

AN ORDINANCE CREATING THE POSITION OF DISPATCH RECORDS SUPERVISOR/IT COORDINATOR, PROVIDING A POSITION DESCRIPTION ESTABLISHING THE JOB RESPONSIBILITIES, QUALIFICATIONS, AND ESSENTIAL FUNCTIONS OF SAID POSITION, A METHOD OF COMPENSATION, SETTING AN EFFECTIVE DATE, AMENDING THE 2022 SCHEDULE OF POSITIONS AND COMPENSATION FOR VILLAGE PERSONNEL, AND DECLARING AN EMERGENCY

WHEREAS, Village Administration recommends creation of the non-bargaining, exempt position of Dispatch Records Supervisor/IT Coordinator; and

WHEREAS, Council determines that it is in the best interests of the Village to create the non-bargaining, exempt position of Dispatch Records Supervisor/IT Coordinator, who shall fall under the supervision of the Mayor and report directly to the Chief of Police.

NOW, THEREFORE, BE IT ORDIANED by the Council of the Village of Richfield, County of Summit, State of Ohio that:

- SECTION 1. Ordinance No. 121-2021 adopting the 2022 Schedule of Positions and Compensation for Village Personnel, attached hereto and expressly incorporated herein as Exhibit "A", is hereby amended by creating the non-bargaining, exempt position of Dispatch Records Supervisor/IT Coordinator and is hereby further amended by abolishing the bargaining unit position of Dispatch Supervisor in the Police Department in accordance with the terms of the Memorandum of Understanding (the "MOU") between the Village and FOP, Lodge 66 on file with the Chief of Police.
- SECTION 2. Council adopts the Position Description establishing the job responsibilities, qualifications, and essential functions for the Dispatch Records Supervisor/IT Coordinator position, attached hereto and expressly incorporated herein as Exhibit "B".
- SECTION 3. The salary range for the Dispatch Records Supervisor/IT Coordinator shall be \$61,048.00 to \$82,000.00
- SECTION 4. The position of Dispatch Records Supervisor/IT Coordinator shall become effective upon passage of this Ordinance and upon abolishment of the Dispatch Supervisor position the terms of the MOU.
- SECTION 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that

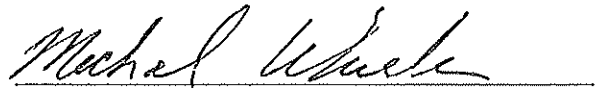
resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 6. This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public health, safety and welfare of the residents of the Village of Richfield, County of Summit, State of Ohio and for the further purpose of ensuring a start date for the Dispatch Records Supervisor/IT Coordinator position as early as possible; wherefore, provided this Ordinance receives the affirmative vote of two-thirds of the members of Council elected or appointed, it shall take effect immediately upon its passage and execution by the Mayor; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 3-1-22




President of Council



Mayor

Dated: 3/1/2022

ATTEST



Clerk of Council

Schedule of Positions and Compensation
Effective March 1, 2022 through December 18, 2022

	<u>ANNUAL</u>	<u>BI-WEEKLY</u>	<u>HOURLY</u>
<u>LEGISLATIVE EMPLOYEES:</u>			
President of Council	9,309	358.04	
Council Members	8,727	335.65	
Clerk of Council	11,512 - 18,994	442.77 - 730.54	
<u>ADMINISTRATION EMPLOYEES:</u>			
Mayor/Safety Director	83,291	3,203.50	
HR, Policy & Records Coordinator	44,412 - 75,253	1,708.15 - 2,894.35	21.35 - 36.18
Part-time Information Technology Coord.			18.50 - 24.67
Mayor's Assist./Court Clerk	28,467 - 57,433	1,094.89 - 2,208.96	13.69 - 27.61
<u>ADMINISTRATIVE ASSISTANTS:</u>			
Mayor, Finance, Fire, Zoning, Service			
96 Months	62,218	2,393.00	29.91
84 Months	59,402	2,284.69	28.56
72 Months	56,587	2,176.42	27.21
60 Months	53,768	2,068.00	25.85
48 Months	50,951	1,959.65	24.50
36 Months	48,136	1,851.38	23.14
24 Months	45,321	1,743.12	21.79
12 Months	42,502	1,634.69	20.43
Beginning Rate	39,687	1,526.42	19.08
<u>FINANCE/TAX DEPARTMENT:</u>			
Finance Director/Tax Administrator	77,382 - 100,771	2,976.23 - 3,875.81	37.20 - 48.45
Assistant Finance/Tax Administrator	63,081 - 87,070	2,426.19 - 3,348.85	30.33 - 41.86
<u>FIRE DEPARTMENT:</u>			
Fire Chief	77,382 - 100,771	2,976.23 - 3,875.81	37.20 - 48.45
Assistant Fire Chief	75,090 - 97,758	2,888.08 - 3,759.92	36.10 - 47.00
Fire Captain***			
Fire Medic Lieutenant***			
Fire Medic - 36 Month***			
Fire Medic - 27 Month***			
Fire Medic - 18 Month***			
Fire Medic - 9 Month***			
Fire Medic in Training***			
Part-Time Fireperson in Training		Hourly Rate: 18.13	Plus \$36.26 per Training Ses.
Part-Time Paramedic in Training		Hourly Rate: 19.86	Plus \$39.72 per Training Ses.
Part-Time Fireperson		Hourly Rate: 24.07	Plus \$48.14 per Training Ses.
Part-Time Paramedic		Hourly Rate: 25.81	Plus \$51.62 per Training Ses.
Fire Lieutenant - Part Time		Hourly Rate: 27.50	Plus \$55.00 per Training Ses.
Fire Captain - Part Time		Hourly Rate: 29.24	Plus \$58.48 per Training Ses.
Assistant Fire Chief - Part Time		Hourly Rate: 30.97	Plus \$61.94 per Training Ses.

*** For these positions refer to the applicable Collective Bargaining Unit Agreement.

Schedule of Positions and Compensation
Effective March 1, 2022 through December 18, 2022

	<u>ANNUAL</u>	<u>BI-WEEKLY</u>	<u>HOURLY</u>
<u>POLICE DEPARTMENT:</u>			
Police Chief	77,382 - 100,771	2,976.23 - 3,875.81	37.20 - 48.45
Assistant Police Chief	75,090 - 97,758	2,888.08 - 3,759.92	36.10 - 47.00
Police Sergeant***	*** For these positions refer to the applicable Collective Bargaining Unit Agreement.		
Patrolman - 36 Month (Full-time)***			
Patrolman - 24 Month (Full-time)***			
Patrolman - 12 Month (Full-time)***			
Patrolman - New hire (Full-time)***			
Patrolman - Part-Time 24-35 months***			
Patrolman - Part-Time 13-23 months***			
Patrolman - Part-Time new - 12 months***			
<u>DISPATCH DEPARTMENT:</u>			
Dispatch Records Sup./IT Coordinator	61,048 - 82,000	2,348.00 - 3,153.85	29.35 - 39.42
Dispatcher - 36 Month (Full-time)***	*** For these positions refer to the applicable Collective Bargaining Unit Agreement.		
Dispatcher - 24 Month (Full-time)***			
Dispatcher - 12 Month (Full-time)***			
Dispatcher - New hire (Full-time)***			
Dispatcher - 36 Month (Part-time)***			
Dispatcher - 27 Month (Part-time)***			
Dispatcher - 18 Month (Part-time)***			
Dispatcher - New hire (Part-time)***			
<u>DOG WARDEN:</u>			
Dog Warden - 36 Month (Part-time)***			
Dog Warden - 27 Month (Part-time)***			
Dog Warden - 18 Month (Part-time)***			
Dog Warden - 9 Month (Part-time)***			
<u>PLANNING/ZONING DEPARTMENT:</u>			
Planning/Zoning Director	66,532 - 100,771	2,558.92 - 3,875.81	31.99 - 48.45
Economic Development Coordinator	11,286	434.08	
Part-time Board Secretary	\$120/meeting all inclusive		
Part-time Code Enforcement Officer			Min Wg 18.36
<u>RECREATION DEPARTMENT:</u>			
Maximum hours part-time employees can work are 28 hours/week unless authorized by the Mayor, eff. 2017.			
Recreation Director	39,503 - 73,361	1,519.35 - 2,821.58	18.99 - 35.27
Recreation Assistants (Part-time)			Min Wg - 23.40
<u>HUMAN SERVICES DEPARTMENT:</u>			
Maximum hours part-time employees can work are 28 hours/week unless authorized by the Mayor, eff. 2017.			
Human Services Coordinator			14.33 - 25.87
Human Services Assistant (Part-time)			Min Wg - 23.97

Schedule of Positions and Compensation
 Effective March 1, 2022 through December 18, 2022

	<u>ANNUAL</u>	<u>BI-WEEKLY</u>	<u>HOURLY</u>
SERVICE DEPARTMENT:			
Service Director/P.E.	82,342 - 112,797	3,167.00 - 4,338.35	39.59 - 54.23
Service Director	77,382 - 100,771	2,976.23 - 3,875.81	37.20 - 48.45
Assistant Service Director	66,832 - 87,090	2,570.46 - 3,349.62	32.13 - 41.87
Division Supervisor:			
96 Months	75,990	2,922.69	36.53
84 Months	73,675	2,833.65	35.42
72 Months	71,362	2,744.69	34.31
60 Months	69,049	2,655.73	33.20
48 Months	66,734	2,566.69	32.08
36 Months	64,421	2,477.73	30.97
24 Months	62,107	2,388.73	29.86
12 Months	59,793	2,299.73	28.75
Beginning Rate	57,478	2,210.69	27.63
Crew Leader, Vehicle and Property Maintenance Mechanic, Utility Maintenance Technician			
96 Months	70,979	2,729.96	34.12
84 Months	67,580	2,599.23	32.49
72 Months	64,182	2,468.54	30.86
60 Months	60,782	2,337.77	29.22
48 Months	57,386	2,207.15	27.59
36 Months	53,989	2,076.50	25.96
24 Months	50,591	1,945.81	24.32
12 Months	47,191	1,815.04	22.69
Beginning Rate	43,794	1,684.38	21.05
Grounds Maintenance Technician, Road Maintenance Technician, FT Custodian			
96 Months	62,218	2,393.00	29.91
84 Months	59,402	2,284.69	28.56
72 Months	56,587	2,176.42	27.21
60 Months	53,768	2,068.00	25.85
48 Months	50,951	1,959.65	24.50
36 Months	48,136	1,851.38	23.14
24 Months	45,321	1,743.12	21.79
12 Months	42,502	1,634.69	20.43
Beginning Rate	39,687	1,526.42	19.08

Schedule of Positions and Compensation
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	<u>ANNUAL</u>	<u>BI-WEEKLY</u>	<u>HOURLY</u>
Service Dept. Stand By Time:			
Emerg. Snow Removal Full-Time Employees	\$1,000 /year payable April 1		
Highway Maintenance Supervisor	\$1,000 /year payable April 1		
Road Mechanic Supervisor	\$1,000 /year payable April 1		
Sewer Technicians	\$1,000 /year payable April 1		
Part-time Service Employee			Min Wg - 17.45
Custodian (Part-time)			Min Wg - 16.84
<u>OTHER:</u>			
Part-time Secretary of Cemetery Board	\$100 per meeting, all inclusive, payable bi-weekly		
Mayor's Court Magistrate	\$200 per session, all inclusive, payable bi-weekly		
Mayor's Court Prosecutor	\$200 per session, all inclusive, payable bi-weekly		
Director of Law	Up to \$5,550/month & other compensation as authorized by the Mayor, payable monthly.		