

ORDINANCE NO. 79-13

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 HUMAN RESOURCES/FINANCE SPECIALIST 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 Human Resources/Finance Specialist needs to be created to meet the demands of a growing workforce; and

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

WHEREAS, Council, after reviewing the Classification Specification, finds the goal of the Administration to create this part-time, unclassified position of Human Resources/Finance Specialist 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:

256.04 CLASSIFIED AND UNCLASSIFIED POSITIONS

** Director of Law
* Clerk of Council
** Assistant Clerk of Council
* Mayor's Secretary
** Treasurer
* Director of Finance
*†† Assistant Finance Director
 Information Technology Technician
 Finance Clerk 2
 Finance Clerk 1
 Cash Receipts Clerk
* Senior Center Coordinator
** Senior Center Transit Driver

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- ** Senior Center Transit Scheduler
- ** 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
- Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- * Director of Public Service
- * Superintendent of Streets
- Street Crew Leader
- Equipment Operator 2
- Equipment Operator 1
- Laborer
- *† Superintendent of Utilities
- * Superintendent-in-Training/Public Utilities
- * Administrative Assistant to the Superintendent of Utilities
- Assistant Superintendent of Utilities
- Utilities Crew Leader
- Water & Sewerline Maintenance Worker
- Meter Technician
- Utilities Billing Clerk 2
- Utilities Billing Clerk 1
- * City Engineer
- ** 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

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- Communications Manager - Police Department
- 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
- Secretary/Fire 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. No. 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. 119-11. Passed 12-12-11; Ord. 42-12. Passed 5-14-12. Ord. 86-12. Passed 8-13-12. Ord. No. 32-13. Passed 3-25-13; Ord. 66-13. Passed 5-28-13.).

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

- 256.04 CLASSIFIED AND UNCLASSIFIED POSITIONS

- ** Director of Law
- * Clerk of Council
- ** Assistant Clerk of Council
- * Mayor's Secretary
- ** Treasurer
- * Director of Finance
- *†† Assistant Finance Director
- ** **Human Resources/Finance Specialist**
- Information Technology Technician
- Finance Clerk 2
- Finance Clerk 1

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Cash Receipts Clerk
* Senior Center Coordinator
** Senior Center Transit Driver
** Senior Center Transit Scheduler
** 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
Parks Maintenance Worker
** Parks Worker 2
** Parks Worker 1
* Director of Public Service
* Superintendent of Streets
Street Crew Leader
Equipment Operator 2
Equipment Operator 1
Laborer
*† Superintendent of Utilities
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* Administrative Assistant to the Superintendent of Utilities
Assistant Superintendent of Utilities
Utilities Crew Leader
Water & Sewerline Maintenance Worker
Meter Technician
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* City Engineer
** 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

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- ** Police Officer
- ** School Resource Officer
- Communications Manager - Police Department
- Police Dispatcher
- ** Police Dispatcher
- ** Animal Care and Control Officer
- Fire Chief
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- Fire Captain/Paramedic
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Section 2 - That the Classification Specification for the position of Human Resources/Finance Specialist, 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.

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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 Human Resources/Finance Specialist 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: _____
Daniel S. Zegarac, Council President

APPROVED BY THE MAYOR: _____

James A. Smith, Mayor

APPROVED AS TO FORM:

John A. Gasior, Law Director

ATTEST:

Ellen R. Young
Clerk of Council

POSTED: _____
In Five Places as
Provided by Council

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