

City of Middleburg Heights, Ohio

Ordinance No. 2024-~~42~~

Introduced by: Mayor Castelli

**AN ORDINANCE
AMENDING THE PAY GRADE ASSIGNMENTS
FOR CERTAIN MUNICIPAL EMPLOYEES AND OFFICERS**

WHEREAS, City Council previously adopted Ordinance 2022-99 establishing rates of compensation for certain municipal employees effective January 1, 2023 through December 31, 2025; and

WHEREAS, the Administration has undergone a thorough review of our existing ordinances and determined it necessary to amend our current ordinances to properly authorize existing positions, amend certain employment provisions, and accurately reflect job duties/titles; and

WHEREAS, the Administration has determined it necessary to amend the previously adopted pay grade assignments to accurately reflect those positions and titles.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDDLEBURG HEIGHTS, CUYAHOGA COUNTY, STATE OF OHIO:

Section 1. The pay grade assignments shall be amended in accordance with the schedule marked Exhibit A.

Section 2. Notwithstanding the stated pay grade, the current Administrative Assistant – Fire shall continue to be paid the same rate of compensation for which is now being compensated for her position.

Section 3. That 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 this council, and that all deliberations of this council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including chapter 107 of the Codified Ordinances and section 121.22 of Ohio Revised Code.

PASSED 5/14/24

David Bortolotto
PRESIDENT OF COUNCIL

ATTEST:
M. Meda
CLERK OF COUNCIL

PRESENTED TO MAYOR 5/15/24

APPROVED ON: 5-15-24

	YEAS	NAYS
BORTOLOTTO	<u>X</u>	_____
ALI	<u>X</u>	_____
SAGE	<u>ABSENT</u>	_____
MEANY	<u>X</u>	_____
MCGREGOR	<u>X</u>	_____
FERENCE	<u>X</u>	_____
ZAKEL	<u>X</u>	_____

Matthew Gaska
MAYOR

I, Mary Ann Meda Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Ord. 2024-42 adopted by the Council of the City of Middleburg Hts., on 5/14/24 was posted for a period of fifteen days, beginning 5/15/24 and remained so posted for fifteen days at the two posting places as designated by Charter.
Mary Ann Meda
Clerk

CERTIFICATE

I, Mary Ann Meda, Clerk of Council of the City of Middleburg Heights, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ord. 2024-42 passed on the 14th day of May 2024 by said Council.

Mary Ann Meda
Clerk of Council

CITY OF MIDDLEBURG HEIGHTS
RECOMMENDED PAY GRADE ASSIGNMENTS
EXHIBIT A

12/3/2019

	Pay Grade
Engineer	55
Law Director	50
Director of Public Safety	41
Police Chief	40
Fire Chief	40
Director of Finance	40
Director of Public Service	40
Director of Recreation	3740
Deputy Chief of Police	36
Assistant Finance Director	35
Prosecutor	35
Class I Building Official Commissioner	35
Assistant Director of Public Service	35
Assistant Fire Chief	5% above Fire Captain
Executive Assistant to the Mayor	35
Director of Economic Development	35
Facilities Maintenance Manager	33
Superintendent of Public Service	33
Human Resources Manager	32
Foreman	32
Housing Manager	30
Streets/Sewers Project Coordinator	30
Building Inspector	29
Electrical Inspector	29
Clerk of Council	29
Court Administrator	29
Street/Sewer Maintenance Supervisor	28
Grounds Maintenance Supervisor	28
Administrative Assistant to the Mayor	28
School Resource Officer	27
Program Coordinator/Manager	27
Aquatics Coordinator Supervisor	2427
Athletics Coordinator Supervisor	2427
Administrative Coordinator Sales & Events Manager	27
Crew Leader	26
Administrative Assistant — Fire	26
Administrative Assistant — Public Service	26
Building Maintenance Supervisor	26
Housing Inspector	25
Custodial Supervisor	25
Payroll Officer	25
Accountant	25
Legal Secretary	25
Deputy Court Administrator	24
Recreation Building/Facilities Supervisor	24
Office Manager Sales & Events Supervisor	2423
Pool Technician	23
Front Desk Supervisor	23
Senior Community Services Coordinator Supervisor	23
Office Specialist — Boards & Commissions	22
Office Specialist — Building	22
Office Specialist — Civil Service	22
Office Specialist — Council	22

Office Specialist — Police	22
Office Specialist — Public Service	22
Office Specialist Administrative Assistant – All Departments	22
Custodial Technician	22
Bailiff	21
Clerk Dispatcher	20
Part Time Animal Shelter Manager	20
Custodian	19
Assistant Program Director	19
Secretary	18
Receptionist	17
Secretary — Floater	16
Part Time Service Laborer	16
Part Time Kennel Assistants	1216
Skilled Seasonal Service	12
Police Custodian	12
Senior Bus Driver	11
School Crossing Guard	10
Part Time Custodian	9
Intern	6
Seasonal/Summer Service	84
Recreation Department Part-time Employees	3