

**CITY OF XENIA, OHIO  
ORDINANCE 2021 – 24**

**AMENDING SECTION 274.03 OF THE CODIFIED ORDINANCES OF THE CITY OF XENIA, OHIO, TO ADD THE CLASSIFIED POSITION OF MANAGEMENT ANALYST – IT AND AMENDING SECTION 260.03 TO REALLOCATE PAY DISTRIBUTIONS FOR ALL IT DEPARTMENT PERSONNEL AND FOR THE ACCOUNTS RECEIVABLE MANAGER**

**WHEREAS**, upon the recommendation of the IT Director and Finance Director, there is a need to add a Management Analyst position to the IT Department, which position shall be in the classified service of the City;

**WHEREAS**, Section 274.07 of the Codified Ordinances must be amended to create the position of Management Analyst – IT within the City’s classified service and Section 260.03 of the Codified Ordinances, titled “Pay Sources” must be amended to establish the distribution of personnel costs associated with the position of Management Analyst – IT;

**WHEREAS**, the pay source distributions contained in Section 260.03 for other IT Department personnel and for the Accounts Receivable Manager are also in need of amendment;

**WHEREAS**, this Council finds it to be in the best interests of the effectiveness and efficiency of the City to amend Section 274.07 of the Codified Ordinances to create the position of Management Analyst within the IT Department; and

**WHEREAS**, this Council finds it to be in the best interests of the effectiveness and efficiency of the City to amend Section 260.03 of the Codified Ordinances to establish the pay source distribution of personnel costs associated with the position of Management Analyst – IT and to amend the pay source distributions for the remainder of the IT Department and for the Accounts Receivable Manager.

**NOW, THEREFORE, THE CITY OF XENIA HEREBY ORDAINS**, at least four (4) members of the City Council concurring, that:

**Section 1.** Section 260.03 titled “Pay Sources,” of Part Two – Administration Code, Title Six – Administration, of the City of Xenia Codified Ordinances is hereby amended as shown in the attached Exhibit A.


**Section 2.** Section 274.07 of Chapter 274, titled “Civil Service Commission,” of Part Two – Administration Code, Title Eight – Boards, Commissions and Committees, of the City of Xenia Codified Ordinances is hereby amended as shown in the attached Exhibit B.

**Section 3.** Existing Section 260.03 and Section 274.07 are hereby repealed.

**Section 4.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

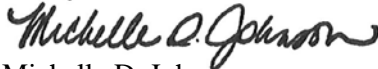
**Section 5.** This Ordinance shall be effective as of January 28, 2022.

Introduced: December 9, 2021  
Adopted: December 29, 2021



Wesley E. Smith  
President, Xenia City Council

Attest:



Michelle D. Johnson  
City Clerk

260.03 PAY SOURCES.

(a) All employees listed below shall have their compensation, including fringe benefits, distributed among the various Departments and charged to the various funds for which services are performed. The following employees shall be paid from the various funds herein specified, in the percentages herein specified:

Position Title	General	Municipal Court	Street	State Rt. Repair	Police & Fire	Garage	Water	Sewer	Sanitation	Parking	Storm	Housing	Loan Trust
<i>City Manager's Office</i>													
City Manager	30		17				23	23	7				
Asst. City Manager	20		20				25	25	10				
Management Analyst CMO	41		17				21	20	1				
Secretary to City Manager	21		19				25	25	10				
Clerk/Typist/Secretary CMO	21		19				27	27	6				
Public Relations Coordinator	30		20				20	20	10				
<i>Department of Human Resources</i>													
Human Resources Director	21		17				31	30	1				
HR Technician	41		17				20	21	1				
<i>Department of Public Safety</i>													
Director of Homeland Safety/Risk Management	30						30	30	10				
Deputy Fire Chief	70						15	15					
Police Service Aide (Parking Function)					50					50			
<i>Department of Development</i>													
Development Director	80						10	10					
Community Development Coordinator	80						10	10					
Development Department Secretary	70						10	10	10				
<i>Department of Public Service</i>													
Public Service Director/ Engineer	10		20				25	25	10		10		
Public Service Director			25				25	25	25				
Management Analyst PS	15		20				30	25	10				
Clerk Typist/Secretary (PS/Engineering)	60		10				12.5	12.5	0.5				
Clerk Typist/Secretary PS	20		25				25	20	10				
City Engineer	15		25				25	25			10		
Asst. City Engineer	10		10				30	30	10		10		
Construction Inspector	25		25				25	25					
Engineering Technician	10		10				35	35			10		
Engineering Project Manager	25		25				25	25					
GIS Analyst	10		10				35	35			10		
PS Maintenance Supervisor – Utilities & Streets			25				30	30			15		

Position Title	General	Municipal Court	Street	State Rt. Repair	Police & Fire	Garage	Water	Sewer	Sanitation	Parking	Storm	Housing	Loan Trust
PS Maintenance Supervisor – Facilities & Fleet	20		20	5			20	20	15				
Maintenance Supervisor			23.4				33.3	33.3			10		
Utilities Superintendent							35	55	10				
Maintenance Superintendent			33.4				33.3	33.3					
Maintenance Foreman			33.4				33.3	33.3					
Equipment Operator I & II			33.3				33.4	33.3					
Electrician			33.3				33.3	33.4					
Maintenance Worker	8		18	2			28	28	8		8		
Laborer	16		17	12			17	17	21				
Facility & Grounds Attendant JC – 18% CAB – 19%	37		5		32		10	10	6				
<i>Department of Planning &amp; Zoning</i>													
City Planner	54						22	22	2				
Code Enforcement Officer	50								50				
Zoning Enforcement Officer	60						20	20					
<i>Department of Finance</i>													
Finance Director	30		10				23	23	13			1	
Asst. Finance Director	35		10				20.5	20.5	13			1	
Finance Technician	20					15		28.5	28.5	5		3	
Finance Clerk (Finance Office)	20		20				25	25	9	1			
City Clerk	25		15				26	26	8				
Accounts Receivable Manager (Income Tax)	<del>40.2</del> <b>10</b>						<del>18.3</del> <b>25</b>	<del>18.3</del> <b>25</b>	<del>18.2</del> <b>25</b>	5	<b>10</b>		
Accounts Receivable Office Supervisor (Utility Billing)							32	32	31	5			
Finance Clerk (Utility Billing)							33.4	33.3	33.3				
IT Director	<del>40</del> <b>32</b>	<b>8</b>	15				20	20	5				
<b>Management Analyst – IT</b>	<b>32</b>	<b>8</b>	<b>15</b>				<b>20</b>	<b>20</b>	<b>5</b>				
IT Analyst	<del>40</del> <b>32</b>	<b>8</b>	15				20	20	5				
IT Technician	<del>40</del> <b>32</b>	<b>8</b>	15				20	20	5				
Network Administrator	<del>40</del> <b>32</b>	8	15				<del>16</del> <b>20</b>	<del>16</del> <b>20</b>	5				
Systems Administrator	<del>40</del> <b>32</b>	8	15				<del>16</del> <b>20</b>	<del>16</del> <b>20</b>	5				

Position Title	General	Municipal Court	Street	State Rt. Repair	Police & Fire	Garage	Water	Sewer	Sanitation	Parking	Storm	Housing	Loan Trust
<i>Department of Law</i>													
Law Director	35						27	27	11				
Legal Assistant to Law Director	40						25	25	10				
City Prosecutor	100												

(Ord. 98-87. Adopted 12/30/98; Ord. 01-55. Adopted 12/31/01; Ord. 02-6. Adopted 02/28/02; Ord. 03-15. Adopted 03/13/03; Ord. 05-30. Adopted 07/14/05; Ord. 05-53. Adopted 09/22/05; Ord. 05-74. Adopted 11/22/05; Ord. 06-33. Adopted 05/25/06; Ord. 06-44. Adopted 07/13/06; Ord. 08-17. Adopted 04/10/08; Ord. 08-88. Adopted 12/30/08; Ord. 09-63. Adopted 09/24/09; Ord. 11-32. Adopted 08/25/11; Ord. 11-66. Adopted 11/22/11; Ord. 12-20. Adopted 05/10/12; Ord. 12-47. Adopted 10/25/12; Ord. 13-02. Adopted 01/24/13; Ord. 14-22. Adopted 05/08/14; Ord. 15-02. Adopted 01/22/15; Ord. 16-05. Adopted 03/10/16; Ord. 16-39. Adopted 07/28/16; Ord. 16-52. Adopted 10/27/16; Ord. 17-25. Adopted 05/11/17; Ord. 2018-27. Adopted 09/13/18; Ord. 20-28. Adopted 11/24/20; Ord. 2021-03. Adopted 03/11/21; Ord. 2021-24. Adopted \*\*/\*\*/21)

274.07 CLASSIFIED SERVICE.

The classified service of the employment paid by the City of Xenia is as follows:

Position	Pay Grade or Range No.
<i>Clerical</i>	
Clerk – Typist	410
Finance Clerk – AR (Utility Billing/Income Tax)	412
Secretary	412
Human Resources Technician	003
Management Analyst – CMO	003
Management Analyst – PS	003
<b>Management Analyst – IT</b>	<b>003</b>
<i>Administrative and Fiscal</i>	
Finance Clerk (Accounts Payable/Payroll)	414
IT Technician	414
Finance Technician	416
IT Analyst	004
<i>Engineering</i>	
Construction Inspector	004
Engineering Technician	004
GIS Analyst	004
Engineering Project Manager	005
<i>Planning and Zoning Department</i>	
Code Enforcement Officer	003
Zoning Enforcement Officer	003
<i>Police and Fire</i>	
Communications Supervisor	003
Fire Inspector	004
Police Service Aide I	414
Police Cadet	005
Communications Operator I	305
Communications Operator II	312
Police Officer	215
Firefighter	315
Police Sergeant	224
Fire Lieutenant	324
Police Captain	227
Fire Captain	327

Position	Pay Grade or Range No.
<i>Parks and Recreation</i>	
Playground Leader	001
Recreation Program Specialist	001
<i>Labor and Crafts</i>	
Hourly Employees – Non-Union	Pay Grade
Water Treatment Plant Operator (Part-Time)	003
Hourly Employees – Union	Range Number
Laborer	109
Maintenance Worker	112
Water Meter Service Worker	112
Equipment Operator	114
Wastewater Treatment Plant Operator I	114
Water Treatment Plant Operator I	114
Wastewater Treatment Plant Semi-Tractor Trailer Driver	114
Equipment Operator II	115
Equipment Mechanic	115
Maintenance Foreman	116
Treatment Plant Laboratory Technician I	117
Wastewater Treatment Plant Operator II	117
Water Treatment Plant Operator II	117
Electrician	117
Treatment Plant Laboratory Technician II	118
Supervision and Administration	Pay Grade
Water Treatment Plant Supervisor	005
Wastewater Treatment Plant Supervisor	005
Public Service Maintenance Supervisor	005
Public Service Maintenance Supervisor – Utilities & Streets	005
Public Service Maintenance Supervisor – Facilities & Fleet	005
Equipment Mechanic Supervisor	004
<i>Department of Law</i>	
Victim Advocate	003

(Ord. 97-8. Adopted 02/27/97; Ord. 98-13. Adopted 03/26/98; Ord. 98-17. Adopted 04/09/98; Ord. 98-47. Adopted 07/23/98; Ord. 98-87. Adopted 12/30/98; Ord. 99-2. Adopted 01/28/99; Ord. 02-13. Adopted 06/27/02; Ord. 03-13. Adopted 03/13/03; Ord. 03-37. Adopted 07/24/03; Ord. 05-29. Adopted 07/14/05; Ord. 05-52. Adopted 09/22/05; Ord. 06-32. Adopted 05/25/06; Ord. 06-43. Adopted 07/13/06; Ord. 06-60. Adopted 09/14/06; Ord. 08-16. Adopted 04/10/08; Ord. 08-82. Adopted 12/11/08; Ord. 09-62. Adopted 09/24/09; Ord. 10-18. Adopted 05/27/10; Ord. 11-13. Adopted 04/14/11; Ord. 11-33. Adopted 08/25/11; Ord. 11-67. Adopted 11/22/11; Ord. 12-11. Adopted 04/12/12; Ord. 14-16. Adopted 03/13/14; Ord. 15-01. Adopted 01/22/15; Ord. 15-26. Adopted 06/25/15; Ord. 16-51. Adopted 10/27/16; Ord. 2018-27. Adopted 09/13/18; Ord. 2021-03. Adopted 03/11/21; Ord. 2021-24. Adopted \*\*/\*\*/21)