

ORDINANCE NO. 14 -20

ORDINANCE UPDATING THE AUTHORIZED POSITIONS AND ASSIGNED GRADE

WHEREAS, the City Council of the City of Berea recognize that the city's authorized positions and assigned grades must be updated from time to time in order to remain current and to maintain an effective and efficient work force;

NOW THEREFORE BE IT ORDAINED by the City Council, City of Berea, Commonwealth of Kentucky:

(1) That the following authorized positions and assigned grades replace the existing authorized positions and assigned grades. The information added is identified with an underline, and information deleted is identified with a strike-through.

AUTHORIZED POSITIONS

The following are hereby adopted as class title and class grade; the number of positions as authorized shall be determined by the City Council:

<u>Class Title</u>	<u>Grade</u>
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Administration

City Administrator.....	N/A
Assistant City Administrator	N/A
City Clerk.....	41
Human Resources Manager.....	45
Custodian.....	23
<u>HRC Administrative Assistant (Part-Time)</u>	N/A

Information Technology

Information Technology Director.....	51
Information Technology Technician.....	46

Economic Development

Director of Economic Development.....	51
<u>Economic Development Program Coordinator (Part-Time)</u>	N/A

Finance Department

Director of Finance.....	55
Tax Administrator.....	40
Accounts Receivable Specialist	33
Accounts Payable Specialist.....	33
Billing and Collections Supervisor	40
Customer Service Representative III.....	31
Customer Service Representative II.....	28

Customer Service Representative I.....	25
Utility Billing Clerk	32

Codes, Planning & GIS Department

Planning and Codes Administrator	53
<u>Building & Codes Manager</u>	43
<u>GIS Manager</u>	43
<u>GIS Technician</u>	33
Electrical Inspector.....	42
Codes Enforcement Officer.....	33
Codes Enforcement Officer/Building Inspector.....	37
Administrative Assistant.....	28

Business & Tourism Development

<u>Director of Business & Tourism Development</u>	51
<u>Tourism Executive Director</u>	51
Assistant Tourism Director	46
<u>Tourism Operations Manager</u>	45
Program Manager.....	38
<u>Arts Accelerator Manager</u>	38
Communications Manager	26
<u>Tourism Operations Administrative Assistant</u>	20
Reception Staff (Part-Time).....	N/A

Fire

Fire Chief	58
Assistant Fire Chief.....	53
<u>Training Officer</u>	53
Battalion Chief.....	47
<u>Captain</u>	50
Lieutenant.....	41
Firefighter.....	32
Firefighter (Recruit)	30

Parks & Recreation

Director of Parks and Recreation	51
Administrative Assistant	28
Recreation Supervisor.....	30
Program Supervisor	30
Maintenance Supervisor	33
<u>Maintenance Worker</u>	23
Maintenance Worker (Seasonal).....	N/A
Pool Manager (Seasonal)	N/A
Assistant Pool Manager (Seasonal)	N/A
Custodian/Maintenance Worker (Part-Time)	N/A

Police

Police Chief.....	58
Assistant Police Chief	53
Police Captain.....	50
Police Lieutenant	47
Police Sergeant.....	43
<u>Police Corporal</u>	42
<u>Police Investigation Sergeant</u>	43
<u>Police Investigator</u>	40
Police Officer	36
Evidence Technician.....	43
School Resource Officer	36
<u>Social Service Coordinator</u>	45
Police Officer (Recruit)	34
Safety Officer	34
<u>Records Supervisor</u>	33
Records Clerk.....	30
Administrative Assistant/TAC Officer.....	30

Public Works

Director of Public Works	51
Administrative Assistant.....	28
<u>Crew Superintendent</u>	45
Crew Leader	40
<u>Shop Superintendent</u>	45
Mechanic	34
Maintenance Worker III	31
Maintenance Worker II	27
Maintenance Worker I	23

Utilities

Utilities General Manager.....	66
Assistant General Manager.....	60
Customer Service Representative II	28
Purchasing Agent.....	33
Service Technician.....	28
Director of Engineering	60
Operations Manager	58
Operations Administrative Assistant.....	28
Water Meter Technician	38
GIS Coordinator	43
GIS Technician	33
Electric Operations Coordinator	56
Journeyman Lineman – Class III	52
Apprentice Lineman – Class II	42
Apprentice Lineman – Class I	32

Electric Meter Technician.....	38
Chief Plant Operator (Wastewater)	47
WWTP Lab Director/Class III WWTP Operator	38
Wastewater Treatment Plant Operator III	36
Wastewater Treatment Plant Operator II	33
Wastewater Treatment Plant Operator I	30
Wastewater Treatment Plant Operator (Trainee).....	27
 Water/Sewer Operations Coordinator	47
Water/Sewer Maintenance Operator III	32
Water/Sewer Maintenance Operator II	29
Water/Sewer Maintenance Operator I	26
 Chief Plant Operator (Water).....	47
Water Treatment Plant Operator IV.....	39
Water Treatment Plant Operator III	36
Water Treatment Plant Operator II	33
Water Treatment Plant Operator I	30
Water Treatment Plant Operator (Trainee).....	27

- (2) This ordinance may be waived, altered, or suspended only by a change of ordinance.
- (3) This ordinance shall become effective after two readings and publication requirements have been met.

Date of First Reading: July 21, 2020

Date of Second Reading: August 4, 2020

Date of Publication: August 5, 2020

Mayor: Anne Flynn Signature Date August 4, 2020

ATTESTED: Bobbi Nolden 8-4-20
Signature Date