

ORDINANCE NO. 126-19

AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE CHIEF AND DEPUTY CHIEF PROBATION OFFICER POSITIONS AND ACCEPTING THE CHIEF PROBATION OFFICER AND BUILDING CUSTODIAN JOB DESCRIPTIONS FOR THE MUNICIPAL COURT, AND DELCARING AN EMERGENCY.

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows relative to the Municipal Court:

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer ****	20 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
2	Probation Officer	7 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	5 A-F	Unclassified
1	Building and Properties Custodian	31 A-F	Unclassified
1	Intensive Supervision Probation Officer**	Sec. 31.02(B)(6)	Grant Position
1	Probation Officer/Group Facilitator (part/time)	Sec. 31.02(B)(6)	Grant Position
1	Court Security Officer****(part/time)	Sec. 31.02(B)(5)	Part-time
1	Building Custodian (part/time)	Sec. 31.02(B)(5)	Part-time

*That the position of Probation Secretary may be filled by more than one person, not to exceed forty-eight (48) hours in one week if filled by two part-time positions, and shall be paid from the Probation Services Fund.

** Positions effective to June 30, 2021 from Intensive Supervision Grant. The Intensive Supervision Probation Officer shall receive health care, vacation, sick, and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or part-time as dictated by grant. (Ord. 128-04, 164-05, 144-12, 25-16, 158-17, 110-19)

**** For the position of Chief Probation Officer, Account No. 001-0705 of the General Fund will absorb wages up to Pay Grade 13F. The balance of the funding for this position shall come from Account No. 161-0705, Probation Services Fund. (Ord. 37-04, Effective 4-1-04)

*****The position of Court Security Officer may be filled by more than one person.

(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12)

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows, pertaining to the Medina Municipal Court:

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer ****	20 A-F 16-A-F	Unclassified
1	Deputy Chief Probation Officer	9 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
2 1	Probation Officer	7 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	5 A-F	Unclassified
1	Building and Properties Custodian	31 A-F	Unclassified
1	Intensive Supervision Probation Officer**	Sec. 31.02(B)(6)	Grant Position
1	Probation Officer/Group Facilitator (part/time)	Sec. 31.02(B)(6)	Grant Position
1	Court Security Officer****(part/time)	Sec. 31.02(B)(5)	Part-time
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**** For the position of Chief Probation Officer, Account No. 001-0705 of the General Fund will absorb wages up to Pay Grade 13F. The balance of the funding for this position shall come from Account No. 161-0705, Probation Services Fund. (Ord. 37-04, Effective 4-1-04)

*****The position of Court Security Officer may be filled by more than one person.

(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12, **126-19**)

SEC. 2: That in accordance with Section 31.07.07, the job descriptions for Chief Probation Officer and Building Custodian are hereby accepted and approved.

SEC. 3: That it is 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 action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason current Chief Probation Officer is retiring; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: September 9, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: September 10, 2019

SIGNED: Dennis Hanwell
Mayor

**Medina Municipal Court
Chief Probation Officer**

SUMMARY

The Chief Probation Officer is responsible for the administration and management of the Court's Probation Department. The Chief Probation Officer responsibly plans, organizes, develops, coordinates, and directs all aspects of the Municipal Probation Department's operation, in accordance with all applicable federal, state and local standard, guidelines and regulations, and best management practices. The Chief Probation Officer directly supervises the Department's Probation Officers and support staff, and performs other functions assigned by the Judge. The Chief Probation Officer is required to understand, adhere to, enforce, and help develop Municipal Court policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

1. Plan, develop, organize, implement, direct, monitor, and evaluate all Probation Department functions and Departmental staffing, equipment, and programming needs.
2. Develop, review, update, maintain, and enforce Probation Department and, as required, Court policies and procedures, including without limitation those governing personnel.
3. Assign and monitor all phases of the Probation Department's workload, delegate duties and other Department functions to responsible Department personnel, and provide Departmental leadership.
4. Provide direct services to offenders as needed including presentence investigations/reports and supervision appointments.
5. Establish and maintain evidence-based practices for the supervision and curricula for offenders, consistent with reducing recidivism and enhancing rehabilitation, and maintain accurate and complete records of all individuals on probation.
6. Monitor, manage, and propose Departmental budgets, expenses, and funding sources (e.g., the Probation Services Fund and other designated sources), develop grant application opportunities, and manage all grant application and reporting procedures.
7. Assist the Municipal Judge as directed, including without limitation in the development, management, and oversight of Specialized Docket programs.
8. Maintain confidentiality of all Court data as required by law.
9. Research and recommend to the Court appropriate procedures and programs to ensure effective probation program operation, with a goal of maintaining public safety and assisting offenders in complying with Court orders.
10. Maintain memberships and participation in relevant professional associations, currency in research-based community corrections innovations, and personal contacts in the local and Ohio corrections community.
11. Represent the Probation Department at local and state meetings and conferences.

12. Prepare Annual Probation Report.
13. Foster and maintain a professional and constructive Probation Department work environment.
14. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions, It is imperative that Chief Probation Officer is physically able to meet the physical demands of the job including, but not limited to, the ability to stand, sit or walk at least eight (8) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Directly responsible for the supervision, management, direction and development all staff employed or assigned to the Probation Department. May be required to work outside normal business hours including weekends, evenings and holidays. Supervisory responsibilities include the following, without limitation:

1. Schedule and conduct staff meetings, coordinate and approve staff requests for leave to ensure adequate coverage, and complete performance evaluations for assigned staff, no less than annually.
2. Coordinate and manage staff training, orientation for new employees, and assist in recruiting, selecting, and hiring competent staff.
3. Recognize, counsel, and/or discipline staff in accordance with Municipal Court Policy and Procedures, and report all such activity to the Court Manager.
4. Conduct case and case staffing reviews with Probation Officers for quality assurance.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interact with individuals comprising a variety of socioeconomic backgrounds.
2. Communicate effectively in writing or orally, in person or electronically, with co-workers, supervisors, and the general public.
3. Read and write reports, correspondence, and instructions.
4. Exercise good judgment in making decisions in accordance with laws, regulations, and policies.
5. Establish and maintain proactive working relationships with fellow employees, the general public, and persons on probation.

6. Provide administrative and professional leadership and direction to Department personnel.
7. Maintain accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
8. May be required to work outside normal business hours including, weekends, evenings and holidays.
9. Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

EDUCATION and/or EXPERIENCE

A four year degree from and accredited college or university in criminal justice, the social sciences or a related field OR any four year degree coupled with extensive experience in the criminal justice/social work field. Extensive knowledge and skills deploying evidence-based practices with offenders; advanced computer skills, highly effective inter-personal communications skills and strong organizational skills. *Master's Degree and administrative experience preferred.*

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please submit cover letter and resume to: Court Manager at mmc@medinamunicipalcourt.org

**Medina Municipal Court
Building Custodian**

ORD. 126-19

SUMMARY

The individual in this classification performs custodial work on City and/or Municipal Court premises. This is semi-skilled work. Work performed is largely of a recurring nature; procedures and standards to be maintained are clearly outlined. This position directly reports to the Court Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES – include without limitation the following: (other duties may be assigned)

1. Cleans offices, restrooms, work areas, etc. in Court building, including mop floors and vacuum carpeting, emptying trash, dusting, and replacing supplies.
2. Perform painting of facilities and equipment.
3. Repairs desks, tables, chairs, and other office furniture and fixtures.
4. Move office equipment and perform other manual functions as directed.
5. Perform exterior grounds keeping including mowing and trimming.
6. Operate snow blower and /or shovel for snow removal and area salting.
7. Maintain interior and exterior equipment and facilities.
8. Sets up furniture and equipment in meeting rooms as required.
9. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that the custodian is physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least six (6) hours per day, the ability to push, pull, or lift at least fifty (50) pounds at any given time and the work performed will involve working outside in adverse weather conditions.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Good written and verbal communication skills.
2. Ability to organize and prioritize duties.
3. Maintains regular and consistent attendance.
4. Valid Ohio Driver's License.
5. Common hand tools used in building and equipment maintenance work.
6. General cleaning principles and practices.
7. Operate equipment and machinery.
8. Understand and follow complex oral and written instructions.

PHYSICAL DEMANDS:

This position requires the employee to spend a large part of each working day standing and walking. Bending, stooping, climbing on ladders, twisting, and reaching are also routine.

EDUCATION and/or EXPERIENCE

Some experience in semi-skilled building, facilities and equipment maintenance and in cleaning work. High school diploma or GED equivalent preferred and training that provides the required knowledge, skills, and abilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position. Work is performed both before and during daily court proceedings. Respectful observance of the court environment is expected. Respectful treatment of all persons in the courthouse, both employees and non-employees, is also expected. Emergency needs may also occasionally require work after court hours.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please submit resume and cover letter to mmc@medinamunicipalcourt.org