

# THE CITY COUNCIL OF NORTH ROYALTON, OHIO

ORDINANCE NO. 22-202

INTRODUCED BY: Mayor Antoskiewicz

AN ORDINANCE AMENDING THE STAFFING AND CLASSIFICATION PLAN FOR THE VARIOUS DEPARTMENTS OF THE CITY OF NORTH ROYALTON, BY CREATING A NEW SECTION 18 AND RENUMBERING ALL SUBSEQUENT SECTIONS ACCORDINGLY, AND DECLARING AN EMERGENCY

WHEREAS: Council is desirous of providing the most efficient services possible to the residents of the City of North Royalton, Ohio; and

WHEREAS: It has been determined to be necessary to amend the staffing and classification plan by creating a new Section 18, allowing for any Department to hire an employee for the purposes of training based on anticipated vacancy; and

WHEREAS: Council desires to provide for this amendment.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH ROYALTON, COUNTY OF CUYAHOGA AND STATE OF OHIO, THAT:

Section 1. The **Building Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Building Commissioner or	One (1)
2) Building Official (part-time)	One (1)
3) Certified Inspector	Three (3)
4) Inspector (part-time)	Three (3)
5) Admin. Secretary/Clerical	Two (2)
6) Summer/Part time/Vacation Clerical	Two (2)
7) Office Manager	One (1)
8) Planner	One (1)
9) Admin. Secretary/Clerical for training of new employee based on anticipated retirement	One (1)

Further, the classification of Building Commissioner and the classification of Building Official (part-time) are alternative classifications; only one of these classifications may be filled with an employee at any point in time.

Section 2. The **Council Office** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Director of Legislative Services	One (1)
2) Admin. Secretary/Clerical	One (1)
3) Confidential Secretary	One (1)
4) Recording Secretary (part-time)	One (1)

Section 3. The **Engineering Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Engineer	One (1)
2) Assistant Engineer	One (1)
3) Admin. Secretary/Clerical	One (1)

Section 4. The **Finance Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Finance Director	One (1)
or	
2) Interim Finance Director	One (1)
3) Assistant Director of Finance	One (1)
4) Admin. Secretary/Clerical/Bookkeeper	One (1)
5) Payroll and Accounting Administrator	One (1)
6) Accounting Administrator	One (1)
7) Admin. Secretary/Clerical/Bookkeeper (part time)	One (1)

Section 5. The **Fire Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Chief of Fire	One (1)
2) Assistant Chief	One (1)
3) Lieutenant	Six (6)
4) Firemen/Paramedics	Thirty Three (33)
5) Admin. Secretary/Clerical	One (1)
6) Fire Safety Inspector (part time)	One (1)
7) Summer Help Laborer	Two (2)

Section 6. The **Office on Aging/Human Services** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Director (part-time)	One (1)
2) Senior Center Manager/Outreach Specialist	One (1)
3) Bus Driver (part time)	Three (3)

Section 7. The **Police Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Chief of Police	One (1)
2) Captain	None (0)
3) Lieutenant	Two (2)
4) Sergeant	Five (5)
5) Patrolman	Thirty Two (32)
6) Office Manager/Confidential Secretary to Chief effective January 1, 2022	One (1)
7) Admin. Secretary/Clerical/Jail Custodian	Two (2)
8) Senior Animal Control Officer (Full time)	One (1)
9) Part-time Animal Warden	Two (2)
10) Record Room Clerk (full time)	One (1)
11) Jr. Record Room Clerk	One (1)
12) Reserve Police Officers	Twenty Five (25)
13) Maintenance	One (1)
14) Lead Corrections Officer (full time)	One (1)
15) Corrections Officer (full time)	Nine (9)
16) Corrections Officer (part time)	Thirteen (13)
17) I.T. Systems Administrator-LAN Manager/I.T. Director	One (1)
18) Clerical II (part time)	Sixteen (16)
19) Clerical III (full time)	Four (4)
20) I.T. Systems Network Technician	One (1)
21) School Resource Officer (SRO) (part time)	One (1)

Section 8. The **Law Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Director of Law	One (1)
2) Assistant Law Director/First Assistant Prosecutor	One (1)
3) Second Assistant Prosecutor	One (1)
4) Confidential Secretary, part time	One (1)
5) Human Resources Manager (part time)	One (1)
6) Human Resources Specialist/Paralegal (part time)	One (1)

Section 9. The **Recreation Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Parks, Cemetery and Recreation Director	One (1)
2) Tractor/Truck Operator (part time)	Three (3)
3) Laborer	Three (3)
4) Laborer (part time)	Five (5)
5) Summer Help Laborer (part time)	Eight (8)
6) Laborer I (part time)	Two (2)

Section 10. The **Public Service Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Service Director	One (1)
2) Service Superintendent	One (1)
3) Mechanic	Two (2)
4) Motor Equipment Operator	Two (2)
5) Laborers	Twenty Four (24)
6) Laborers (part-time)	Two (2)
7) Summer Help Laborers	Six (6)
8) Admin. Secretary/Clerical	Two (2)
9) Laborer I (part time)	Two (2)

Section 11. The **Wastewater Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Superintendent	One (1)
2) Superintendent in Training	One (1)
3) Assistant Supt. - Operations	One (1)
4) Assistant Supt. – Maintenance	One (1)
5) Lab Technician	Three (3)
6) Certified Operator Certified I-II-III	Seven (7)
7) Operator/Technician In Training	One (1)
8) Laborer I-II-III and/or Motor Equipment Operator	Fifteen (15)
9) Mechanic	One (1)
10) Clerical/bookkeeper	One (1)
11) Inspector	One (1)
12) Summer Help Laborers (part time)	Two (2)
13) Project Manager (temporary, part time)	One (1)
14) Stormwater Supervisor	One (1)

Section 12. The **Mayor's Office** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

\*Effective January 1, 2020

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
*1) Executive Assistant/Civil Service Secretary	One (1)
*2) Clerk of Court	One (1)
3) Deputy Clerk of Court	Two (2)
4) Admin. Secretary/Clerical	One (1)
5) Confidential Secretary	One (1)
6) Custodial-Part Time	One (1)
7) Public Defender	One (1)
8) Magistrate	One (1)

Section 13. The **Planning Commission** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Clerical/Recorder (part-time)	One (1)

Section 14. The **Board of Zoning Appeals** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Secretary (part-time)	One (1)

Section 15. The **Department of Community Development** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Director of Community Development	One (1)

Section 16. The **Architectural Review Board** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Secretary (part-time)	One (1)

Section 17. **City Hall** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Clerical III floater (part time)	One (1)
2) Building Maintenance Technician	One (2)

Section 17. Ordinance 90-217 and all its amending Ordinances are hereby repealed.

**Section 18. Any Department can hire an employee for the purposes of training based on anticipated vacancy.**

**Section 19.** This Ordinance shall supersede all previously adopted Ordinances in direct conflict herewith.

**Section 19-20.** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the city and for the further reason that it is immediately necessary to amend the staffing and classification plan for the various departments of the City of North Royalton allowing for any Department to hire an employee for the purposes of training based on anticipated vacancy.

THEREFORE, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

/s/ Paul F. Marnecheck  
PRESIDENT OF COUNCIL

APPROVED: /s/ Larry Antoskiewicz  
MAYOR

DATE PASSED: December 29, 2022

DATE APPROVED: December 29, 2022

ATTEST: /s/ Dana A. Schroeder  
DIRECTOR OF LEGISLATIVE SERVICES

First reading suspended  
Second reading suspended  
Third reading December 29, 2022

YEAS: Marnecheck, Nickell, Barath, Krejci,  
Dietrich, Vos

NAYS: none

ABSENT: Carbone-McDonald