

ORDINANCE NO. 139-22

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE PERMANENT FULL-TIME, UNCLASSIFIED POSITION OF HUMAN RESOURCES COORDINATOR AND TO ADOPT THE NEW CLASSIFICATION SPECIFICATION FOR SAME AND DECLARING AN EMERGENCY

WHEREAS, the list of the full and part-time non-bargaining unit employees are listed in Section 256.04 of the Avon Codified Ordinances; and

WHEREAS, the Administration desires to amend the Section 256.04 and Section 256.98 to create the full-time position of HR Coordinator; and

WHEREAS, Council, after reviewing the proposed new full-time position of Human Resource Coordinator finds that the goals sought to be achieved by the Administration with the creation of this new position 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:

Classified and Unclassified Positions

- ** Director of Law
- * Clerk of Council
- ** Assistant Clerk of Council
- * Mayor's Secretary
- ** Treasurer
- * Director of Finance
- * †† Assistant Finance Director
- ** Payroll/Human Resources Clerk
- ** Human Resources/Finance Specialist
- * Human Resources Specialist
- ** Human Resources Specialist
- * Technology/Communications Coordinator
- Information Technology Technician
- ** Information Technology Technician
- Information Technology Technician-in-Training
- Finance Clerk 1
- ** Accounts Payable Clerk
- Cash Receipts Clerk
- ** Income Tax Compliance Officer
- ** Temporary Summer Intern
- ** Temporary Student Intern

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- ** Temporary Seasonal Employee
- ** Seasonal Recreation Specialist
- ** Seasonal Program Specialist
- * Senior Center Coordinator
- ** Senior Center Activity Planner
- ** Senior Center Transit Driver/Maintenance
- ** Senior Center Transit Driver
- ** Senior Center Transit Driver/CDL
- ** Senior Center Transit Scheduler
- ** Planning Coordinator
- * Economic Development Coordinator/Assistant Planning Coordinator
- ** ADA Coordinator
- ** Clerk of Courts
- Clerk/Secretary
- ** Community Center Coordinator
- ** General Clerk
- Facilities Maintenance Worker
- ** Facilities Maintenance Worker
- †††
- ** Recreation Coordinator
- ** Recreation Supervisor
- * Grounds Manager
- Parks Crew Leader
- Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- ** Aquatics Coordinator
- ** Seasonal Pool Manager
- ** Seasonal Pool Supervisor
- ** Seasonal Pool Technician
- ** Seasonal Lifeguard
- ** Seasonal Cashier
- * Director of Public Service
- * Superintendent of Streets
- * Assistant Superintendent of Streets
- * Traffic Signal/Electrical Manager
- Street Crew Leader
- Equipment Operator 2
- Equipment Operator 1
- Laborer
- ** Laborer
- *† Superintendent of Utilities
- * Superintendent-in-Training/Public Utilities
- * Administrative Assistant to the Superintendent of Utilities
- Assistant Superintendent of Utilities

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	Utilities Crew Leader
	Water and Sewerline Maintenance Worker
	Utilities Billing Clerk 1
*	City Engineer
**	Project Manager
*	Director of Public Safety
*	Chief Building Official
*	Building Inspector (Certified)
*	Building Inspector (Non-Certified)
*	Zoning Enforcement Officer
**	Zoning Enforcement Officer
	Police Chief
	Police Captain
	Administrative Assistant to the Police Chief
	Police Lieutenant
	Police Sergeant
	Police Officer
**	Police Officer
**	School Resource Officer
*	School Resource/Crime Prevention Officer
	Communications Manager - Police Department
	Public Information Officer - Police Department
	Community Service Officer
	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
*	Administrative Assistant/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
†††	This position was removed from the Charter on November 7, 2018

(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. 130-

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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. 118-
11. Passed 12-12-11; Ord. 119-11. Passed 12-12-11; Ord. 42-12. Passed 5-14-12; Ord. 86-
12. Passed 8-13-12; Ord. 32-13. Passed 3-25-13; Ord. 66-13. Passed 5-28-13; Ord. 79-
13. Passed 6-10-13; Ord. 24-14. Passed 2-14-14; Ord. 46-14. Passed 4-28-14; Ord. 51-
14. Passed 5-12-14; Ord. 53-14. Passed 5-12-14; Ord. 55-14. Passed 5-12-14; Ord. 68-14.
Passed 6-9-14; Ord. 81-14. Passed 7-14-14; Ord. 109-14. Passed 9-8-14; Ord. 132-14. Passed 11-
3-14; Ord. 151-14. Passed 12-22-14; Ord. 9-15. Passed 2-9-15; Ord. 11-15. Passed 1-26-15; Ord.
30-15. Passed 3-23-15; Ord. 31-15. Passed 3-23-15; Ord. 32-15. Passed 3-23-15; Ord. 34-15.
Passed 3-23-15; Ord. 85-15. Passed 6-22-15; Ord. 87-15. Passed 6-22-15; Ord. 95-15. Passed 7-
13-15; Ord. 153-15. Passed 12-14-15; Ord. 33-16. Passed 3-14-16; Ord. 62-16. Passed 5-23-
16; Ord. 100-16. Passed 9-26-16; Ord. 9-17. Passed 2-27-17; Ord. 16-17. Passed 3-13-17; Ord.
28-17. Passed 4-10-17; Ord. 30-18. Passed 4-23-18; Ord. 73-18. Passed 9-10-18; Ord. 75-
18. Passed 9-10-18; Ord. 77-18. Passed 9-10-18; Ord. 4-19. Passed 1-14-19; Ord. 27-
19. Passed 3-11-19; Ord. 60-19. Passed 7-8-19; Ord. 124-19. Passed 12-19-19; Ord. 99-
20. Passed 11-9-20; Ord. 20-21. Passed 3-22-21; Ord. 77-21. Passed 9-27-21; Ord. 66-22.
Passed 5-23-22; Ord. 98-22. Passed 8-8-22.)

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

Classified and Unclassified Positions

** Director of Law
* Clerk of Council
** Assistant Clerk of Council
* Mayor's Secretary
** Treasurer
* Director of Finance
* †† Assistant Finance Director
** Payroll/Human Resources Clerk
* **Human Resources Coordinator**
** Human Resources/Finance Specialist
* Human Resources Specialist
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* Technology/Communications Coordinator
Information Technology Technician
** Information Technology Technician
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Finance Clerk 1
** Accounts Payable Clerk
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** Senior Center Transit Scheduler
** Planning Coordinator
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** ADA Coordinator
** Clerk of Courts
Clerk/Secretary
** Community Center Coordinator
** General Clerk
Facilities Maintenance Worker
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** Seasonal Lifeguard
** Seasonal Cashier
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* Superintendent of Streets
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* Traffic Signal/Electrical Manager
Street Crew Leader
Equipment Operator 2
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* Administrative Assistant to the Superintendent of Utilities
Assistant Superintendent of Utilities
Utilities Crew Leader
Water and Sewerline Maintenance Worker

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- * City Engineer
- ** Project Manager
- * Director of Public Safety
- * Chief Building Official
- * Building Inspector (Certified)
- * Building Inspector (Non-Certified)
- * Zoning Enforcement Officer
- ** Zoning Enforcement Officer
- Police Chief
- Police Captain
- Administrative Assistant to the Police Chief
- Police Lieutenant
- Police Sergeant
- Police Officer
- ** Police Officer
- ** School Resource Officer
- * School Resource/Crime Prevention Officer
- Communications Manager - Police Department
- Public Information Officer - Police Department
- Community Service Officer
- Police Dispatcher
- ** Police Dispatcher
- ** Animal Care and Control Officer
- Fire Chief
- Assistant Fire Chief
- Fire Captain/Paramedic
- Fire Lieutenant/Paramedic
- Firefighter/Paramedic
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- * Denotes unclassified full-time employee
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11. Passed 12-12-11; Ord. 119-11. Passed 12-12-11; Ord. 42-12. Passed 5-14-12; Ord. 86-12. Passed 8-13-12; Ord. 32-13. Passed 3-25-13; Ord. 66-13. Passed 5-28-13; Ord. 79-13. Passed 6-10-13; Ord. 24-14. Passed 2-14-14; Ord. 46-14. Passed 4-28-14; Ord. 51-14. Passed 5-12-14; Ord. 53-14. Passed 5-12-14; Ord. 55-14. Passed 5-12-14; Ord. 68-14. Passed 6-9-14; Ord. 81-14. Passed 7-14-14; Ord. 109-14. Passed 9-8-14; Ord. 132-14. Passed 11-3-14; Ord. 151-14. Passed 12-22-14; Ord. 9-15. Passed 2-9-15; Ord. 11-15. Passed 1-26-15; Ord. 30-15. Passed 3-23-15; Ord. 31-15. Passed 3-23-15; Ord. 32-15. Passed 3-23-15; Ord. 34-15. Passed 3-23-15; Ord. 85-15. Passed 6-22-15; Ord. 87-15. Passed 6-22-15; Ord. 95-15. Passed 7-13-15; Ord. 153-15. Passed 12-14-15; Ord. 33-16. Passed 3-14-16; Ord. 62-16. Passed 5-23-16; Ord. 100-16. Passed 9-26-16; Ord. 9-17. Passed 2-27-17; Ord. 16-17. Passed 3-13-17; Ord. 28-17. Passed 4-10-17; Ord. 30-18. Passed 4-23-18; Ord. 73-18. Passed 9-10-18; Ord. 75-18. Passed 9-10-18; Ord. 77-18. Passed 9-10-18; Ord. 4-19. Passed 1-14-19; Ord. 27-19. Passed 3-11-19; Ord. 60-19. Passed 7-8-19; Ord. 124-19. Passed 12-19-19; Ord. 99-20. Passed 11-9-20; Ord. 20-21. Passed 3-22-21; Ord. 77-21. Passed 9-27-21; Ord. 66-22. Passed 5-23-22; Ord. 98-22. Passed 8-8-22.)

Section 2 - That the Classification Specification for the position of HR Coordinator attached hereto as Exhibit A, be, and the same is hereby adopted and incorporated herein by reference. 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.

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 amend Section 256.04 and 256.98 of the Codified Ordinances to create the full-time position of HR Coordinator; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: December 12, 2022 DATE SIGNED: December 12, 2022

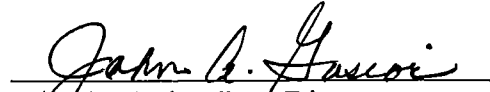
By: Brian Fischer
Brian Fischer, Council President

APPROVED BY THE MAYOR December 13, 2022

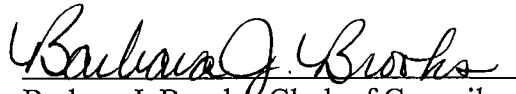


Bryan K. Jensen, Mayor

APPROVED AS TO FORM:


John A. Gasior, Law Director

ATTEST:

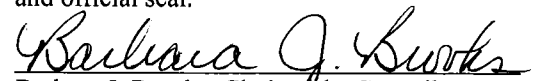

Barbara J. Brooks, Clerk of Council

POSTED: December 14, 2022
Electronically and at City Hall
Provided by Council

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

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 139-22, passed by the Council of said City on December 12, 2022.

IN WITNESS WHEREOF, I have on this 13th day of December, 2022, affixed my signature and official seal.


Barbara J. Brooks, Clerk of the Council
of the City of Avon, Ohio

CITY OF AVON
CLASSIFICATION SPECIFICATION
 An Equal Opportunity Employer

Classification Title:	Human Resources Coordinator	Civil Service Status:	Unclassified
Department:	Administration	FLSA Status:	Exempt
Immediate Supervisor:	Mayor	Bargaining Unit Status:	Excluded
Employment Status:	Full-Time		

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general direction of the Mayor, performs a variety of functions to ensure the efficient operation of the City's human resources programs; serves in multiple capacities, including, liaison between the City and administrative agencies, liaison for the City's health care/wellness program(s), Drug Free Workplace Coordinator, and Secretary to the Civil Service Commission; coordinates recruitment processes in accordance with applicable City policies, Municipal Civil Service Rules, and/or labor agreement; assists with the implementation and administration of City policies and labor agreements; receives and responds to questions from Department Heads; develops and administers new hire employee orientation program(s); establishes and maintains secured electronic and paper human resource files; exercises judgment and discretion and maintains confidentiality of information as appropriate.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Bachelor's degree from an accredited four-year college or university with a major in human resources or related field; plus three (3) or more years of experience in benefits administration, labor control administration, and payroll administration; proficiency in Microsoft Office, particularly Excel, Outlook and Word; or an equivalent combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS

Professional in Human Resources (PHR) Certificate preferred, Society of Human Resource Management (SHRM) Certificate, or comparable Human Resources certification.

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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

1. Performs administrative tasks in order to coordinate and assist with the efficient operation of the City's human resources programs; serves as benefits administrator; coordinates and communicates with employee and appropriate individuals regarding leave administration (e.g., FMLA, sick leave, injury leave, military leave, etc.); serves as liaison between City and administrative agencies, e.g., pension funds (PERS/OP&F), workers' compensation (WC), unemployment compensation, and deferred compensation, etc. Monitors progress of WC claims; works with workers' compensation consultants to ensure that the City's interests regarding claims are properly addressed.
2. Coordinates the recruitment, hiring, and promotions processes in accordance with applicable City policies, Municipal Civil Service Rules, and/or labor agreements (e.g., coordinates with Department Heads and Mayor to determine vacancies; reviews and updates job descriptions, prepares and distributes/coordinates the distribution of notices of job vacancies, creates and coordinates distribution of advertisements, notifies outside agencies/media of employment opportunities, accepts internal/external applications and responds to inquiries, assists department heads with recruitment and selection procedures, interviews or assists in interviewing job candidates, coordinates with Civil Service Commission in the hiring process related to classified employees, prepares and maintains documentation, etc.); coordinates annual performance reviews and probationary extensions as applicable.
3. Assists the Finance Specialist; e.g., assigns tasks, reviews work, provides training and instruction, recommends discipline or commendation, etc.; communicates with the Director of Finance to coordinate the payroll function and assure that payroll processing, including all related deductions, contributions, and other payments meet statutory requirements and regulations.
4. Develops and administers new hire employee orientation program (e.g., meets with new employees, promotes positive attitude toward City's goals and objectives, reviews key policies, prepares new hire file and coordinates with payroll, coordinates completion of necessary paperwork, completes health insurance portal set up / registration, confers with Department Head, compiles and maintains documentation regarding new hires and promotional selection procedures for EEOC purposes; etc.).
5. Establishes and maintains secured electronic and paper Human Resources files in an organized and professional manner (e.g., personnel files; background checks, medical records; drug/alcohol testing records; grievance files, etc.); exercises judgment and discretion and maintains confidentiality of information as appropriate; communicates and coordinates with employees upon separation and/or retirement (e.g., provide information related to deferred compensation and pension programs, create an estimated final payout, prepare appropriate documentation, etc.).
6. Assists with the implementation and administration of City policies and labor agreements; maintains up-to-date documents and related ordinances; disseminates updates to Department Heads and local Union officials as appropriate; receives and responds to questions from

{12/1/2022 CLAVNCI 00288800.DOCX }

TITLE: Human Resources Coordinator

Developed by Clemans, Nelson & Associates, Inc.

Approval Date _____

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Department Heads; assists with the maintenance of the City's classification plan; assists with compensation matters related to non-bargaining unit employees; assists in the development of new positions; communicates with representative(s) from Management Consulting firm and Law Director to promote statutory compliance, uniformity and consistency; provides guidance and assistance to Department Heads.

7. Oversees updates/modifications to policies; controls and verifies content in web-based program; Communicates with the Mayor and assists with the implementation and interpretation of policies and pertinent provisions of applicable labor agreements; consults with representative(s) from Management Consulting firm and Law Director as appropriate; conducts or assists with the conduct of investigations of employee complaints or alleged misconduct; assists with the conduct of predisciplinary conferences and discipline; serves as Drug Free Workplace Coordinator.
8. Assists with the preparation for labor negotiations (e.g., gathers data and related information, reviews proposals, etc.) and serves as management bargaining team member as assigned; assists with contract administration matters.
9. Attends Council meetings as needed; Coordinates the implementation of safety programs and training with Department Heads.
10. Assists with coordination of health care/wellness program(s); communicates or coordinates communication of significant changes to affected employees; serves as point of contact for deferred compensation plan provider, voluntary life plan provider, Employee Assistance Program provider, etc.
11. Performs a variety of clerical and support functions to assist with Human Resource management. May serve as Secretary to the Civil Service Commission.
12. Demonstrates regular and predictable attendance.
13. Remains informed of current development and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences; attends seminars and trainings.
14. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City government structure and process;* City and Departmental policies and procedures;* employment laws and regulations; civil service rules and regulations; public records laws and regulations;* employee benefits administration; payroll practices and procedures;* basic

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accounting; office practices and procedures; hardware & software utilized by the City;* English grammar and spelling; records management; human relations; human resources management; supervision; employee training and development; labor relations.

Skill in: computer operation and the use of job-related software; use of modern office equipment.

Ability to: interpret a variety of instructions in basic written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; define problems, collect data, establish facts, and draw conclusions; apply management principles to solve agency problems; exercise independent judgment and discretion; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; develop complex reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; arrange items in numerical or alphabetical order; sort items into categories according to established methods; maintain records according to established procedures*; train or instruct others; maintain confidentiality of information; develop and maintain effective working relationships; respond to sensitive inquiries from and contacts with employees, officials and general public; travel to and gain access to work site.