

SECTION 31.05 DEPARTMENTAL ASSIGNMENTS

There shall be the following number of positions, officers, and employees of the various departments hereinafter set forth and they shall receive compensation within the respective classification and pay grades established in Section 31.03; and the salaries and compensation shall be paid to such officers and the employees of the City from the various funds for which the services are performed, unless otherwise hereinafter designated, as follows:

COMMUNICATIONS DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Communications	16 A-F	Classified
1	Communications Specialist	12 A-F	Classified
1	Assistant Director of Communications*	14 A-F	Classified
2	Production Assistant (part-time)**	Sec. 31.02(B)(9)	Part-time

Note: All Communications Department positions are appointed by and under the direction of the ACCESS Commission.

*Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17

**The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined. Ord. 54-04, 246-06, 187-14, 54-16, 101-17, 105-21, 5-26

Creation of the Communications Department positions (effective February 11, 2026) absorbs the previous Cable TV Department, Medina Cable ACCESS and Medina TV. All previous ordinances and resolutions referring to the Cable Department, Medina Cable Access and Medina TV will now fall under the Communications Department. Job descriptions have been updated to reflect changes in job responsibilities.

CIVIL SERVICE COMMISSION

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Secretary to Civil Service Commission	13 A-F	Classified/appointed by Civil Service Commission

Ord. 18-25

CITY COUNCIL

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	President of Council	Sec. 31.01	Elected
6	Council members	Sec. 31.01	Elected
1	Clerk of Council/Certified Clerk of Council	Pay Grade 103/104 (annual salary paid bi-weekly)	Unclassified/appointed by Council
1	Clerk of Council/Legislative Assistant (part-time)	Pay Grade 15A	Part-time

Ord. 2-04, 17-10, 22-10, 170-10, 206-10, 134-11, 21-15, 217-22

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Community Development Director	Pay Grade 122	Unclassified, appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Economic Development Director	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Building Official	Pay Grade 114	Unclassified/appointed by Mayor-confirmed by Council
1	Building Dept. Admin. Asst.	7 A-F	Classified
1	Economic Development/Planning Admin. Asst.	7 A-F	Classified
1	Building/Property Maintenance Inspector	16 A-F per contract	Classified
1	Code Enforcement Inspector*	8 A-F	Classified
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time
1	Economic Development & Marketing Manager	Pay Grade 110	Unclassified, appointed by Mayor

*The full-time position of Code Enforcement Inspector may not be filled if there is a person filling the part-time position (see Section 31.02).

Ord. 41-06, 88-06, 99-09, 82-10, 152-02, 153-02, 2-04, 21-04, 33-04, 7-06, 22-11, 25-11, 76-11, 134-11, 151-11, 2-12, 14-12, 130-13, 120-14, 114-15, 41-17, 158-18, 42-21, 79-21

ENGINEERING DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> <u>Pay Grade 109</u>	<u>Classified Service</u>
1	Chief Engineer		Classified (annual salary paid bi-weekly)
1	Engineer II	14 A-F	Classified
1	Engineering Technologist	12 A-F	Classified
1	Senior Construction Inspector	11 A-F per contract	Classified
1	Construction Inspector	9 A-F per contract	Classified
1	Engineering Assistant (part-time)	Sec. 31.02(B)(9)	Part-time
1	Clerical Help (part-time)	Sec. 31.02(B)(9)	Part-time

Ord. 239-04, 7-06, 216-07, 134-11, 133-13

EQUIPMENT MAINTENANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Equipment Maintenance Superintendent	15 A-F	Classified
3	Equipment Maintenance Mechanic	34.5 A-F per contract	Classified

Ord. 148-04

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Finance	Sec. 31.01	Elected
1	Deputy Director of Finance	15 A-F	Unclassified/appointed by Dir. of Finance, confirmed by Council
1	Payroll Clerk	13 A-F	Subject to Civil Service Rule IIIA

1 Utility Billing Clerk
 1 Accounts Payable Clerk
 2 Account Clerk II (Cashier)

8 A-F
 8 A-F
 5 A-F

Subject to Civil Service Rule IIIA
 Unclassified
 Classified

Ord. 273-05, 85-17, 115-17, 23-20, 158-23, 154-24

FIRE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> Pay Grade 121	<u>Classified Service</u> Classified/appointed by Mayor, confirmed by Council
1	Fire Chief	13 A-F	Classified
1	Assistant Chief/Fire Marshal	12 A-F	Classified
1	Fire Operations Captain	Sec. 31.02(B)(4)	Part-time
1	Clerical Help (part-time)	Sec. 31.02(B)(4)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(4)	Part-time
3	Laborer (part-time)	Sec. 31.02(D)	Part-time
3	Captain (part-time)	Sec. 31.02(D)	Part-time
5	Lieutenant (part-time)	Sec. 31.02(D)	Part-time
	Fire Fighter (part-time)	Sec. 31.02(D)	Part-time

Ord. 139-02, 152-04, 126-07, 99-10, 134-11, 35-13, 119-17

INFORMATION TECHNOLOGY DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> Pay Grade 122 Pay Grade 92 A-F	<u>Classified Service</u> Unclassified Unclassified
1	IT Director		
1	IT Technician		

(Ord. 223-22)

LAW DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> Pay Grade 108 (annual salary paid bi-weekly)	<u>Classified Service</u> Unclassified
1	Law Director/Chief Prosecutor (full time)		

1	Assistant Prosecutor (full time)	Pay Grade 105 (annual salary paid bi-weekly)	Unclassified
1	Law Director/Prosecutor (part-time)	Pay Grade 105 Mayor, confirmed by Council	Unclassified/appointed by Part-time
1	Asst. Law Director/Asst. Prosecutor (part-time)	Pay Grade 107	Part-time
2	Assistant Prosecutor (part-time*)	Pay Grade 102	Part-time
2	Law Department Secretary (unclassified)	9 A-F	Unclassified
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time

- (A) For services in connection with the proceedings for issuing bonds, with or without the vote of the electors, with the exception of special assessment bonds: \$100.00
- (B) For all services in connection with any special assessment proceedings, except sidewalk assessments, including the sale of bonds for said proceedings: \$200.00

*-See Section 31.04(F) for special regulations concerning this position.
Ord. 5-03, 2-04, 22-04, 7-06, 17-08, 41-10, 134-11, 7-19, 201-23, 126-24

MAYOR'S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 110 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer ****	16 A-F	Unclassified
1	Deputy Chief Probation Officer	10 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
1	Probation Officer	kg 7 A-F	Unclassified
1	Probation Officer/Specialized Docket **	8 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	6 A-F	Unclassified

1	Building and Properties Custodian	31 A-F	Unclassified
1	Probation Officer/Group Facilitator*****	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.

**The Probation Officer/Specialized Docket employee is getting paid for 24 hrs. each week from the Veteran's Court Specialized Docket Subsidy Fund acct #109-0757 (Ord. 82-24)

**** 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.

***** The position of Probation Officer/Group Facilitator shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Probation Officer/Group Facilitator can be full or part-time as dictated by the grant. (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, 24-20, Ord. 175-20, Ord. 54-24, Ord. 82-24, 127-24)

- a. Judge – Paid per ORC 141.04 (5)
- Presiding and Administrative Judge – Paid per ORC 1901.11 (B)(2)
- b. Assigned and Substitute Judges – Paid per ORC 1901.121
- c. Administrative Assistants (Court Managers) – Number and pay as prescribed by the Court in accordance with ORC 1901.33 (D).
- d. Magistrates – Number and pay as prescribed by the Court in accordance with Rule 53 (A) and (B) of the Ohio Rules of Civil Procedure.
- e. Chief Bailiff – Paid as prescribed by the Court in accordance with ORC 1901.32 (1)
- f. Deputy Bailiffs – Number and pay as prescribed by the Court in accordance with ORC 1901.32 (2).
- g. One (1) Clerk of Court – 85% of the salary of the Judge in accordance with ORC 1901.31 (C)(2).
Temporary Clerk of Court – Same as the Clerk in accordance with ORC 1901.31 (A)(3).
Note that the authority to appoint a Temporary Clerk rests with the Judge per ORC 1901.31 (A)(3).
- h. Deputy Clerks of Court – Number and pay as prescribed by the Clerk in accordance with ORC 1901.31 (H).
- h. IT Technicians – Number and pay as prescribed by the Court, to be paid from Court IT Funds in accordance with ORC 1901.261 (A) (Computer Legal Research Fund (#160) and 1901.261(B) (Court Clerk Computer Fund #167)
- i. Jury Commissioners – Number and pay as prescribed by the Court in accordance with local Judicial Order.

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Parks, Recreation, Cemetery & Forestry * (annual salary paid bi-weekly)	Pay Grade 114	Unclassified/appointed by Mayor, confirmed by Council
1	Parks Foreman	37 A-F	Classified
1	Parks Maintenance Technician	34 A-F per contract	Classified
1	City Arborist	9 A-F	Classified
2	Laborer (effective 5/13/26)	31 A-F per contract	Classified
1	Sexton	34 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	Full-time Tree Care Technician	34 A-F per contract	Classified
1	Cemetery Laborer	31 A-F per contract	Classified
1	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

*The Director of Parks, Recreation, Cemetery and Forestry is a dual responsibility position covering both the Parks Department and Recreation Center.

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18, 56-20, 98-21, 111-22, 215-22, 10-23, 99-24, 60-26)

POLICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Police Chief	43 A-F	Classified/appointed by Mayor, confirmed by Council
2	Police Lieutenant	20 A-F	Classified

7	Sergeant	per contract	Classified
32	Patrol Officer	per contract	Classified
1	Patrol Officer (part-time)****	per contract	Part-time
11	Communications Operator	per contract	Classified
2	Communication Operator (part-time)	Step A of contract	Part-time
1	Administrative Assistant	8 A-F	Classified
1	Administrative Assistant (part-time)	Sec. 31.02(B)(7)	Part-time
1	Parking Meter Attendant (part-time)**	Sec. 31.02(B)(7)	Part-time
4	Records Clerk (part-time)	Sec. 31.02(B)(7)	Part-time
2	Stationary Load Limit Inspector*	Sec. 31.02(B)(7)	Part-time

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

****Patrol Officer (part-time) not to exceed thirty (30) hours per week.

(Ord. 159-02, 51-03, 163-03, 32-04, 164-04, 238-04, 238-05, 46-06, 162-06, 185-06, 245-06, 5-07, 138-07, 147-07, 161-08, 43-09, 100-09, 111-09, 168-09, 9-10, 86-10, 98-10, 55-11, 56-11, 57-11, 29-12, 207-12, 210-12, 46-13, 64-13, 137-14, 178-16, Ord. 21-18, 96-21, 100-23, 24-24)

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Parks, Recreation, Cemetery and Forestry *	Pay Grade 114	Unclassified/appointed by Mayor, confirmed by Council
1	Recreation Center Superintendent	(annual salary paid bi-weekly)	Classified
1	Recreation Center Aquatics Manager	15 A-F	Classified
1	Recreation Center Program Manager	11 A-F	Classified
1	Recreation Center Office Administrator	11 A-F	Classified
1	Recreation Center Financial Assistant	10 A-F	Classified
1	Recreation Center Program Specialist	9 A-F	Classified
1	Recreation Center Facility Supervisor	6 A-F	Classified
	Part-time Employees*	9 A-F	Classified
		Section 31.02(E)	Part-time

* That the Director of Parks, Recreation, Cemetery and Forestry is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.

(Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20, 205-20, 159-21, 212-22, 10-23)

SANITATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Sanitation Superintendent	15 A-F	Classified
1	Sanitation Foreman	37 A-F	Classified
12	Motor Equipment Operator	34 A-F per contract	Classified
3	Laborer	31 A-F per contract	Classified

(Ord. 273-05, 27-13, 196-21, 157-24)

SERVICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council
2	Account Clerk II	5 A-F	Subject to Civil Service Rule IIIA
1	Building Maintenance & Repair	32 A-F per contract	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(2)	Part-time
7	Seasonal Laborers (part-time)	Sec. 31.02(A)(2)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(2)	Part-time

Ord. 2-04, 242-04, 273-05, 76-08, 81-09, 82-10, 32-14, 155-24

STREET DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Street Superintendent	15 A-F	Classified
1	Street Foreman	37 A-F	Classified
8	Motor Equipment Operator	34 A-F per contract	Classified
2	Laborer	31 A-F per contract	Classified
1	Laborer (part-time)	per contract	Part-time
1	Sign Technician (part-time)	per contract	Part-time

Ord. 241-04, 273-05, 119-20, 156-24

WATER DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Water Superintendent	16 A-F	Classified
1	Water Operations Foreman	37 A-F	Classified
1	Backflow Coordinator	36 A-F	Classified
1	Operations Technician	35 A-F per contract	Classified
2	Motor Equipment Operators	34 A-F per contract	Classified
1	Meter Service Technicians	32.5 A-F per contract	Classified
3	Water Technician	32.5 A-F per contract	Classified
2	Laborer	31 A-F per contract	Classified

Ord. 154-02, 81-09, 75-11, 73-16, 102-20, 120-20, 158-21