

ORDINANCE NO. 2009 - 129

**REPEALING ORDINANCE NO. 2008-128 OF THE CITY OF MASON,
OHIO, AND ESTABLISHING HIRING COMPENSATION RANGES FOR
CITY OF MASON EMPLOYMENT POSITIONS**

BE IT ORDAINED by the Council of the City of Mason, Ohio, six members elected thereto concurring:

Section 1. That Ordinance No. 2008-128 of the Codified Ordinances of the City of Mason, Ohio, is repealed effective December 31, 2009.

Section 2. That this Ordinance shall establish the positions and rates of compensation for employees of the City of Mason, Ohio.

Section 3. Short Title

That this Ordinance shall be known as “The General Salary/Administration Ordinance.”

Section 4. Definitions.

Active Service - Being present for the performance of the duties which an officer or employee of a city has been assigned.

Annual Performance Evaluation - On an annual basis, each employee shall have his/her job performance reviewed and evaluated by the Department Head. The Department Head shall review the evaluation with the Employee, as per established policy. All employee evaluations will be reviewed and approved by the City Manager and then placed in the employee's personnel file.

Appointing Authority - The City Manager, or City Council, having the power to appoint and terminate workers according to rules and regulations established by the Personnel Review Board and Charter.

Appointment - The designation of a person, by competent authority, to be an employee in a position and his/her induction into such position. Normally, most appointments are made from eligibility lists, but occasionally it may be necessary to make provisional appointments and part-time and temporary appointments as well.

Classified Service - All positions and employment not specifically included as being in the unclassified service.

Continuous Service - Service not interrupted by resignation, retirement or discharge. Time off because of suspension and leaves of absence without pay shall cause continuous service and seniority calculations to be advanced by an equal period of time. Military service does not interrupt continuous service. When an employee in military service returns to work, the absence is considered never to have occurred for the purpose of calculating continuous service and seniority.

Demotion - A change of an employee from a position in one job level to a position in a different job level having a lower rate of pay.

Department Head – Assistant City Manager, Finance Director, Chief of Police, Chief of Fire, Public Works Superintendent, Public Utilities Superintendent, Parks & Recreation Director and City Engineer.

Original Appointment - Initial appointment of a person to a position in the municipal service or appointment after service has been interrupted by resignation, retirement or discharge.

Provisional Appointment - The appointment of a qualified person to a position in the classified service in the absence of an eligible list.

Reallocation - An action taken by the City Manager and approved by Council that has the effect of changing the title and possibly the compensation of a worker due to changes in the duties and responsibilities of the job.

Section 5. The hiring ranges for compensation for new employees are set out in the tables attached hereto as Exhibit "A" and Exhibit "B" incorporated herein by reference. The basis for determining the appropriate hiring range will be at the sole discretion of the City Manager based on experience and qualifications.

Section 6. In order to consider and secure highly experienced and qualified candidates for Department Heads and senior management positions, the City Manager may exceed the top hiring range for such positions by as much as 10% and negotiate other benefits such as vacation, sick leave, etc. to better approximate the level of benefits the candidate currently enjoys.

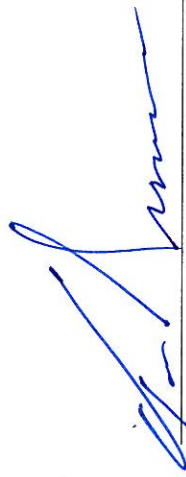
Section 7. That the compensation for certain positions within the City have established rates or ranges as set out in Exhibit "C" which is attached hereto and incorporated herein by reference.

Section 8. Maintenance.

- a. The City Manager may require Department Heads to update position descriptions on a periodic basis, and any time when either he/she or the Department Head has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- b. Each time a new position is established, a position description shall be written.
- c. As often as necessary, the City Manager shall conduct a general review and make necessary recommendations to Council.

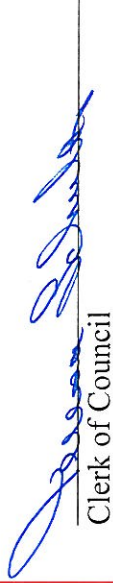
Section 9. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 30th day of November, 2009.



Mayor

Attest:



Clerk of Council

**City of Mason Approved Positions
Hiring Ranges (1/1/2009)**

Position	I		II		III		IV		V	
	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized	Hourly	Annualized
Secretary	12.60	26,208.00	13.23	27,816.00	13.89	29,424.00	14.59	31,032.00	15.25	31,727.05
Receptionist	12.60	26,208.00	13.23	27,816.00	13.89	29,424.00	14.59	31,032.00	15.25	31,727.05
Account Clerk I	13.56	28,196.93	13.99	29,424.00	15.04	31,727.05	15.80	33,216.00	16.48	34,270.97
Finance Clerk	13.56	28,196.93	13.99	29,424.00	15.04	31,727.05	15.80	33,216.00	16.48	34,270.97
Recreation Supervisor	14.28	29,712.65	14.74	30,648.83	15.85	32,182.27	16.64	34,270.97	17.36	36,098.75
Administrative Secretary	14.74	30,648.83	15.20	31,585.01	16.35	33,630.51	17.16	35,174.43	17.89	37,218.27
Finance Technician	14.38	29,901.30	15.20	31,585.01	16.35	33,630.51	17.16	35,174.43	17.89	37,218.27
HR Technician	14.74	30,648.83	15.20	31,585.01	16.35	33,630.51	17.16	35,174.43	17.89	37,218.27
ED Technician	14.38	29,901.30	15.20	31,585.01	16.35	33,630.51	17.16	35,174.43	17.89	37,218.27
Front Desk Manager	14.74	30,648.83	15.20	31,585.01	16.35	33,630.51	17.16	35,174.43	17.89	37,218.27
Police Records & Clenical Supervisor	16.84	35,033.45	17.82	37,512.54	19.17	40,001.63	20.13	42,480.72	20.48	42,996.30
Tax Technician	16.84	35,033.45	17.82	37,512.54	19.17	40,001.63	20.13	42,480.72	20.48	42,996.30
Administrative Assistant	17.26	35,909.29	17.83	37,512.54	19.17	40,001.63	20.13	42,480.72	20.99	43,661.21
Planning Technician	18.03	37,512.54	19.07	40,001.63	20.52	42,480.72	21.55	44,970.81	21.93	45,605.46
Engineer Technician	18.49	38,450.35	19.07	40,001.63	20.52	42,480.72	21.55	44,970.81	22.47	46,745.60
Asst. Aquatics Supervisor	18.49	38,450.35	19.07	40,001.63	20.52	42,480.72	21.55	44,970.81	22.47	46,745.60
Park Maintenance Supervisor	18.96	39,431.12	19.56	41,012.50	21.04	42,480.72	22.10	44,970.81	23.05	47,933.66
Public Works Foreman	18.96	39,431.12	19.56	41,012.50	21.04	42,480.72	22.10	44,970.81	23.05	47,933.66
Senior Center Supervisor	18.96	39,431.12	19.56	41,012.50	21.04	42,480.72	22.10	44,970.81	23.05	47,933.66
Fitness Sports Supervisor	18.96	39,431.12	19.56	41,012.50	21.04	42,480.72	22.10	44,970.81	23.05	47,933.66
Building Inspectors	19.60	40,768.52	20.23	42,480.72	21.75	44,970.81	22.84	47,933.66	23.81	49,532.97
IT Technician	19.60	40,768.52	20.23	42,480.72	21.75	44,970.81	22.84	47,933.66	23.81	49,532.97
Park Maintenance Worker	19.60	40,768.52	20.23	42,480.72	21.75	44,970.81	22.84	47,933.66	23.81	49,532.97
Project Coordinator	19.34	40,233.56	20.46	42,996.30	22.00	44,447.37	23.11	47,001.63	24.10	50,127.00
Parks Operations Supervisor	19.34	40,233.56	20.46	42,996.30	22.00	44,447.37	23.11	47,001.63	24.10	50,127.00
Recreation Manager	20.71	43,086.69	21.39	44,970.81	23.00	47,480.72	24.15	50,127.00	25.19	52,388.89
Aquatics Supervisor	20.71	43,086.69	21.39	44,970.81	23.00	47,480.72	24.15	50,127.00	25.19	52,388.89
Utility Maintenance Foreman	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
Subdivision Engineer	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
Storm Water Engineer	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
GIS Manager	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
Downtown & Small Business Coord	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
Park Facilities Manager	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
Assistant Finance Director	21.85	45,449.43	22.55	47,933.66	24.26	50,127.00	25.46	52,388.89	26.55	55,221.95
Economic Development Manager	22.97	47,767.60	23.71	50,127.00	25.50	52,388.89	26.78	55,221.95	27.92	58,077.87
Public Information Officer	22.97	47,767.60	23.71	50,127.00	25.50	52,388.89	26.78	55,221.95	27.92	58,077.87
Utility Project Inspector	22.97	47,767.60	23.71	50,127.00	25.50	52,388.89	26.78	55,221.95	27.92	58,077.87
City Planner	23.34	48,547.75	24.09	50,127.00	25.92	52,388.89	27.21	55,221.95	28.37	59,014.61
Project Manager	25.22	52,448.51	26.03	54,447.37	28.00	58,077.87	28.57	61,959.62	29.79	65,902.21
Parks & Rec. Director	25.22	52,448.51	26.03	54,447.37	28.00	58,077.87	28.57	61,959.62	29.79	65,902.21
Asst. Utility Superintendent	26.71	55,564.22	28.05	58,077.87	29.45	61,959.62	30.92	65,902.21	32.49	67,570.98
Human Resources Director	26.39	54,889.00	27.71	57,480.72	29.09	61,959.62	30.55	64,443.52	32.49	67,570.98
Public Works Director	26.79	55,725.15	27.65	57,480.72	29.74	61,959.62	31.22	64,443.52	32.56	67,719.43
Plans Examiner	26.79	55,725.15	27.65	57,480.72	29.74	61,959.62	31.22	64,443.52	32.56	67,719.43
Facility Maintenance Manager	26.79	55,725.15	27.65	57,480.72	29.74	61,959.62	31.22	64,443.52	32.56	67,719.43
Deputy Fire Chief	26.84	55,836.60	27.72	58,077.87	29.80	61,959.62	31.31	64,443.52	32.65	67,902.21
Chief Building Official	26.84	55,836.60	27.72	58,077.87	29.80	61,959.62	31.31	64,443.52	32.65	67,902.21
Assistant City Engineer	26.84	55,836.60	27.72	58,077.87	29.80	61,959.62	31.31	64,443.52	32.65	67,902.21
Finance Director	27.97	58,177.06	28.87	60,522.49	31.04	64,443.52	32.60	67,719.43	34.00	70,712.43
Public Utilities Director	28.58	59,447.59	29.50	61,959.62	31.72	64,443.52	33.30	70,712.43	34.72	72,220.35
IT Manager	27.88	57,997.65	29.50	61,959.62	31.72	64,443.52	33.30	70,712.43	34.72	72,220.35
Asst. Police Chief	29.13	60,584.38	30.07	63,001.63	32.34	67,570.98	33.96	70,458.88	35.41	73,659.73
Assistant City Manager	30.81	64,083.92	31.80	66,570.81	34.21	70,458.88	35.91	73,659.73	36.53	75,986.81
Economic Development Director	30.81	64,083.92	31.80	66,570.81	34.21	70,458.88	35.91	73,659.73	36.53	75,986.81
Fire Chief	41.37	86,052.49	42.52	88,543.52	45.18	93,001.63	46.32	95,492.72	47.19	98,155.20
Police Chief	41.37	86,052.49	42.52	88,543.52	45.18	93,001.63	46.32	95,492.72	47.19	98,155.20
City Engineer	41.37	86,052.49	42.52	88,543.52	45.18	93,001.63	46.32	95,492.72	47.19	98,155.20

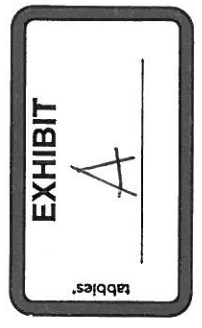


Exhibit B

Hiring Ranges (11/2009)

Position/Assignment	Hiring Rate (Min)	Hiring Rate (Max)
FITNESS INSTRUCTOR Group Exercise Instructor	\$15.33	\$18.65
COORDINATOR II Facility Coordinator, Pool Manager, Concessions Coordinator	\$12.33	\$14.97
COORDINATOR I Fitness/Wellness Coord., Aquatic Program Coord., Senior Adult Program Coord., Sports Coord., Preschool/Youth Coord., Camp Coord., Teen/Adult Coord., Special Events Coord., Assistant Pool Manager	\$11.23	\$13.64
PARK MAINTENANCE Park Maintenance Worker	\$9.58	\$11.67
SPECIALIST Kids' Korner, Birthday Party, Marketing/Comm., Concessions, Camp, Pool Operations, Head Swim Instructor, Group Exercise Instructor (training)	\$9.58	\$11.67
RECREATION AIDE III Aquatic Instructor (WSI/LGI), Head Camp Counselor, Travel Aide	\$9.32	\$11.31
LIFEGUARD II Head Lifeguard	\$8.77	\$10.65
LIFEGUARD I Lifeguard	\$7.68	\$9.33
CLERK II Registration Clerk, Receptionist	\$7.68	\$9.33
RECREATION AIDE II Fitness Attendant, Gymnasium Attendant, Kids' Korner Attendant, Facility Attendant, Concessions Attendant, Birthday Party Attendant	\$7.35	\$8.32
CLERK I Customer Service Representative, Office Aide	\$7.68	\$9.33
RECREATION AIDE I Activity Leader, Camp Counselor	\$7.35	\$7.98

EXHIBIT "C"
(11/2009)

City Manager	As Set by Ordinance of Council
Clerk of Council	As Set by Ordinance of Council
Law Director	As Set by Ordinance of Council
<u>Parks and Recreation Commission:</u>	
Secretary	\$35.00 per meeting, but not less than \$5.15/hour.
<u>Planning Commission:</u>	
Planning Board Member	\$25 per meeting of 16 paid meetings. \$15 per special meeting.
Secretary to Planning Board	\$35 per meeting. \$20 per special meeting, but not less than \$5.15/hour.
<u>Zoning Housing Building Appeals Board:</u>	
Board Members	\$20 per meeting.
Secretary to Board	\$25 per meeting, but not less than \$5.15/hour.
<u>Mason Municipal Court:</u>	
Municipal Court Judge	As Directed by State Law
Substitute Judge	As Directed by State Law
Municipal Court Employees	As Set by Ordinance of Council
Prosecutor	As Set by Ordinance of Council
Assistant Prosecutor	As Set by Ordinance of Council