



Introduced: 06/21/21
Revised:
Adopted:
Effective:

CITY OF PATASKALA

ORDINANCE 2021-4399

AN ORDINANCE TO CREATE, AND ESTABLISH COMPENSATION FOR, A NEW FULL-TIME POSITION OF EMPLOYMENT (POLICE CLERK) WITHIN THE CITY OF PATASKALA, AND TO AMEND THE 2020-2022 PAY MATRIX FOR THE NON-COLLECTIVELY BARGAINED EMPLOYEES FOR THE CITY OF PATASKALA, EFFECTIVE FOR THE PAY PERIOD BEGINNING ON AND AFTER JULY 25, 2021.

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

WHEREAS, the City of Pataskala Police department currently has two part-time police clerk positions who provide administrative support to the Department; and

WHEREAS, the Police Department has found it difficult to recruit and retain the part-time police clerks; and

WHEREAS, the Police Department recommends replacing one of the existing part-time clerk positions with a full-time clerk position in order to maximize position coverage; and

WHEREAS, Council for the City of Pataskala now wants to take this recommendation and create a new full-time police clerk position and establish a starting rate of pay; 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. City Council adopted a 2020-2022 non-collective bargaining personnel Employee Pay Matrix (“the Matrix”) via Resolution 2020-021; and

WHEREAS, the proposed new full-time Police Clerk position requires Council for the City of Pataskala to also amend the Matrix.

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

Section 1: The non-exempt position of full-time Police Clerk is hereby created within the City of Pataskala and shall have the duties and responsibilities as set forth in the Position Description attached hereto as Exhibit A and incorporated herein by reference.

Section 2: The full-time Police Clerk position created in Section 1 shall be in the classified service and on or after the July 25, 2021 pay period shall have a starting rate of pay of \$20.00 per hour.

Section 3: Council for the City of Pataskala hereby amends the Matrix as follows:

- Add the position of Police Clerk (full-time) to the pay matrix with a starting pay rate of \$20.00 per hour, with a top step pay rate of \$26.88 per hour. The position is to be added to the Pay Matrix starting with the 2021 schedule.
- Increase the starting rate of pay for the part-time Police Clerk position to \$19.00 per hour with no annual step increases provided for in the pay matrix. The starting pay for the part-time Police Clerk position shall be linked to the full-time Police Clerk rate of pay and will be the equivalent of one dollar (\$1.00) less than the starting pay of the full-time Police Clerk. This adjustment is to be made to the Pay Matrix starting with the 2021 schedule for the pay period beginning on or after July 25, 2021.

Section 4: The remainder of the Matrix shall remain unchanged, in effect, and enforceable.

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 take effect at the earliest time 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