

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
201-1111 to 201-1115	<b>POLICE:</b>	
	Communications Operator	11
	General Police Secretary	2
	Maintenance Worker	1
	Police Captain	2
	Police Chief	1
	Police Lieutenant	3
	Police Officer	49
	Police Officer (6-month training, Max 13 pay periods)	2
	Police Records Clerk	4
	Police Sergeant	4
	Secretary to Police Chief	1
	202-6541,-6571,-6651,-6991	<b>STREETS:</b>
Maintenance Worker		8
Maintenance Worker (Seasonal)		7
Maintenance Worker Trainee		1
Secretary to the Street and Refuse Superintendent		1
Sign Painter		2
Sign Painter (upgrade only)		1
Street Drainage Tech		1
Street Maintenance Supervisor		1
Street and Refuse Superintendent		1
Vehicle Operator I		3
Vehicle Operator I (upgrade only)		1
Vehicle Operator II		1
Vehicle Operator II (upgrade only)		1
250-1191	<b>JAIL:</b>	
	Assistant Jail Administrator	1
	Corrections Officer	23
	Corrections Officer (6 month training)	1
	Jail Administrator	1
Senior Corrections Officer (upgrade only)	1 per shift	
260-1161	<b>PROBATION:</b>	
	Chief Probation Officer	1
	Secretary to Probation Officer	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
270-1041	<b>FIRE:</b>	
	Assistant Fire Chief (56 hr.)	3
	Assistant Fire Chief (40 hr.)	1
	Fire Chief	1
	Fire Fighter	42
	Fire Fighter (6-month training, Max 13 pay periods)	2
	Fire Fighter/EMT – Basic (Upgrade Position)	2
	Fire Fighter/EMT – Intermediate (Upgrade Position)	2
	Fire Fighter – Paramedic (Upgrade Position)	2
	Fire Lieutenant	9
	Fire Lieutenant/EMT – Basic (upgrade Position)	2
	Fire Lieutenant/EMT – Intermediate (Upgrade Position)	2
	Fire Lieutenant – Paramedic (Upgrade Position)	2
	Secretary to the Fire Chief	1
304-4361	<b>COMMUNITY DEVELOPMENT:</b>	
	Administrative Secretary to CD Director	1
	Associate Planner	1
	Community Development Director	1
	Fair Housing Coordinator (Upgrade Position)	1
	Planning & Zoning Administrator	1
	Redevelopment Administrator	1
601-6611	<b>AIRPORT:</b>	
	Airport Attendant	1
	Airport Manager (part-time)	1
	Maintenance Worker (Seasonal)	1
	Maintenance Worker Trainee	1
602-2171	<b>CEMETERY:</b>	
	Cemetery & Parks Superintendent	1
	Maintenance Worker	2
	Maintenance Worker (Seasonal)	6
	Maintenance Worker Trainee	1
	Secretary to Parks & Cemeteries Superintendent	1
	Vehicle Operator I	1
	Vehicle Operator I (upgrade only)	1

SECTION

NUMBER OF  
CLASSIFICATIONS  
BY DIVISION

603-5470,-5471,-5472,-5473	<b>WATER:</b>	
	Maintenance Worker	10
	Maintenance Worker (Seasonal)	3
	Maintenance Worker Trainee	1
	Plant Maintenance Mechanic II	1
	Public Service Auditor	1
	Secretary to the Water Superintendent	1
	Utilities Billing Clerk I	3
	Utilities Billing Clerk I (Part-Time)	1
	Utilities Billing Clerk II	1
	Utilities Billing Clerk III	1
	Utilities Billing Supervisor	1
	Vehicle Operator I	3
	Vehicle Operator I (upgrade only)	1
	Water Lab Analyst	1
	Water Maintenance Crew Leader	2
	Water Maintenance & Metering Supervisor	1
	Water Meter Reader	2
	Water Meter Reader (upgrade only)	1
	Water Meter Service Technician	3
	Water Meter Service Technician (upgrade only)	1
	Water Plant Operator I	2
	Water Plant Operator II	1
	Water Plant Operator III	2
	Water Superintendent	1
604-5451,-5452	<b>SEWER:</b>	
	Deputy Wastewater Superintendent	1
	Environmental Coordinator	1
	Industrial Wastewater Technician I	1
	Industrial Wastewater Technician I (upgrade position)	1
	Industrial Wastewater Technician II	1
	Industrial Wastewater Technician II (upgrade position)	1
	Maintenance Worker	5
	Maintenance Worker (Seasonal)	5
	Maintenance Worker Trainee	1
	Plant Maintenance Mechanic I	3
	Plant Maintenance Mechanic I (upgrade position)	1
	Plant Maintenance Mechanic II	1
	Plant Maintenance Mechanic II (upgrade only)	1
	Plant Maintenance Mechanic Foreman	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
604-5451,-5452	<b>SEWER CON'T:</b>	
	Secretary to the Wastewater Superintendent	1
	Sewer /Drainage Maintenance Crew Leader	1
	Sewer/Drainage Maintenance Supervisor	1
	Sewer/Drainage Technician	1
	Vehicle Operator I	3
	Vehicle Operator I (upgrade position)	1
	Vehicle Operator II	1
	Vehicle Operator II (upgrade position)	1
	Wastewater Field Technician	1
	Wastewater Field Technician (upgrade position)	1
	Wastewater Laboratory Analyst	1
	Wastewater Laboratory Supervisor	1
	Wastewater Plant Operator I	4
	Wastewater Plant Operator II	1
	Wastewater Plant Operator III	1
	Wastewater Superintendent	1
620-3261	<b>SECRET AUDITORIUM:</b>	
	Maintenance Worker (Seasonal)	1
	Secret Auditorium Manager	1
	Administrative Assistant to Auditorium Manager	1
	Stage Technician	15
	Technical Director	1
	Trainee Stage Hand	30
650-5481	<b>REFUSE:</b>	
	Litter/Recycling Coordinator (upgrade only)	1
	Maintenance Worker (Seasonal)	4
	Maintenance Worker Trainee	1
	Refuse Collection Crew Leader	4
	Refuse Collection Crew Leader (upgrade only)	4
	Refuse Collection Supervisor	1
	Refuse Collector	10

SECTION

NUMBER OF CLASSIFICATIONS BY DIVISION

700-7631

**VEHICLE AND EQUIPMENT MAINTENANCE:**

Fleet Manager	1
Maintenance Garage Coordinator	1
Maintenance Worker (Seasonal)	2
Maintenance Worker Trainee	1
Vehicle Mechanic	4
Vehicle Mechanic (upgrade only)	1
Vehicle Service Worker	1

SECTION TWO: Ordinance #18-105 Amended and any other ordinances or resolutions or any part of an ordinance or resolution inconsistent herewith is hereby repealed.

SECTION THREE: This ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2019

\_\_\_\_\_  
Susan Culbertson,  
Clerk of Council

\_\_\_\_\_  
Daniel M. Vincent,  
President of Council

APPROVED: \_\_\_\_\_, 2019

This legislation approved as to form:

\_\_\_\_\_  
Jeff Tilton,  
Mayor

  
\_\_\_\_\_  
Law Director's Office

Ways and Means Committee  
And Gildow, Chair

ORDINANCE 19-22  
INTRODUCED BY COUNCIL

ESTABLISHING PAY, BENEFIT, AND EMPLOYMENT POLICIES  
AND PROCEDURES FOR UNAFFILIATED EMPLOYEES IN THE  
MUNICIPAL SERVICE.

WHEREAS, Ordinance #18-18 presently governs the pay and benefit policies for unaffiliated employees of the City of Zanesville; and

WHEREAS, it is necessary to replace Ordinance #18-18 in order to update pay and benefit practices, to bring said practices into line with those negotiated by affiliated employees and to make other changes in City policy.

NOW, THEREFORE, BE IT ORDAINED, by the Council for the City of Zanesville, State of Ohio, that:

SECTION ONE: APPLICABILITY OF ORDINANCE

(A) This ordinance shall apply to employees in the service of the City who are not seasonal, elected, represented by collective bargaining contracts, or any others which are governed by separate ordinances.

(B) For the purpose of this ordinance the employees of the City, with the exception of those mentioned in Paragraph (A), shall constitute the unaffiliated group in the municipal service who will perform work and be employees full-time or part-time throughout the year, or for a temporary period of time.

SECTION TWO: APPOINTMENTS IN THE UNCLASSIFIED  
AND CLASSIFIED SERVICE

(A) All offices and positions which are exempt from examinations and which provide no tenure under the law belong to the unclassified service. Appointment to a position in the unclassified service may be made at the discretion of the appointing authority, and the incumbent may be removed, suspended, or reduced from the position at the pleasure of the same authority.

(B) The classified service shall comprise all persons in the employ of the City not specifically included in the unclassified service.

SECTION TWO: APPOINTMENTS IN THE UNCLASSIFIED  
AND CLASSIFIED SERVICE CON'T

(C) The authority to make appointments for positions belonging to the classified service shall be vested in the respective appointing authority, subject to proper certification of applicants by the Civil Service Commission.

(1) Each employee in the classified civil service shall serve a period of time at the beginning of an original appointment or immediately following a promotion, which constitutes a trial or testing period for the employee. The probationary period for the unaffiliated classified employee shall be four (4) months.

(2) Upon successful completion of a probationary period, an employee shall be in a permanent status.

(D) All appointments to the classified or unclassified service are governed by Chapter 124 of the Ohio Revised Code and rules and regulations of the Zanesville Civil Service Commission.

SECTION THREE: CLASSIFICATION PLAN

(A) A classification plan has been established and is maintained by the Civil Service Commission for all positions in the municipal service. This plan shall group together classes and pay ranges of those positions which are substantially similar relative to their job duties, responsibility, skills, and requirements, and pay range assignment.

(B) The classification plan shall consist of a list of titles, descriptions of the nature and requirements of the work for each position, classification assignments, and the official allocation of positions to appropriate pay ranges. Job descriptions shall generally reflect job duties and requirements, but shall not be construed as limiting or restricting an employee from performing any related duty or following any instructions required by the employee's supervisor or designee.

(C) The classification plan and allocation of positions to classes and pay ranges may be amended by City Council to ensure that it continually reflects currently assigned duties and responsibilities.