

ORDINANCE NO. 2023 -096

AN ORDINANCE AMENDING ORDINANCE NO. 2022-137 THE POSITION ALLOCATION AND GENERAL COMPENSATION PLAN, AND DECLARING AN EMERGENCY.

WHEREAS, three (3) new positions were created. First, a Senior Information Technology Technician position under the Information Technology Department; and

WHEREAS, second, a Sustainability Coordinator position under the Community Development Department; and

WHEREAS, third, the addition of a part-time Records Clerk in the Police Department; and

WHEREAS, the current part-time Community Engagement Coordinator will become full-time in the City Manager's Office; and

WHEREAS, the Construction Clerk and Engineering Aide I positions in the Service Department have been moved under Engineering to better align with the duties of the positions; 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, 2022-137, passed December 21, 2022, 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 That all existing ordinances which are in conflict with the provisions of this ordinance are hereby REPEALED.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 20, 2023
Date

EFFECTIVE: December 20, 2023
Date



Jack Amrhein
Council President Pro Tem

ATTEST:

Amy Wilkens
Amy Wilkens, CMC
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. 2023-0916*, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON December 20, 20 23.

(SEAL)

Amy Wilkens
AMY WILKENS, CMC
CLERK OF COUNCIL

CITY OF KENT ALLOCATION OF POSITION LIST

December 2023

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
COUNCIL				
Council	1	Clerk of Council	Full-time	Unclassified
CITY MANAGER				
City Manager	1	City Manager	Full-time	Unclassified Management
	1	Assistant to the City Manager	Full-time	Unclassified
	1	Community Engagement Coord.	Full-time	Unclassified
HUMAN RESOURCES				
Human Resources	1	Human Resources Director	Full-time	Unclassified Management
IT & COMMUNICATIONS				
IT & Communications	1	IT & Communications Director	Full-time	Unclassified Management
	1	Senior IT Technician	Full-time	Unclassified
	1	IT Technician	Full-time	Unclassified
CIVIL SERVICE				
Civil Service	1	Civil Service Coordinator	Part-time	Classified
LAW				
Law	1	Director	Full-time	Unclassified Management
	1	Assistant Director	Part-time	Unclassified
	1	Asst. Director/Prosecutor	Part-time	Unclassified
	1	Legal Assistant to Law & HR	Full-time	Unclassified
BUDGET & FINANCE				
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
SERVICE				
Administration	1	Director	Full-time	Unclassified Management
	1	Administrative Assistant	Full-time	Unclassified
Engineering	1	Deputy Service Director/ Superintendent of Engineering	Full-time	Unclassified Management

CITY OF KENT ALLOCATION OF POSITION LIST

December 2023

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	3	Senior Engineer	Full-time	Classified
	2	Engineering Technician	Full-time	Classified
	1	Engineering Aide II	Full-time	Classified
	1	Engineering Aide I	Full-time	Classified
	1	Construction Clerk	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 Treatment Plant Manager	Full-time	Classified Management
	1	Water Treatment Plant Chief Operator	Full-time	Classified
	1	Water Treatment Plant Lab Technician	Full-time	Classified
	1	Water Treatment Plant Mechanic	Full-time	Classified
	6	Water Treatment Plant Operator	Full-time	Classified
	1	Water Reclamation Plant Mgr.	Full-time	Classified Management
	1	Chemist	Full-time	Unclassified
	1	Water Reclamation Lab Technician	Full-time	Classified
	1	Environmental Technician	Full-time	Classified
	1	Water Reclamation 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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PARKS & RECREATION				
Parks & Recreation	1	Director	Full-time	Unclassified Management
	1	Parks Supervisor	Full-time	Unclassified Management

CITY OF KENT ALLOCATION OF POSITION LIST

December 2023

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	1	Marketing & Special Events Coordinator	Full-time	Unclassified
	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 not to exceed the approved allocated budget in salaries for 2024.

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
	4	Technical Sergeant	Full-time	Classified
	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
	1	Records Clerk	Part-time	Classified
	2	Compliance Officer	Full-time	Classified
	1	Administrative Assistant	Full-time	Classified
	1	Secretary	Full-time	Classified
Fire	1	Chief	Full-time	Classified Management

CITY OF KENT ALLOCATION OF POSITION LIST

December 2023

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

** 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
	1	Sustainability Coordinator	Full-time	Unclassified
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