

# City of Willoughby Hills

## ORDINANCE NO. 2015-5

### **AN ORDINANCE FIXING THE COMPENSATION FOR THE POSITION OF COMMUNITY SERVICE OFFICER.**

**WHEREAS**, pursuant to the Mayor's Interoffice Memo to the Council President and the Members of Council, dated December 24, 2014, attached hereto as the **Exhibit "A"** consisting of two (2) pages, the Mayor stated that he is in concurrence with the Police Chief's proposal to create the position of a full-time Community Service Officer and requested Council approval for the proposed Position Description and Compensation Range; and

**WHEREAS**, pursuant to the Position Description, attached hereto as the **Exhibit "B"** consisting of four (4) pages, the **Community Service Officer (CSO)** is an unclassified administrative assistant assigned under the direction of the Mayor/Safety Director or his Designee; and

**WHEREAS**, the position of **Community Service Officer (CSO)** is being established to handle a specialized area of municipal law enforcement work dealing with administrative support services to the general operations of the police department to include, but not limited to, crime prevention, community relations, court/jail officer and evidence custodian; and

**WHEREAS**, employees assigned to this classification will not be assigned to the uniform patrol activities with the rank and class designation of Police Officer. An employee in this class is not a Civil Service employee in the classified service and, therefore, is not eligible to participate in or be subject to the process associated with a uniform police officer as authorized by Ohio Civil Service Law; and

**WHEREAS**, an employee in this class shall be subject to the pay, fringe benefits and employment conditions associated with other unclassified City employees in accordance with City Ordinances; and

**WHEREAS**, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the position of **Community Service Officer**.

**NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:**

**SECTION 1.** The range of compensation for the position of **FULL TIME COMMUNITY SERVICE OFFICER** has been set as follows:

<u>Job Title</u>	<u>ANNUAL SALARY</u>	
	<u>Minimum</u>	<u>Maximum</u>
Community Service Officer	\$ 23.12	to \$ 27.04

**SECTION 2.** The required Staffing Level for said position shall be (1) **FULL-TIME COMMUNITY SERVICE OFFICER**.

**SECTION 3.** The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Community Service Officer** within the fixed compensation range.

**SECTION 4.** Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

**SECTION 5.** All the actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

**SECTION 6.** This Ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED: \_\_\_\_\_, 2015

\_\_\_\_\_  
**Raymond C. Somich**  
*President of Council*

Submitted to the Mayor for his approval  
on this \_\_\_\_ day of \_\_\_\_\_, 2015

Approved by the Mayor

ATTEST:

\_\_\_\_\_, 2015

\_\_\_\_\_  
**Victoria Ann Savage, CMC**  
*Clerk of Council*

\_\_\_\_\_  
**Robert M. Weger**  
*Mayor*