



Legislation Text

File #: ORD-0022-2002, **Version:** 1

TO CREATE THE FULL-TIME UNCLASSIFIED POSITION OF CLERK TO THE DIRECTOR OF PUBLIC SAFETY; TO PROVIDE COMPENSATION THEREFOR

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WHEREAS, due to increased volume of day-to-day work in the Department of Public Safety, Division of Police, it is deemed necessary and appropriate at this time to authorize a new position for this department with certain criteria of qualifications and job responsibilities; and

WHEREAS, in order to assist with the increased workload of the civilian employees of the Police Department due to the greater productivity of officers, it is desirable to establish the position of Clerk to the Director of Public Safety;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GAHANNA, STATE OF OHIO:

Section 1. That, under authority of Charter Section 13.03(L), Classified and Unclassified Service, the new full-time position of Clerk to the Director of Public Safety is hereby established as an unclassified position which will be under the general supervision of the Director, to be appointed by the Director, and to assist with the Department of Public Safety, Division of Police, assist with preparing cases for Mayor's and Municipal Courts, and such other duties as may be assigned by the Director.

Section 2. A brief description of the duties as viewed by the Director of Public Safety is attached to this ordinance as EXHIBIT A.

Section 3. That compensation for this position is hereby established as the range of \$30,000-\$45,000, as provided in Article II of the master salary ordinance for unclassified personnel.

Section 4. That this ordinance shall be in full force and effect after passage by this Council and 30 days after signature of approval by the Mayor.