

SECTION SEVENTEEN: SUSPENSION

The appointing authority may for just cause suspend employees with or without pay.

SECTION EIGHTEEN: ADDITIONAL RULES

The Civil Service Commission and the appointing authority are hereby authorized to develop any additional regulations necessary to implement the policies established in this ordinance.

SECTION NINETEEN: INCONSISTENT ORDINANCES REPEALED

Ordinance No. 13-16, its amendments, and any other ordinance and/or resolution or any part of an ordinance and/or resolution inconsistent herewith are hereby repealed.

SECTION TWENTY: SAVINGS CLAUSE

If any part of this ordinance is found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall affect only such part of this ordinance and shall not affect or impair any of the remaining provisions of this ordinance. It is hereby declared to be the intention of the Council for the City of Zanesville that this ordinance would have been adopted had such unconstitutional, illegal, or invalid part thereof not been included herein.

SECTION TWENTY-ONE: EFFECTIVE DATE OF ORDINANCE

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

PASSED: \_\_\_\_\_, 2020

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

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

APPROVED: \_\_\_\_\_, 2020

This legislation approved as to form:

\_\_\_\_\_  
Donald L. Mason, Mayor

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

# MEMO

**To:** Honorable Members of Council  
**From:** Rhonda Heskett, Budget & Finance Director  
**Date:** March 18, 2020  
**Re:** Amending Proposed Ordinance #2020-37

This is a request to Amend Proposed Ordinance #2020-37, the Maximum Strength Ordinance. I have attached a copy for your reference.

During the recent budget hearings Bill Arnett, Community Development Director, spoke about the need to add another Redevelopment Administrator to his department. I would ask that the position of Redevelopment Administrator, in the Community Development Department, be amended from 1 position to 2 positions. Please see page 5 of Ordinance #2020-37, attached hereto.

Additionally, during the budget hearings, Scott Brown, Public Service Director, spoke about the need to add another Refuse Collection Crew Leader to the Sanitation Department. I would ask that the position of Refuse Collection Crew Leader, in the Sanitation Department, be amended from 4 positions to 5 positions. Please see page 7 of Ordinance #2020-37.

If you have additional questions regarding these requested changes, please contact either myself, Bill Arnett, or Scott Brown.

Ways and Means Committee  
Ann Gildow, Chair

ORDINANCE #2020-37A  
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING A MAXIMUM SCHEDULE OF POSITIONS FOR THE  
CITY OF ZANESVILLE'S WORKFORCE

WHEREAS, Ordinance #19-21 presently governs authorized workforce positions for the various City offices and departments; and

WHEREAS, a periodic update of the Maximum Strength Ordinance is necessary to incorporate changes made necessary by the operational needs of the City.

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

SECTION ONE: The following maximum schedule of positions for the various city offices and departments, effective with the passage of this ordinance, be and hereby is authorized. Each of the following sections, numbered 101-1121, etc., is hereby declared to be a separate and distinct section for the purposes of this ordinance.

| <u>SECTION</u> |   | <u>NUMBER OF CLASSIFICATIONS BY DIVISION</u> |
|----------------|---|--|
| 101-1121       | <b>PUBLIC SAFETY:</b><br>Parking Enforcement Officer (Seasonal)   | 1  |
| 101-3281       | <b>PARKS:</b><br>Crew Supervisor (Recreation)<br>Crew Supervisor (Recreation) (upgrade only)<br>Maintenance Worker<br>Maintenance Worker (Seasonal)<br>Maintenance Worker Trainee | 1<br>1<br>4<br>7<br>1                        |

| <u>SECTION</u> |   | <u>NUMBER OF CLASSIFICATIONS BY DIVISION</u> |
|----------------|---|--|
| 101-4381       | <b>BUILDING &amp; CODE ENFORCEMENT:</b>                                     |  |
|                | Administrative Secretary to the Safety Director                             | 1  |
|                | Building Inspector  | 1  |
|                | Code Enforcement Officer/Building Inspector                                 | 1  |
|                | Code Enforcement Officer  | 1  |
|                | Crew Supervisor (Seasonal)  | 2  |
|                | Maintenance Worker (Seasonal)   | 6  |
|                | Weed, Litter and Property Preservation Manager,<br>Code Enforcement Officer | 1  |
| 101-7661       | <b>MAYOR:</b>   |  |
|                | Executive Secretary   | 1  |
| 101-7681       | <b>AUDITOR:</b>   |  |
|                | Accounting Specialist   | 1  |
|                | Auditing Specialist   | 1  |
|                | Deputy Auditor  | 1  |
| 101-7682       | <b>TREASURER:</b>   |  |
|                | Deputy Income Tax Administrator   | 1  |
|                | Deputy Treasurer  | 1  |
|                | Income Tax Administrator  | 1  |
|                | Income Tax Auditor/Investigations   | 1  |
|                | Income Tax Clerk II   | 2  |
|                | Income Tax Clerk III  | 1  |
|                | Payroll Clerk (part-time)   | 1  |
| 101-7691       | <b>LEGAL DEPARTMENT:</b>  |  |
|                | Assistant Law Directors (80% of wages paid by City):                        |  |
|                | Civil   | 1  |
|                | Prosecutions  | 1  |
|                | Paralegal (70% of wages paid by City)                                       | 1  |
|                | Victim/Witness Coordinator (100% paid by City)                              | 1  |
| 101-7705,-7791 | <b>PUBLIC SERVICE ADMINISTRATION:</b>                                       |  |
|                | Administrative Secretary to Public Service Director                         | 1  |
|                | City Engineer   | 1  |
|                | Deputy Director/Public Service  | 1  |
|                | Engineering Technician  | 1  |
|                | GIS Specialist  | 1  |

| <u>SECTION</u> |   | <u>NUMBER OF CLASSIFICATIONS BY DIVISION</u> |
|----------------|---|--|
| 101-7712       | <b>CITY COUNCIL:</b><br>Clerk of Council  | 1  |
| 101-7721       | <b>MUNICIPAL COURT:</b><br>Court Bailiff (60% of wages paid by City)<br>Deputy Court Bailiff<br>Deputy Court Clerk<br>Municipal Court Clerk (60% of wages paid by City)<br>Municipal Court Bookkeeper (part-time) | 1<br>1<br>3<br>1<br>1                        |
| 101-7771       | <b>CIVIL SERVICE COMMISSION:</b><br>Civil Service Employment Coordinator  | 1  |
| 101-7781       | <b>CITY HALL:</b><br>Maintenance Worker   | 1  |
| 101-7782       | <b>CITY MAINTENANCE:</b><br>City Maintenance Supervisor<br>Traffic Signal Crew Leader<br>General Service Worker<br>Traffic Signal Technician I<br>HVAC Technician/Inspector<br>Master Electrician                 | 1<br>1<br>3<br>1<br>1<br>1                   |
| 101-7861       | <b>HUMAN RESOURCE DEPARTMENT:</b><br>Human Resource Manager   | 1  |
| 101-7862       | <b>IT DEPARTMENT:</b><br>Information Technology Administrator<br>IT Network Technician  | 1<br>1                                       |
| 101-7863       | <b>BUDGET &amp; FINANCE:</b><br>Budget & Finance Director   | 1  |
| 101-7864       | <b>PURCHASING:</b><br>Purchasing Coordinator  | 1  |

| <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 Maintenance Supervisor                     |   | 1  |
| Street and Refuse Superintendent                  |   | 1  |
| Vehicle Operator I                                |   | 3  |
| Vehicle Operator I (upgrade only)                 |   | 1  |
| Vehicle Operator II                               |   | 2  |
| 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 <b>Change from 1 to 2</b> | 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  |