

ORDINANCE NO. 20 -2021

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
HRC Administrative Assistant (Part-Time)	N/A

Information Technology

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

Economic Development

Director of Business & Tourism Development.....	51
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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
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Codes, Planning & GIS Department

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

Business & Tourism Development

Assistant Tourism Director.....	46
Tourism Operations Manager	45
Program Manager.....	38
Arts Accelerator Manager.....	38
Communications Manager	26
Media Manager	26
Tourism Operations Administrative Assistant.....	20
Reception Staff (Part-Time)	N/A

Fire

Fire Chief.....	58
Fire Assistant Chief.....	53
Fire Training Officer.....	53
Fire Battalion Chief	50
Fire / Rescue Captain.....	47
Fire Lieutenant.....	41
Firefighter	32
Firefighter II	32
Firefighter (Recruit).....	30
Firefighter I	30

Parks & Recreation

Director of Parks and Recreation	51
Administrative Assistant.....	28
Recreation Supervisor	30
Program Supervisor.....	30
Maintenance Supervisor	33
Maintenance Worker	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
Police Assistant Chief	53
<u>Police Major</u>	52
Police Captain.....	50
Police Lieutenant	47
Police Sergeant.....	43
Police Corporal.....	42
<u>Police Investigation Sergeant</u>	43
<u>Police Investigator</u>	40
Police Officer	36
<u>Evidence Technician</u>	43
School Resource Officer.....	36
Social Service Coordinator.....	45
<u>Police Officer (Recruit)</u>	34
Safety Officer (Non-Sworn).....	34
Records Supervisor.....	33
Records Clerk.....	30
Administrative Assistant/TAC Officer	30

Public Works

Director of Public Works	51
Administrative Assistant.....	28
Crew Superintendent	45
Crew Leader	40
Shop Superintendent	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
J 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 6, 2021

Date of Second Reading: July 20, 2021

Date of Publication: July 21, 2021

Mayor: Robin Yllo July 20, 2021
 Signature Date

ATTESTED: Bobbi Adams 7/20/2021
 Signature Date