unclassified
	1	Secretary	Full-time	Classified
	2	Public Health Sanitarian	Full-time	Classified
	1	Accreditation Coordinator	Full-time	Classified

COMMUNITY DEVELOPMENT

Community Development	1	Director Grants & Neighborhood Programs	Full-time	Unclassified Management
	1	Coordinator	Full-time	Classified
	1	Administrative Assistant	Full-time	Unclassified
	1	Development Planner	Full-time	Classified
	1	Economic Development Director	Full-time	Unclassified Management
	1	Development Engineer	Full-time	Classified Management
Building	1	Building Services Supervisor	Full-time	Classified Management
	1	Construction Clerk	Full-time	Classified
	2	Code Enforcement Officer	Full-time	Classified
	8	Inspector	Part-time	Classified