

AN ORDINANCE

BY: MRS. HILTON

NO. 4828

TO ESTABLISH AN AMENDMENT TO THE ORGANIZATION AND STAFFING SCHEDULE FOR THE PURPOSE OF CREATING A PART-TIME PROBATION OFFICER CLASSIFICATION, TO ESTABLISH THE HOURLY RATE OF COMPENSATION FOR THAT CLASSIFICATION, AND TO DECLARE AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAKWOOD, STATE OF OHIO, THAT:

SECTION I.

The Oakwood Municipal Court Judge has determined that in order to provide proper oversight of offenders ordered to probation by the Oakwood Municipal Court, it is necessary to amend the staffing schedule for the municipal court by creating a part-time Probation Officer position.

SECTION II.

Council hereby adopts and establishes an amendment to the Organization & Staffing Schedule, copies of which are attached hereto as "Exhibit A" and "Exhibit B" and are being made part of this ordinance through the doctrine of incorporation by reference. The purpose of this amendment is to create a part-time Probation Officer classification and to establish the hourly rate for that classification. Based on the court's experience to date, the Judge has estimated that the person in this position will work approximately 12 to 15 hours per month performing duties of this newly established classification.

SECTION III.

The Municipal Court Judge has already appointed the current Bailiff to fill the new Probation Officer position, and he has done so since May 2, 2016. Council hereby ratifies and affirms the same, and therefore this amendment shall take effect retroactively as of May 2, 2016. The Finance Director is hereby directed to pay the Probation Officer for work performed on or after May 2, 2016, at the hourly rate directed by the Municipal Court Judge but not to exceed the maximum hourly rate established by this ordinance.

SECTION IV.

This Ordinance is hereby declared to be an emergency measure and as such shall take effect immediately on the basis that it is necessary to officially authorize the creation of a part-time Probation Officer classification as recommended by the Oakwood Municipal Court Judge to maintain morale and to promote efficiency, and on the basis of preservation of the public peace, health, safety and welfare.

PASSED BY COUNCIL OF THE CITY OF OAKWOOD, this 5th day of July, 2016.

  
\_\_\_\_\_  
Mayor William D. Duncan

ATTEST:

  
\_\_\_\_\_  
Clerk of Council Lori Stacel

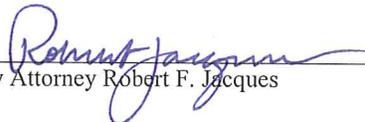
TO THE CLERK:

Please publish in the following summary form:

LEGAL NOTICE

Ordinance No. 4828 of the Council of the City of Oakwood, Ohio was passed on the 5th day of July, 2016 to ratify, confirm and establish an amended Organization and Staffing Schedule. This is an emergency ordinance to take effect immediately.

Lori Stacel, Clerk of Council, City of Oakwood

  
\_\_\_\_\_  
City Attorney Robert F. Jacques

CERTIFICATION OF PUBLICATION

I, Lori Stacel, Clerk of Council of the City of Oakwood, State of Ohio, do hereby certify that the foregoing summary of the foregoing ordinance was duly published in the *Oakwood Register*, a newspaper of general circulation in said city and that the publication occurred on the following date: July 13, 2016

Lori Stacel  
Lori Stacel, Clerk of Council

**EXHIBIT A**  
**AMENDED ORGANIZATION AND STAFFING SCHEDULE**

Adopted: July 5, 2016  
 Effective: May 2, 2016

<u>Number of Authorized Positions for each Classification</u>	<u>Title of Each Position</u>
	<u>Council</u>
1	Mayor
4	Members of Council
	<u>Administrative Staff</u>
1	City Manager
1	Assistant City Manager
1	City Manager's Secretary II*
1	City Manager's Secretary I
1	Part-Time Receptionist
	<u>Public Safety</u>
1	Public Safety Director
2	Captain
4	Lieutenant
22	Public Safety Officer
4	Dispatcher
2	Part-time Dispatcher
3	School Crossing Guard
1	Department Head Secretary
	<u>Engineering &amp; Public Works</u>
1	Director of Engineering and Public Works
1	Water Plant Superintendent
1	Assistant Public Works Director
2	Foreman
1	Foreman/Inspector
4	Maintenance Worker
12	General Service Worker I
1	Water Plant Technician - Repairman
1	Truck Driver I
2	Refuse Collection Driver III
1	Motor Equipment Operator
1	Motor Equipment Mechanic II
1	Motor Equipment Mechanic I
4	Temporary Laborer
1	Department Head Secretary
	<u>Public Finance/Income Tax</u>
1	Finance Director
1	Assistant Finance Director
1	Income Tax Administrator
3	Account Clerk II
1	Part-Time Account Clerk
	<u>Health Functions</u>
1	Health Commissioner
1	Assistant Health Commissioner
1	Sanitarian
1	Inspector
	<u>Municipal Court</u>
1	Judge
1	Clerk of Courts
1	Deputy Clerk of Courts
1	Bailiff**
1	Probation Officer
	<u>Law Department</u>
1	Law Director

Leisure Services

1	Leisure Services Director
2	Leisure Services Program Supervisor
1	Department Head Secretary
3	Part-Time Clerk Typist/Secretary I
1	Horticulturist
1	Custodian
1	Part-Time Athletic Field Maintenance/Groundskeeper

\* Also serves as Clerk of Council

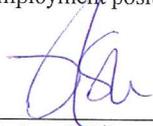
\*\* Also serves as Probation Officer

The City Manager is hereby authorized to revise any of the above position titles, add new positions and to create the titles for them and to hire up to the maximum number of positions for each classification as authorized herein.

The City Manager is further authorized to transfer persons from one position to another, to combine one or more positions, and is authorized to hire up through five (5) additional full-time or part-time people as long as such new hirings do not exceed budgeted personnel costs approved by this Council.

Any position titles that have formerly been a part of the organization of the City of Oakwood but that are not set forth above in this Schedule are hereby deemed to have been abolished.

I hereby certify that this Organization and Staffing Schedule is a complete and correct presentation of the authorized employment positions in the City of Oakwood.



\_\_\_\_\_  
Norbert S. Klopsch, City Manager

**APPROVED:**



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Mayor, City of Oakwood

**EXHIBIT B  
AMENDED ORGANIZATION AND STAFFING SCHEDULE**

Adopted: July 5, 2016  
Effective: May 2, 2016

<u>Classification</u>	<u>Rate of Compensation</u>
Part-time Probation Officer	\$21.00/hour