

**ORDINANCE CM-15-20**

**ORDINANCE TO AMEND RESOLUTION CM-12-17  
A REVISED ORGANIZATIONAL STRUCTURE  
WITH JOB CLASSIFICATIONS BY TITLE, STAFF LEVELS,  
AND ASSIGNED PAY GRADES WITH RANGES**

**WHEREAS**, The Municipal Manager has recommended a revised organizational structure and a Compensation Plan; and

**WHEREAS**, Council has reviewed the proposed plan and wishes to implement the changes as recommended by the Manager;

**NOW THEREFORE**, Be It Ordained by the Council of the Municipality of West Milton, Ohio that:

**SECTION I:** The following revised organizational listing showing position classification titles, staffing levels, and pay grade assignments is hereby established for the full-time employees of the Municipality of West Milton.

<b><u>OFFICE, DIVISION OR DEPARTMENT WITH POSITION CLASSIFICATION TITLES</u></b>	<b><u>STAFF LEVEL</u></b>	<b><u>PAY GRADE</u></b>
<b><u>Administration</u></b>		
Municipal Manager	1	Per Contract
Administrative Assistant	1	1
<b><u>Department of Finance</u></b>		
Finance Director	1	6
Billing Clerk	1	1
<b><u>Department of Service</u></b>		
Service Director	1	6
Supervisor of Utilities	1	5
Supervisor of Streets & Grounds	1	5
<b><u>Division of Water</u></b>		
Water Distribution Technician	1	4
<b><u>Division of Wastewater</u></b>		
Lab Technician	1	3
Plant Operator I/II (a)	2	4
Maintenance Worker I/II (a)	1	2
<b><u>Division of Streets</u></b>		
Maintenance Worker I/II (a)	3	2
Maintenance Worker III	1	3

(a) See Section IV for Career Plan Advancement Requirements.

**DEPARTMENT OF PUBLIC SAFETY**

**Division of Police**

Chief of Police	1	6
Police Sergeant	1 - 2	(b)
Officer in Charge (O-I-C)	1 - 2	(b)
Police Officer	6	(b)

(b) See Section V for Career Plan Advancement Requirements.

**SECTION II:** The following classification titles are established for part-time, intermittent/seasonal, and temporary employees. Rates of pay shall be determined by the Municipal Manager.

**Division of Fire**

Fire Chief	1	Part-Time
Assistant Fire Chief	1	Part-Time
Captain	1	Part-Time
1 <sup>st</sup> Lieutenants	1	Part-Time
2 <sup>nd</sup> Lieutenants	2	Part-Time
Firefighters	33	Part-Time

**CLASSIFICATION TITLE**

P/T Secretary/Receptionist	P/T Police Clerk
Seasonal Laborers	P/T Police Officers
Temporary Maintenance Worker	Park Superintendent
Clerk of Council	Cable TV Manager
Clerical Aide	Firefighters

**SECTION III:** Annual stipends are established for the following positions:

Fire Chief	Fire Secretary
Assistant Fire Chief	Zoning/Flood Plain Assistant
Captain	Clerk of Council
Fire Lieutenant (2)	
Fire Training Officer	

**SECTION IV:** A Career Plan Advancement for employees assigned to the classification of Maintenance Worker I is hereby established by which said employee's shall be eligible to have their position reallocated to Maintenance Worker II upon the completion of three full years of service in the Maintenance Worker I class and certification by their Supervisor that said employee can operate all equipment and is knowledgeable in all areas of Street Division operations. Employees appointed to the classification of Plant Operator shall have a (I) designation and be assigned to Pay Grade 3 until such time they have obtained all the certifications required in the Job Description for the position. Employees so advanced may receive a pay increase not to exceed 5% as determined by the Municipal Manager upon reallocation of their classification.

**SECTION V:** A Career Plan Advancement for newly hired police officers hereby establishes that said officers shall hire in at Pay Grade 3, and serve a probationary period of one year. Upon completion, there shall be a period of five continuous years of incremental or "step" increases. Five successive years shall mean employment years two (2) through (6). Each increment shall be implemented on the anniversary date of employment. See attached schedule.

**SECTION VI:** The Career Advancement Plan delineated in Section V shall apply to officers currently on staff who have service totaling five (5) years or less.

**SECTION VII:** The Municipal Manager is hereby authorized to issue regulations and implement policies for the administration of the Classification Plan as set forth in this Ordinance.

**SECTION VIII:** This Ordinance shall take effect and be in force from and after the earliest date permitted by law and all other ordinances or resolutions or parts of ordinances or resolutions in conflict with this ordinance are hereby rescinded.

Passed this \_\_\_\_\_ day of July 2015

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Fredric M. Francis, Mayor

ATTEST:

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Linda L. Cantrell, CAP/OM  
Clerk of Council

APPROVED AS TO FORM:

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Lenee' Brosh  
Director of Law