

**CITY OF GEORGETOWN
ORDINANCE NO. 12- 017**

AN ORDINANCE ESTABLISHING EMPLOYEE CLASSIFICATIONS, ASSOCIATED PAY GRADES AND AUTHORIZED POSITIONS, AND AMENDING CODE OF ORDINANCES, ARTICLE IV, SECTION 2-111

WHEREAS, the City is operating with several employee positions which have been created at various times but not set forth in a single ordinance;

WHEREAS, Code of Ordinances, Article IV, Section 2-111, entitled "Personnel and pay classification plan," provides that the pay classifications and pay grades are incorporated by reference;

WHEREAS, in Ordinance 12-013, the City modified the current pay grades; and,

WHEREAS, the City wishes to adopt a single ordinance to create and ratify all employee positions, including the current positions, necessary for the conduct of City business.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF GEORGETOWN, KENTUCKY, as follows:

SECTION ONE

The following employee classifications, associated pay grades and authorized positions are established:

EXECUTIVE DEPARTMENT

MAYOR [This is statutory and not being created by this Ordinance]

Administrative Assistant – Grade 7	1
City Administrative Officer – Grade 11	1
Executive Assistant – Grade 9	1
Receptionist – Grade 5	1
City Engineer - Grade 11	1
GIS Coordinator – Grade 7	1
<u>Code Enforcement Officer – Grade 8</u>	1
<u>Code Enforcement Officer (Part Time)</u>	1
City Clerk- Treasurer [This is statutory and not being created by this Ordinance]	
Deputy Clerk Secretary – Grade 6	1
City Attorney - Grade 11	1
Legal/ HR Assistant Secretary – Grade 7	1

Human Resources Director – Grade 11 1

BUILDING INSPECTION DEPARTMENT

Chief Building Inspector - Grade 10..... 1
Administrative Secretary – Grade 7..... 1
Building Inspector - Grade 8 1 **3**
Secretary – Grade 6 (assigned to Electrical Inspector) 1

CARDOME DEPARTMENT

Director of Cardome – Grade 10..... 1
Secretary – Grade 6 1
Bookkeeper (P.T.*) – Grade 3 1
Buildings & Grounds Maintenance Supervisor – Grade 6 1
Building & Grounds Maintenance worker – Grade 4 2
Building & Grounds Monitor (P.T.) – Grade 3 1

FINANCE DEPARTMENT

Finance Director - Grade 11 1
Accounts Payable Specialist – Grade 7..... 1
Payroll Administrator – **Grade 8** 7 1
Computer Systems Specialist- **Grade 9** 7..... 1
Finance Specialist – Grade 7 1

Revenue Commission Director – Grade 11 1
Occupational Tax Compliance Analyst – Grade 6..... 3
Occupational License Officer – Grade 5..... 1
Occupational Tax Administrator – Grade 8 1
Ass't Occupational Tax Administrator – Grade 7..... 1
Secretary – Grade 6..... 1
Occupational tax officer – Grade 4..... 1
Custodian – Grade 4..... 1

FIRE DEPARTMENT

Fire Chief- Grade 11 1
Assistant Chief- Grade 10..... 1
Administrative Secretary – Grade 7..... 1
Battalion Chief – Grade 9..... 3
Fire Marshall – Grade 9..... 1
Fire Inspector – Grade 8..... 1
Fire Captain – **Grade 8** 9 3 **12**
Lieutenant – Grade 8..... 3

Firefighter/EMT - Grade 6	17	<u>36</u>
Firefighter - Grade 6	8

POLICE DEPARTMENT

Chief of Police - Grade 11	1	
Assistant Chief Lieutenant Colonel - Grade 10	1	
Administrative Secretary - <u>Grade 6</u> 7.....	1	
Secretary - <u>Grade 5</u> 6	1	
<u>Receptionist - Grade 4</u>	<u>1</u>	
Records Clerk - Grade 5	1	
Police Captain Commander - Grade 9	3	<u>2</u>
Secretary (Detectives) Grade 6	1	
Police Lieutenant - Grade 8	4	
Police Sergeant - Grade 7	8	<u>8</u>
Police Officer II - Grade 6	14	<u>37</u>
Police Officer P.T.II - Grade 6	1	
Police Officer I - Grade 6	6	
Detective - Grade 6	2	
Public Service Officer - Grade 5	1	
Animal Control Officer - Grade 4	
Maintenance Mechanic - Grade 5	1	
School Crossing Guard - Grade 2	7	
<u>PTS Safety Officer</u>	<u>1</u>	
<u>PTS Crossing Guard</u>	<u>8</u>	

PUBLIC WORKS DEPARTMENT

Director of Public Works - Grade 11	1	
<u>Supervisor Public Works/Sanitation - Grade 9</u>	<u>1</u>	
<u>Crew Leader - Grade 6</u>	<u>2</u>	
Secretary - <u>Grade 5</u> 6	1	
<u>Maintenance/Driver - Grade 5</u>	<u>4</u>	
<u>Maintenance Worker - Grade 4</u>	<u>1</u>	
<u>Equipment Operator - Grade 5</u>	<u>3</u>	
Dispatcher P.T. Grade 3	1	
Sanitation Foreman - Grade 8	1	
Landfill Operator - Grade 4	1	
Sanitation Truck Driver - Grade 4	4	
Sanitation Worker - Grade 3	8	
<u>Sanitation Worker/Driver - Grade 5</u>	<u>9</u>	
<u>Sanitation Worker - Grade 4</u>	<u>5</u>	
<u>Sanitation Driver - Grade 5</u>	<u>1</u>	

<u>Maintenance Worker – Grade 4</u>	<u>1</u>
<u>Diesel Mechanic – Grade 8</u>	<u>1</u>
<u>Mechanic – Grade 6</u>	<u>1</u>
<u>Temporary Sanitation Driver</u>	<u>2</u>

Maintenance Foreman – Grade 8	1
Mechanic Supervisor – Grade 6	1
Maintenance Mechanic – Grade 5	1
Sign Shop Supervisor – Grade 6	1
Sign Shop Worker – Grade 3	1
Equipment Operator – Grade 4	2
Landscape Worker – Grade 4	
Landscape Worker – Grade 3	1
Maintenance Worker – Grade 3	7

RECYCLING DEPARTMENT

Recycling Supervisor – Grade 8 6	1
Recycling Worker – Grade 5 2	1
Recycling Worker P.T. Grade 2	3
<u>PPT Recycling Worker</u>	<u>3</u>

CEMETERY

<u>Sexton – Grade 8</u>	<u>1</u>
<u>Equipment Operator – Grade 5</u>	<u>1</u>
<u>PPT Maintenance</u>	<u>2</u>
<u>PTS Maintenance</u>	<u>3</u>

TELECOMMUNICATIONS DEPARTMENT

Telecommunications Coordinator – Grade 10 Grade 9	1
Telecommunicator/T.A.C. Officer – Grade 6 Grade 7	1
Telecommunicator Shift Supervisor – Grade 6 Grade 7	3
Telecommunicator – Grade 5 Grade 6	7 15
Telecommunicator Permanent Part Time P.T. – Grade 6	2

TOTAL CITY OF GEORGETOWN EMPLOYEES..... **168 209**

SECTION TWO

Code of Ordinances, Article IV, Section 2-111, entitled “Personnel and pay classification plan” is amended as follows:

Sec. 2-111. Personnel and pay classification plan.

(a) The purpose of this section is to comply with the requirements of KRS

83A.070(4), providing that each city shall fix the compensation of city employees in accordance with a personnel and pay classification plan which plan shall be adopted by ordinance.

(b) There is hereby adopted by reference, "personnel policies and procedures," such document being on file in the clerk-treasurer's office, made a part hereof, incorporated herein by reference, and marked "Exhibit A" for purposes of identification.

~~(c) Those positions of employment as are set forth in "Exhibit B" on file in the clerk-treasurer's office, made a part hereof, and incorporated herein by reference, are hereby established as authorized positions of employment, and the system of classification as set forth in the document is hereby adopted.~~

~~(d) The compensation of all city employees is hereby fixed in accordance with the "schedule of compensation," which schedule is on file in the clerk-treasurer's office, made a part hereof, incorporated herein by reference, and marked "Exhibit C" for the purpose of identification.~~

SECTION THREE

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

SECTION FOUR

Any and all existing ordinances inconsistent with this ordinance are repealed.

SECTION FIVE

This ordinance shall take effect after its passage and publication according to law.

INTRODUCED AND PUBLICLY READ FIRST TIME: September 24, 2012

PUBLICLY READ SECOND TIME AND PASSED: September 26, 2012

APPROVED: 
Everette Varney, Mayor

ATTEST: 
Tracie Hoffman, City Clerk