

ORDINANCE NO. 137-23

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE PERMANENT PART-TIME, UNCLASSIFIED POSITION OF VICTIM ADVOCATE 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 part-time position of Victim Advocate; and

WHEREAS, Council, after reviewing the proposed new part-time position of Victim Advocate 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 Coordinator
- ** 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
- ** Temporary Seasonal Employee

Ordinance No. 137-23 (Con't)

** 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
Utilities Crew Leader

Ordinance No. 137-23 (Con't)

	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. 130-09. 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.

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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; Ord. 111-22. Passed 9-26-22; Ord. 139-22. Passed 12-12-22; Ord. 65-23. Passed 5-8-23.)

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
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- * †† Assistant Finance Director
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- ** Senior Center Transit Driver/Maintenance
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- ** ADA Coordinator
- ** Clerk of Courts
- Clerk/Secretary
- ** Community Center Coordinator
- ** General Clerk
- Facilities Maintenance Worker
- ** Facilities Maintenance Worker
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- Parks Crew Leader
- Parks Maintenance Worker
- ** Parks Worker 2
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- * Superintendent of Streets
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- Equipment Operator 2
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- Laborer
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- * Administrative Assistant to the Superintendent of Utilities
- Assistant Superintendent of Utilities
- Utilities Crew Leader
- Water and Sewerline Maintenance Worker
- Utilities Billing Clerk 1

Ordinance No. 137-23 (Con't)

- * 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
- ** **Victim Advocate**
- ** Animal Care and Control Officer
- Fire Chief
- Assistant Fire Chief
- Fire Captain/Paramedic
- Fire Lieutenant/Paramedic
- Firefighter/Paramedic
- ** Intermittent Firefighter/Paramedic
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Section 2 - That the Classification Specification for the position of Victim Advocate 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.

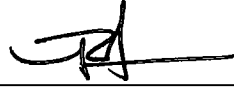
Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were 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 part-time position of Victim Advocate; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: December 18, 2023 DATE SIGNED: December 18, 2023

By: Brian Fischer
Brian Fischer, Council President

APPROVED BY THE MAYOR December 19, 2023

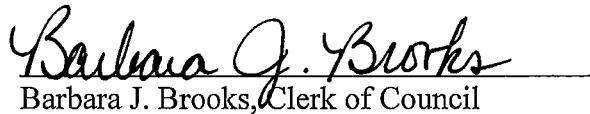


Bryan K. Jensen, Mayor

APPROVED AS TO FORM:


John A. Gasior, Law Director

ATTEST:


Barbara J. Brooks, Clerk of Council

POSTED: December 20, 2023
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. 137-23, passed by the Council of said City on December 18, 2023.

IN WITNESS WHEREOF, I have on this 19th day of December, 2023, affixed my signature and official seal.


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

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Victim Advocate**Page 1 of 3**

Classification Title:	Victim Advocate	Civil Service Status:	Unclassified
Department:	Police	FLSA Status:	Exempt
Immediate Supervisor:	City Prosecutor; Police Chief; Safety Service Director	Bargaining Unit Status:	Excluded
Employment Status:	Part-Time		

JOB RESPONSIBILITIES: Under general direction, assists in providing support and crisis intervention services. Assists victims in identifying and obtaining available benefits and social and community services.

Performs other related duties as required:

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of Bachelor's degree, Masters preferred, in any of the following areas: psychology, social work, criminal justice, or law, with training in crisis intervention, social services, or related field, plus related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must possess and maintain a valid Ohio driver's license and must be able to qualify for and remain insurable under the City's vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

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

1. Provides support and crisis intervention services to victims of crime (e.g., provides victims with information about their constitutional rights; supports and assists victims and witnesses of criminal offenses through the justice system; explains court proceedings and answers questions related to arraignment, pre-trial, trial, and sentencing; attends victim interviews by police and prosecutors; advise victims of domestic violence of community resources available to them; assists victims with probation orders; etc.).

TITLE: Community Resource Officer

Clemans, Nelson & Associates, Inc.

Approval Date

{3/8/2023 CLAVNCI 00294360.DOCX }

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

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2. Serves as liaison between victim and City prosecutor, law enforcement, courts, social service agencies, medical personnel, etc.; assesses victim needs and provides support, referrals, and advocacy for victims; coordinates services with other agencies; schedules and attends meetings; may transport victims as needed.
 3. Assists victims with various correspondence, compensation applications, and victim impact statements; prepares and maintains documentation on cases. Updates and maintains information on services provided and client documentation.
 4. Collaborates with Rape Crisis Advocates, Genesis House Advocates, and other Court Advocates to improve services; schedule mediations for law enforcement when referred; provide training on mediation and victim services to law enforcement when needed.
 5. Maintains licenses and certifications as required.
 6. Demonstrates regular and predictable attendance.
 7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as necessary or assigned.

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

Knowledge of: state and local criminal laws and ordinances;* local geographical area;* agency and/or department policies and procedures;* department goals and objectives;* government structure and process;* safety practices and procedures; professional law enforcement principles and procedures;* psychology; victim counseling; first aid;* community resources and services;* applicable federal, state, and local laws;* English grammar and spelling; computer software;* records management.

Skill in: operating a motor vehicle, computer operation; use of modern office equipment; active listening; actively looking for ways to help people; being aware of others' reactions and understanding why they react as they do; communicating with others to convey information

TITLE: Victim Advocate Clemans, Nelson & Associates, Inc.

Approval Date _____

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

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effectively; communicating effectively in writing as appropriate for the needs of the audience; reading comprehension; critical thinking; understanding the implications of new information for both current and future problem-solving and decision-making.

Ability to: communicate effectively and diplomatically both orally and in written form(s); ability to tailor communication style(s) to meet the audience including federal, state and local entities; develop and maintain effective working relationships; collect, analyze, and interpret data; prepare accurate documentation; work independently or with others; exercise sound judgment during stressful situations; safeguard information of a sensitive or confidential nature; understand a variety of written and/or verbal communications; deal with a variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site.