

ORDINANCE 2016 - 137

REPEALING ORDINANCE 2015-126 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, seven members elected thereto concurring:

Section 1. That Ordinance No. 2015-126 of the Codified Ordinances of the City of Mason, Ohio, is repealed effective December 31, 2016.

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 Director, Public Utilities Director, 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 12th day of December, 2016.

Attest:

Clerk of Council



Mayor

EXHIBIT A
City of Mason Approved Positions
Hiring Ranges (1/1/2017)

Position	I	I	II	III	IV	V	V
	Hourly	Annualized	Hourly	Hourly	Hourly	Hourly	Annualized
Secretary	14.26	29,662	14.97	15.69	16.40	17.11	\$ 35,594.83
Receptionist	14.26	29,662	14.97	15.69	16.40	17.11	\$ 35,594.83
Finance Assistant	15.43	32,090	16.20	16.97	17.74	18.51	\$ 38,508.29
Police Clerk	16.28	33,864	17.09	17.91	18.72	19.54	\$ 40,636.38
ED Technician	16.28	33,864	17.09	17.91	18.72	19.54	\$ 40,636.38
HR Technician	16.28	33,864	17.09	17.91	18.72	19.54	\$ 40,636.38
Finance Technician	16.28	33,864	17.09	17.91	18.72	19.54	\$ 40,636.38
Court Security Officer	18.27	38,002	19.18	20.10	21.01	21.92	\$ 45,601.92
Administrative Secretary	19.07	39,669	20.03	20.98	21.93	22.89	\$ 47,603.34
Sales & Marketing Supervisor	19.07	39,669	20.03	20.98	21.93	22.89	\$ 47,603.34
Police Records & Clerical Supervisor	19.07	39,669	20.03	20.98	21.93	22.89	\$ 47,603.34
Accounting Supervisor	19.07	39,669	20.03	20.98	21.93	22.89	\$ 47,603.34
Tax Supervisor	19.07	39,669	20.03	20.98	21.93	22.89	\$ 47,603.34
Administrative Assistant	19.53	40,619	20.51	21.48	22.46	23.43	\$ 48,743.39
Planning Technician	20.41	42,456	21.43	22.45	23.47	24.49	\$ 50,947.48
Head Age Group Coach	20.41	42,456	21.43	22.45	23.47	24.49	\$ 50,947.48
Engineer Technician	20.41	42,456	21.43	22.45	23.47	24.49	\$ 50,947.48
Program Supervisor	20.92	43,512	21.97	23.01	24.06	25.10	\$ 52,214.20
Fleet Manager	21.46	44,631	22.53	23.60	24.68	25.75	\$ 53,556.92
Public Works Foreman	21.46	44,631	22.53	23.60	24.68	25.75	\$ 53,556.92
Project Coordinator	21.90	45,560	23.00	24.09	25.19	26.28	\$ 54,671.64
Park Maintenance Worker	22.18	46,130	23.29	24.40	25.50	26.61	\$ 55,355.66
Resources Technician I	22.18	46,130	23.29	24.40	25.50	26.61	\$ 55,355.66
Utility Maintenance Foreman	23.45	48,769	24.62	25.79	26.96	28.14	\$ 58,522.46
Park Maintenance Supervisor	23.45	48,769	24.62	25.79	26.96	28.14	\$ 58,522.46
Head Coach	23.45	48,769	24.62	25.79	26.96	28.14	\$ 58,522.46
IT Technician	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Subdivision Engineer	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Storm Water Engineer	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Systems Analysis	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Business Manager	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Program Manager	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Sales and Marketing Manager	24.74	51,450	25.97	27.21	28.45	29.68	\$ 61,739.93
Facility Technician	25.99	54,068	27.29	28.59	29.89	31.19	\$ 64,881.40
Resources Technician II	25.99	54,068	27.29	28.59	29.89	31.19	\$ 64,881.40
Strategic Planner and Economic Manager	25.99	54,068	27.29	28.59	29.89	31.19	\$ 64,881.40
Economic Development Manager	25.99	54,068	27.29	28.59	29.89	31.19	\$ 64,881.40
Public Information Officer	25.99	54,068	27.29	28.59	29.89	31.19	\$ 64,881.40
Utility Project Inspector	25.99	54,068	27.29	28.59	29.89	31.19	\$ 64,881.40
Building/Electrical Inspector	26.33	54,765	27.65	28.96	30.28	31.59	\$ 65,717.43
Project Manager	26.33	54,765	27.65	28.96	30.28	31.59	\$ 65,717.43
City Planner	26.42	54,955	27.74	29.06	30.38	31.70	\$ 65,945.44
Resources Technician III	28.56	59,404	30.09	31.67	33.34	35.09	\$ 73,000.00
Public Utilities Manager/ Assistant Director	30.25	62,914	31.76	33.27	34.78	36.30	\$ 75,496.51
Plans Examiner	30.32	63,062	31.83	33.35	34.87	36.38	\$ 75,673.85
Facility Maintenance Manager	30.32	63,062	31.83	33.35	34.87	36.38	\$ 75,673.85
Assistant Finance Director	31.65	65,827	33.23	34.81	36.39	37.98	\$ 78,992.66
Assistant City Engineer	31.65	65,827	33.23	34.81	36.39	37.98	\$ 78,992.66
Parks & Recreation Director	31.65	65,827	33.23	34.81	36.39	37.98	\$ 78,992.66
IT Manager	32.35	67,284	33.97	35.58	37.20	38.82	\$ 80,740.73
Human Resource Director	32.35	67,284	33.97	35.58	37.20	38.82	\$ 80,740.73
Chief Building Official	32.97	68,572	34.62	36.26	37.91	39.56	\$ 82,286.13
Public Works Director	34.02	70,767	35.72	37.43	39.13	40.83	\$ 84,920.91
City Engineer	34.02	70,767	35.72	37.43	39.13	40.83	\$ 84,920.91
Finance Director	34.02	70,767	35.72	37.43	39.13	40.83	\$ 84,920.91
Economic Development Director	34.02	70,767	35.72	37.43	39.13	40.83	\$ 84,920.91
Public Utilities Director	42.10	87,573	44.21	46.31	48.42	50.52	\$ 105,087.09
Deputy Fire Chief	42.10	87,573	44.21	46.31	48.42	50.52	\$ 105,087.09
Assistant Police Chief	42.10	87,573	44.21	46.31	48.42	50.52	\$ 105,087.09
Assistant City Manager	42.10	87,573	44.21	46.31	48.42	50.52	\$ 105,087.09
Fire Chief	45.91	95,490	48.20	50.50	52.79	55.09	\$ 114,587.49
Police Chief	45.91	95,490	48.20	50.50	52.79	55.09	\$ 114,587.49
Service Director	45.91	95,490	48.20	50.50	52.79	55.09	\$ 114,587.49

Exhibit B
City of Mason Approved
Part Time Employees
Hiring Ranges (1/1/2017)

Position/Assignment	Hiring Rate (Min)	Hiring Rate (Max)
FITNESS INSTRUCTOR II Personal Trainers or group Exercise Instructor providing Instruction for 7 or more times per week	\$19.62	\$23.37
FITNESS INSTRUCTOR I Personal Trainers or group Exercise Instructor providing Instruction for 3 or more times per week	\$17.35	\$21.10
IT COORDINATOR	\$16.24	\$18.27
CAMPUS SECURITY SPECIALIST	\$16.24	\$18.27
COORDINATOR/MANAGER ON DUTY Program, Member Services, Sales & Marketing and Seasonal (Camps & Swim Team)	\$13.96	\$16.94
SEASONAL TAX	\$13.20	\$16.24
SEASONAL MAINTENANCE	\$13.20	\$16.24
SPECIALIST Program, Sales & Marketing, Member Services, Facilities, Seasonal, Tax, Admin Assistant, Maintenance	\$10.85	\$13.20
ASSISTANT II Member Services, Program, Facilities, Aquatic Instructors, Seasonal, Tax, Admin Assistant, Maintenance	\$10.56	\$12.81
ASSISTANT I Program, Sales & Marketing, Member Services, Aquatic Instructors, Seasonal, Tax, Admin Assistance. Maintenance	\$8.50	\$10.57
FIREFIGHTER I/EMT BASIC	\$13.70	
FIREFIGHTER II/EMT BASIC	\$14.21	
FIREFIGHTER I/PARAMEDIC	\$15.73	
FIREFIGHTER II/PARAMEDIC	\$16.24	
FIRE INSPECTOR	\$16.40	\$20.60

EXHIBIT "C"
(1/1/2017)

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

Parks and Recreation Commission:

Park Board Member	\$25 per meeting
Secretary	\$35.00 per meeting, but not less than \$5.15/hour.

Planning Commission:

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.

Zoning Housing Building Appeals Board:

Board Members	\$20 per meeting.
Secretary to Board	\$25 per meeting, but not less than \$5.15/hour.

Mason Municipal Court:

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