

RAYMOND C. SOMICH  
*President of Council*

NANCY E. FELLOWS  
*Vice President of Council*

VICTORIA ANN SAVAGE, CMC  
*Clerk of Council*

# City of Willoughby Hills

*Council*  
CHRISTOPHER L. BIRO  
DAVID M. FIEBIG  
JENNIFER SOMMERS GREER  
CHRISTOPHER HALLUM  
RAYMOND C. SOMICH

## **ORDINANCE NO. 2015-21**

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

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**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, dated February 12, 2015 attached hereto as the "**Exhibit B**" consisting of four (4) pages, and the Memorandum of Understanding between The City of Willoughby Hills and The Ohio Patrolmen's Benevolent Association, dated March 20, 2015 attached hereto as the "**Exhibit C**" consisting of one (1) page, the **Community Service Officer (CSO)** is a classified Administrative Assistant assigned under the direction of the Chief of Police or his Designee, and as such, has no supervisory authority given or implied; 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**, an employee assigned to this classification will not be assigned to the uniform patrol and crime prevention activities with the rank and class designation of Police Officer; and

**WHEREAS**, in the event of a layoff situation, the Community Service Officer must be laid off prior to the layoff of any sworn law enforcement officer; and

**WHEREAS**, the City shall hire no more than one (1) Community Service Officer; and

**WHEREAS**, the Community Service Officer shall not be counted toward Police Officer or Police Sergeant manpower and shall not be permitted to work the overtime of a law enforcement officer or otherwise perform the work of a Police Officer or Police Sergeant; and

**WHEREAS**, an employee in this class shall be subject to the pay, fringe benefits and employment conditions associated with other non-bargaining 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>
<b>Community Service Officer</b>	<b>\$ 23.12</b>	<b>to \$ 27.04</b>

**SECTION 2.** The required Staffing Level for said position shall only 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.

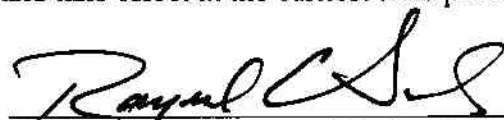
**SECTION 6.** This Ordinance shall be in full force and take effect at the earliest time permitted by law.

PASSED: May 14, 2015

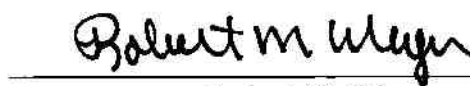
Submitted to the Mayor for his approval  
on this 14 day of May, 2015

ATTEST:

  
Victoria Ann Savage, CMC  
Clerk of Council

  
Raymond C. Somich  
President of Council

Approved by the Mayor  
May 14, 2015

  
Robert M. Weger  
Mayor