

ARTICLE II: PAY RANGES

Section 1. Classifications

Pay ranges shall be used for payroll purposes and other personnel transactions and are applicable only to positions designated as full-time positions. The following chart represents the class allocation codes for all full-time positions subject to this Ordinance:

CLASS CODE				DEPT	FLSA	ED	EXP	LIC	REPORTS TO	GRD
EEO	ORG	GRP	CLASS TITLE							
6	6	Nn	Receptionist/Mail Coordinator	Pub Svs	N	1	0		Dep Dir P Svc	24
6	6	Nn	Secretary	Various	N	1	1		Various	25
6	6	Nn	Staff Assistant	Police	N	1	1		Pol. Lieut.	25
6	6	Nn	Procurement Coordinator	Police	N	1	2	D	Pol. Lieut.	28
6	6	Nn	Accounting Technician	Finance	N	1	2		Dep Fin Dir	28
6	6	Nn	Administrative Assistant	Various	N	1	3		Various	28
6	6	Nn	Deputy Clerk of Council	Clk/Coun	N	1	3	C	Clk Council	28
3	6	Nn	Desktop Support Specialist	IT	N	1	1	D	Dir Tech	28
3	6	Nn	Records Administrator	Clk/Coun	N	1	1		Clk Council	28
6	6	Nn	Police Coordinator	Police	N	1	1		Office Manager	28
3	6	Nn	Prevailing Wage Coordinator	Engr	N	1	1	DC	City Eng	29
4	6	Nn	Crime Analyst	Police	N	2	2		Pol. Lieut.	30
3	6	Ne	Engineering Program Administrator	Engr	E	1	2		City Eng	31
5	6	Ne	Finance Coordinator	Finance	N	3	1		Dep Fin Dir	31
5	6	Nn	Payroll Coordinator	Finance	N	1	3		Dep Fin Dir	31
6	5	Nn	Senior Deputy Clerk of Council	Clk/Coun	N	1	4	C	Clk Council	32
3	6	Nn	Systems Administrator	IT	N	1	1	D	Dir Tech	33
2	2	Ne	Executive Assistant to Mayor	Mayor	E	2	3		Mayor	33
2	4	Ne	Office Manager	Police	E	1	4	L	Dir Pub Saf	34
2	6	Ne	Human Resources Coordinator	HR	E	2	4	L	Dir Hum Res	35
2	6	Ne	Project Administrator	Pub Svs	E	3	2	DL	Dep Dir P Svc	36
2	6	Ne	Water Resources Engineer	Pub Svs	E	3	2	DL	Dep Dir P Svc	36
3	4	Ne	GIS Administrator	IT	E	3	4	D	Dir Tech	36
3	6	Nn	Network Administrator	IT	E	1	4	D	Dir Tech	37
2	4	Ne	Public Information Manager	Mayor	E	3	6	D	Asst City Admin	37
2	3	Ne	Economic Development Manager	Develop	E	4	3		Dep Dir P&D	37
2	3	Ne	Community Development Manager	Develop	E	4	3	C	Dep Dir P&D	38
2	3	Ne	Chief Building Official	Develop	E	3	5	DC	Dep Dir Develop	38
2	2	Ne	Assistant City Engineer	Engr	E	3	3	DL	City Eng	38
2	3	Ne	Tax Administrator	Finance	E	3	2		Dir Fin Svc	38
1	1	Ne	Clerk of Court	Courts	E	2	4	L	Asst City Admin	38
2	2	Ne	Assistant City Administrator	Mayor	E	3	4		Mayor	39
2	2	Ne	Dep Dir of Planning & Dvmt	Develop	E	4	3		Dir Plan Dev	39
2	2	Ne	Deputy Director of Parks and Rec.	P&R	E	3	4	DL	Dir P&R	39
2	2	Ne	Deputy Director of Finance	Finance	E	3	3	C	Dir Fin Svc	39
2	2	Ne	Deputy Director of Public Services	Pub Svs	E	2	4		Dir Pub Svc	39
2	2	Ne	Senior Manager of Technology	IT	E	1	3		Assistant City Administrator	39
1	1	Tm	Clerk of Council	Clk/Coun	E	2	7	C	Council Pres	39
1	1	Tm	Emergency Management Director	Mayor	E	3	4		Mayor	39
1	1	Tm	City Engineer	Engr	E	3	5	L	Mayor	40
1	1	Tm	Director of Human Resources	HR	E	3	5	D	Mayor	40

1	1	Tm	Director of Technology	IT	E	1	5		Mayor	40
1	1	Tm	Director of Parks and Recreation	P&R	E	3	5	D	Mayor	41
1	1	Tm	Director of Planning & Development	Develop	E	4	7		Mayor	41
1	1	Tm	Director of Finance	Finance	E	3	5	C	Mayor	42
1	1	Tm	Director of Public Safety	Police	E	3	5		Mayor	42
1	1	Tm	Director of Public Services	Pub Svs	E	3	5	D	Mayor	42

LEGEND

EEO Codes

1 = Officials and Administrators
 2 = Professionals
 3 = Technicians
 4 = Protective Service Workers
 5 = Paraprofessionals
 6 = Administrative Support
 7 = Skilled Craft Workers
 8 = Service-Maintenance

Licenses Codes

D = Drivers License or CDL required
 L = Licenses required
 C = Certifications required

Education Codes

1 = High School
 2 = Associates Degree or advanced training
 3 = Bachelor Degree
 4 = Masters or JD Degree
 5 = Ph.D. or beyond

Org Codes

1 = Department Head
 2 = Assistant Department Head
 3 = Manager Level
 4 = Supervisor Level
 5 = Lead Worker
 6 = Line Worker

FLSA Codes

N = Non-exempt (e.g., is covered)
 E = Exempt from FLSA

Group (GRP) Codes

ce = Classified Supervisors, Exempt
 nn = Non-represented Non-exempt
 ne = Non-represented Exempt
 tm = Top Managers

Section 2: Pay Ranges

The following chart represents the salary range corresponding to the above class allocation code for each position effective January 1, 2012:

<u>Open Range Plan—2012 Implementation</u>					
<u>Grade</u>	<u>90%</u>	<u>95%</u>	<u>MKT/MIDPT</u>	<u>125%</u>	<u>Range Width</u>
20	\$24,520	\$25,882	\$27,245	\$34,056	39%
21	\$25,542	\$26,961	\$28,380	\$35,474	39%
22	\$26,607	\$28,085	\$29,563	\$36,954	39%
23	\$27,715	\$29,254	\$30,794	\$38,492	39%
24	\$28,870	\$30,473	\$32,077	\$40,097	39%
25	\$30,600	\$32,300	\$34,000	\$42,500	39%
26	\$32,437	\$34,239	\$36,041	\$45,051	39%
27	\$34,383	\$36,294	\$38,204	\$47,755	39%
28	\$37,227	\$39,296	\$41,364	\$51,705	39%
29	\$38,715	\$40,866	\$43,017	\$53,771	39%
30	\$40,263	\$42,500	\$44,737	\$55,921	39%
31	\$41,874	\$44,201	\$46,527	\$58,159	39%
32	\$43,549	\$45,968	\$48,387	\$60,484	39%
33	\$45,076	\$47,581	\$50,085	\$62,606	39%
34	\$50,648	\$53,461	\$56,275	\$70,344	39%
35	\$52,167	\$55,065	\$57,963	\$72,454	39%
36	\$53,180	\$56,135	\$59,089	\$73,861	39%
37	\$57,486	\$60,680	\$63,873	\$79,842	39%

38	\$60,778	\$64,154	\$67,531	\$84,414	39%
39	\$68,881	\$72,707	\$76,534	\$95,668	39%
40	\$73,946	\$78,054	\$82,162	\$102,703	39%
41	\$81,036	\$85,539	\$90,041	\$112,551	39%
42	\$84,076	\$88,747	\$93,418	\$116,772	39%
43	\$86,862	\$91,687	\$96,513	\$120,641	39%

The following chart represents the salary for 2012 for each position:

<u>Exempt Positions</u>	<u>Grade</u>	<u>Pay-2012</u>
Engineering Program Administrator	31	\$ 47,923
Executive Assistant to the Mayor	33	Vacant
Office Manager	34	\$57,963
Human Resources Coordinator	35	\$59,702
GIS Administrator	36	\$60,862
Project Administrator	36	\$60,862
Water Resources Engineer	36	\$72,368
Public Information Manager	37	\$65,789
Network Administrator	37	65,789
Economic Development Manager	37	\$60,679*
Community Development Manager	38	Vacant
Clerk of Court	38	\$65,505*
Chief Building Official	38	\$70,746
Assistant City Engineer	38	Vacant
Tax Administrator	38	Vacant
Assistant City Administrator	39	\$78,830
Dep. Dir. Parks & Recreation	39	\$79,801
Dep. Dir. of Planning & Development	39	\$75,769*
Clerk of Council/Council Services Director	39	\$86,712
Deputy Director/Finance	39	vacant
Dep. Dir. Public Service	39	\$75,769*
Senior Manager of Technology	39	Vacant
Director/Emergency Comm.		Vacant
City Engineer	40	\$ 101,553
Director of Human Resources	40	\$80,519*
Director of Technology	40	\$84,627
Director of Parks & Rec.	41	\$ 97,379
Director of Planning & Development	41	\$89,141*
Director/Finance	42	\$91,550*
Director of Public Service	42	\$ 96,221

<u>Non-Exempt Positions</u>	<u>Grade</u>	<u>Pay-2011</u>
Clerk/Development/Reception		Vacant
Receptionist/Mail Coordinator	24	\$ 15.88/hr.
Secy. Human Resources	25	\$16.84/hr.
Secy. Public Service	25	\$16.84/hr.
Secy. Development	25	\$16.84/hr.
Staff Assistant/Police	25	Vacant
Procurement Coordinator	28	\$20.49/hr.
Accounting Technician	28	\$23.25/hr.
Administrative	28	\$20.49/hr.
Assistant/Development		
Administrative Assistant/Parks & Rec.	28	\$20.58/hr.
Administrative Assistant/Public Safety	28	\$20.49/hr.
Adm. Asst. Public Service	28	\$20.59/hr.
Adm Asst Mayor's Office	28	vacant
Dep. Clerk of Council	28	\$20.49/hr.
Desktop Support Specialist	28	\$18.49/hr.*
Records Administrator	28	\$20.49/hr.
Police Coordinator	28	Vacant
Prevailing Wage Coordinator	29	Vacant
Crime Analyst	30	\$22.80/hr.
Finance Coordinator	31	\$23.95/hr.
Payroll Coordinator	31	\$23.04/hr.
Senior Dep.Clk. of Council	32	\$24.76/hr.
Systems Administrator	33	\$24.80/hr.

* Until end of probationary period or until anniversary date (explained in Section 4).

Section 3. Positions Held Concurrently

That where one employee continuously occupies two or more positions concurrently, the market rate of the highest salary grade provided for one of the positions occupied shall be the appropriate rate of pay for the affected employee. Should this market rate be lower, the employee will continue at their current rate of pay.

Section 4. Pay Adjustments

The new pay schedule for 2012 results in a pay adjustment as described below:

- a. All Wage Schedules/Ranges will be adjusted in the Open Range Plan for 2012 by 0% to reflect the local market.

CITY OF GAHANNA, OHIO
CLASS SPECIFICATION

CLASS TITLE: **Administrative Assistant**
DEPARTMENT: **Office of the Mayor**
REPORTS TO: **Assistant City Administrator**

CLASS CODE: 21022
FLSA STATUS: N
DATE: 2/12

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Performs a variety of complex administrative functions in support of the Mayor's Office to include the Mayor, Assistant City Administrator, Director of Emergency Operations and Public Information Manager. Examples of duties include, but are not limited to: greeting visitors, composing correspondence, screening and answering incoming phone calls/correspondence; responding to or referring matters to other departments as needed; coordinating and/or attending meetings and taking minutes; maintaining the Mayor's schedule; ordering supplies; maintaining records.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Maintains the stability of the Mayor's Office and provides excellent customer service at all times including when the Mayor and Assistant City Administrator are attending meetings or are off site.	20
2	Serves as gateway to the Mayor's Office; receives emails, phone calls and visitors, from staff, directors, residents, government officials and businesses executives; answers and screens incoming phone calls; relays messages and/or important information; handles resident concerns by taking information and/or referring to proper department; follow up with supervisor regularly; briefs Mayor as needed; follows up with resident or department in a timely manner.	15
3	Receives, opens and reads all incoming correspondence; determines actions to be taken; forwards to appropriate departments as needed; drafts responses; files and/or provides copies to Assistant City Administrator and/or Mayor.	7
4	Provide general and complex administrative support to the Mayor, Assistant City Administrator, Director of Emergency Management and Public Information Manager.	10
5	Serves as the custodian of Mayor's schedule; confirms appointments; uses discretion to rearrange schedule to ensure maximum efficiency of the Mayor's time.	7
6	Assures Mayor and Assistant City Administrator are prepared for all internal and external meetings, engagements and events; provides directions and relevant files; coordinates/organizes meetings and committees as needed.	7
7	Plans and makes arrangements for meetings requested by the Mayor with employees, staff, directors, government officials, and school and business executives.	5
8	Composes correspondence, reports and items to be published on behalf of the Mayor, Assistant City Administrator, Emergency Operations Director and Public Information Manager.	6
9	Prepares official documents such as proclamations, certificates of recognition at the Mayor's request or using own discretion.	3
10	Obtain, maintain and manage purchase orders (PO's) for Mayor's Office, Emergency Management, Public Information; verifies accuracy of accounts and amounts; processes invoices to correspond with PO; maintains balances; submits PO's for signature; submits to Finance Department; Provide monthly account updates for Mayor's Office, Emergency Management and Public Information..	5
11	Creates, maintains and disposes of files as needed; serves as Records Officer for the Mayor's Office.	3

EXHIBIT B

Importance	Tasks	% of Time
12	Coordinates and maintains the City's Time Warner Cable page and Hold on Hold Messages in conjunction with Public Information Manager and Communications Team.	2
13	Receives requests for professional printing done for the City; obtains estimates, places orders, submits invoices and purchase orders for payment.	3
14	Handles special projects/mailings as assigned; performs research and develops reports, etc.	2

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Promotes the objectives of the department and maintains a high level of professionalism and confidentiality.

Provides back up phone support to Development and Court.

Prepares Council packets for Mayor and Assistant City Administrator.

Schedule and coordinate marriage ceremonies

Creates and maintains Internal Directory, City Roster and Term Tracker (Board and Commission Appointments)

Assists in creating Council reports; sends on behalf of the Mayor's Office and Emergency Management.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Two to three years of progressively responsible secretarial and administrative support experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Office procedures, systems, equipment, and terminology.

Operations and scope of authority of various City departments.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies, programs and procedures.

External governmental bodies and agencies related to area of assignment.

Purchasing processes and procedures.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Proofreading and editing documents.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials and developing reports.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; understanding, interpreting and communicating complicated policies, procedures and protocols.

Communicating orally and in writing with internal staff, citizens, city and government officials, business executives and other departmental staff in order to give and receive information in a courteous manner.

Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to compose and type correspondence.

Ability to maintain complex records and prepare reports from such records.

Ability to deal with problems involving several variables in complex situations.

Ability to plan and supervise the work of others.

While performing the essential functions of this job, the incumbent is regularly required to sit, see clearly; hear; read and write; walk; stand; grasp and hold objects; keyboard; and rarely lift objects up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job duties: _____ Employee Signature	Date:

file: Adm Asst for Mayor Office

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.