



Introduced: 11/07/2022
Revised:
Adopted:
Effective:

CITY OF PATASKALA

ORDINANCE 2022-4439

AN ORDINANCE TO CREATE, AND ESTABLISH COMPENSATION FOR, A NEW FULL-TIME POSITION OF EMPLOYMENT (ASSISTANT CITY ADMINISTRATOR) WITHIN THE CITY OF PATASKALA, AND TO AMEND THE 2022 PAY MATRIX FOR THE NON-COLLECTIVELY BARGAINED EMPLOYEES FOR THE CITY OF PATASKALA, EFFECTIVE FOR THE PAY PERIOD BEGINNING ON AND AFTER JANUARY 12, 2022.

WHEREAS, the effective and efficient operations of the City of Pataskala is contingent on proper staffing levels; and

WHEREAS, the City of Pataskala recognizes the need to create a new position of employment in the city's Administration, Assistant City Administrator, to provide additional administrative support and oversight to all departments of the city, to oversee all aspects of facility management, and to assist the City Administrator in the day to day operations of the City of Pataskala; and

WHEREAS, Council for the City of Pataskala wishes to create this new position and establish a starting rate of pay, consistent with the attached position description attached hereto as **Exhibit A** and incorporated herein by reference.

WHEREAS, City Council adopted a 2020-2022 non-collective bargaining personnel Employee Pay Matrix ("the Matrix") via Resolution 2020-020; and

WHEREAS, the proposed creation of a new position, Assistant City Administrator, would require the Matrix to be amended to reflect the new position; and

WHEREAS, Section 3.01(A)(4) of the Charter of the City of Pataskala authorizes Council to establish rates of compensation for all public non-collective bargaining employees and contract employees of the City of Pataskala by either Ordinance or Resolution.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF THE MEMBERS ELECTED THERETO CONCURRING THAT:

Section 1: The full-time, exempt position of Assistant City Administrator is hereby created within the City of Pataskala pursuant to the Position Description attached and incorporated herein as **Exhibit A**.

Section 2: The position created in Section 1 shall be in the unclassified service, with a starting annual salary of one hundred five thousand (\$105,000.00) per year.

Section 3: City Council hereby authorizes the Finance department to make the following change to the 2022 non-collective bargaining employee pay matrix:

Add the position of Assistant City Administrator to the pay matrix with a starting pay of \$105,000.00 per year. The position is to be added to the Pay Matrix starting with the 2022 schedule.

Section 4: The City of Pataskala's 2020-2022 Employee Pay Matrix is hereby amended, incorporating the changes as listed in Section 3 above, as illustrated in **Exhibit B**, a copy of which is attached and is incorporated herein.

Section 5: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 6: This Ordinance shall become effective from and after the earliest period allowed by the Charter of the City of Pataskala.

ATTEST:

Kathy M. Hoskinson, Clerk of Council

Michael W. Compton, Mayor

APPROVED AS TO FORM:

Brian M. Zets, Law Director