

ORDINANCE NO. 2020-126

AN ORDINANCE AMENDING ORDINANCE NO. 2019-140 THE POSITION ALLOCATION AND GENERAL COMPENSATION PLAN AND DECLARING AN EMERGENCY.

WHEREAS, the City has a change to the Position Allocation to remove the funding source for each position. This year it was determined the funding is better suited for explanation within the City Budget; and

WHEREAS, the City of Kent has changed the General Compensation Plan. First, the dates of the agreement including dated sections such as compensation will be extended one year through 2021; and

WHEREAS, the second change to the General Compensation Plan, is to permanently include the "Temporary Administrative Specialist" position.

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, that:

SECTION 1. That Council does hereby approve an amendment to the 2019 Position Allocation Ordinance, 2019-140, passed December 18, 2019, so as 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 That all existing ordinances which are in conflict with the provisions of this ordinance are hereby repealed.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 16, 2020
Date

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

EFFECTIVE: December 16, 2020
Date

ATTEST: Amy Wilkens
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.* _____, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____, 20_____.

(SEAL)

AMY WILKENS
CLERK OF COUNCIL

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

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	Human Resources Manager	Full-time	Unclassified Management
	1	IT & Communications Manager	Full-time	Unclassified Management
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 Management
	1	Asst. Director/Prosecutor	Part-time	Unclassified Management
	1	Secretary	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	Classified
	5	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
	1	Construction Clerk	Full-time	Classified
	1	Engineering Aide I	Full-time	Classified
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

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
SERVICE - Cont.				
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
	5	Water Plant Operator	Full-time	Classified
	1	Laborer	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
PARKS & RECREATION				
Parks & Recreation	1	Director	Full-time	Unclassified Management
	1	Parks Supervisor	Full-time	Unclassified Management
	1	Recreation Supervisor	Full-time	Unclassified Management
	1	Account Clerk	Full-time	Classified
	2	Park Maintenance Laborer	Full-time	Classified
	1	Senior Parks Crew Leader	Full-time	Classified
	15	Program Instructor	Part-time	Classified

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

DEPARTMENT/Division	Max. No. Auth.	Title	Time Status	Civil Service Status
	2	Rec Center Coordinator	Part-time	Classified
	1	Senior Citizen Coordinator	Part-time	Classified
	4	Rec Center Leader	Part-time	Classified
	19	Park Maintenance Worker	Seasonal	Classified
	4	Seasonal Laborer	Seasonal	Classified
KABC	5	Sports Coordinator	Part-time	Classified
K-6 Child Care	1	Recreation Specialist	Full-time	Unclassified
	3	Rec Center Coordinator	Part-time	Classified
	13	Rec Center Leader	Part-time	Classified
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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
	31	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
Fire	1	Chief	Full-time	Classified Management
	1 ***	Assistant Chief	Full-time	Classified Management
	3	Captain	Full-time	Classified Management
	5	Lieutenant	Full-time	Classified Management
	27	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

CITY OF KENT ALLOCATION OF POSITION LIST

December 2020

<u>DEPARTMENT/Division</u>	Max. No. Auth.	Title	Time Status	Civil Service Status
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	Unclassified
	2	Public Health Sanitarian	Full-time	Classified
	1	Accreditation Coordinator	Full-time	Classified
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COMMUNITY DEVELOPMENT				
Community Development	1	Director	Full-time	Unclassified Management
		Grants & Neighborhood Programs		
	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