

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR 2019; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is responsible for establishing the number of employees in each department; and

WHEREAS, by enacting an ordinance listing the numbers of employees in each job classification in each department for 2019, the City Council will be in a better position to monitor and evaluate the numbers of employees necessary to the operation of each city department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Administration Department shall consist of nine (9) elected officials and ~~nine~~ eight (9 8) full time employees as follows:

Editor's note: Deletions are denoted in "red" by ~~strike through~~ and additions in "blue" by underline.

- Mayor (Elected), NEG - 1
- Alderman (Elected), NEG - 8
- Director of Operations, NEG - 1
- Chief of Staff, NEG - 1
- ~~Chief Information Technology Officer, NEG - 1-1=0, delete one position~~
- Director of External Affairs, NEG - 1
- Director of Special Projects, NEG - 1
- Director of Development, NEG - 1
- Office Assistant, NEG - 1
- Office Assistant III, NEG - 1
- Special Assistant to the Mayor, NEG - 1

SECTION 2: That the Airport Department shall consist of two (2) full time employees and two (2) part-time employees as follows:

- Director, NEG -1
- Airport Maintenance Worker, P06 - 1
- Part-time Worker, HRLY - 2

SECTION 3: That the Animal Shelter shall consist of ~~nine~~ ten (9 10) full-time employees and one (1) part-time employee as follows:

Director, NEG - 1
Animal Control Officer, F07 - 6
Animal Control Assistant, F07 - 1
Lead Animal Control Officer/Administrator, F07A - 1
Office Assistant III, Part-time, HRLY - 1
Office Assistant III, F05-1, add one position

SECTION 4: That the City Clerk's Office shall consist of one (1) elected official, four (4) full-time employees, and one (1) part-time employee as follows:

City Clerk-Treasurer (Elected), NEG - 1
~~Assistant to City Clerk-Treasurer~~ Chief Deputy City Clerk/Treasurer NEG - 1, **title change**
Deputy City Clerk/Revenue Officer, Senior, NEG - 1
Deputy City Clerk/Revenue Officer, NEG - 1
Code Enforcement Officer/Licensing, NEG - 1
Part-time Deputy City Clerk/Revenue Officer, HRLY - 1

SECTION 5: That the Code Enforcement Department shall consist of thirteen (13) full-time employees as follows:

Director, NEG - 1
Code Enforcement Assistant, F06A - 1
Health Code Enforcement Officer, F09 - 1
Code Enforcement Officer, F07 - 7
Code Officer Supervisor, F09A - 1
Helper, P06 - 2

SECTION 6: That the Commerce Department shall consist of four (4) full-time employees as follows:

Director, NEG - 1
Administrative Secretary/Purchasing Assistant, F06A - 1
Assistant Director for Procurement, NEG - 1
Courier, F05 - 1

SECTION 7: That the Communication Department shall consist of one (1) full-time employee as follows:

Communications Director, NEG - 1

SECTION 8: That the Community Development Department shall consist of five (5) full-time and 1 (one) part-time employees as follows:

Director, NEG - 1
Administrative Secretary, F06A - 1
Assistant Community Development Director, F10 – 1 (100% grant-funded)
Contract/Rehabilitation Officer, F07 –2
Part-time Office Assistant III, HRLY – 1

SECTION 9: That the Community Planning Department shall consist of thirteen (13) full-time employees as follows:

Director, NEG – 1
Assistant Planning Director, F11 – 1
City Planner, F10 – 2
Geographic Information Systems Specialist, F10 – 1
Administrative Secretary, F06A – 1
Office Assistant III, F05 – 1
~~Planning Technician, F05 - 1-1=0, delete one position~~
Office Assistant Senior, F05A-1, add one position
Building Official, F10 – 1
Chief Building Inspector, F08 – 1
Chief Electrical Inspector, F08 – 1
Chief Plumbing & Gas Inspector, F08A – 1
Chief Mechanical Inspector, F08 – 1

SECTION 10: That the District Court, First Division shall consist of one (1) elected official, eight (8) full-time employees and two (2) part-time employee as follows:

Judge (Elected) – 1 (State employee effective 07/01/09)
Assistant Clerk, NEG - 3
Chief Clerk, NEG - 1
Chief Probation Officer, NEG - 1
Deputy Clerk, NEG – 1
Part-Time Clerk, HRLY-1
Probation Clerk, NEG – 1
Probation Officer, NEG - 1
Assistant Clerk (Part time), HRLY - 1

SECTION 11: That the District Court, Second Division shall consist of one (1) elected official, nine (9) full-time employees as follows:

Judge (Elected) – 1 (State employee effective 07/01/09)
Assistant Clerk, NEG - 3
Chief Clerk, NEG - 1
Court Reporter, NEG - 1

Deputy Clerk, NEG - 1
Office Assistant, NEG - 2
Probation Officer, NEG - 1

SECTION 12: That the Electric Department shall consist of ~~one hundred thirty nine~~ one hundred thirty four (139 134) full-time employees and nine (9) part-time employees as follows:

General Manager, NEG - 1
Accounting Clerk Senior, F06A - 4
Accountant, F11 - 1
Accounting Clerk III, F05A - 2
Accounts Receivable Specialist, F05A - 2
~~Administrator of Data Integration, NG - 1-1=0, delete one position~~
Auto Mechanic, NG - 1
Billing Manager, NG - 1
Climbing Crew Leader, NG - 4
Compliance Administrator, NG - 1
Cost Accountant, NG - 1
Customer Service Accounting Clerk, F05B- 2
Customer Service Representative I, F05B - 9
Customer Service Representative II, F06 F07 - 4, grade change
Customer Service Manager, F10 NG - 1, grade change
Customer Service Supervisor, F09 NG - 1, grade change
Distribution Design Electrical Engineer, NG - 1
Distribution Design Supervisor, NG - 1
Distribution Designer, NG - 1
Distribution Designer, Sr., NG - 1
Distribution Engineer, NG - 1
Distribution Technician, NG - 3
Lead Distribution Technician, NG - 1
Electric Investigator, NG - 1
Energy Services Coordinator, NG - 1
Director of Operations, NG - 1
Energy Specialist, NG - 1
Director of Business, NG - 1
Excavator Lead, NG - 1
Excavator Assistant, NG - 1
Executive Office Manager, NG - 1
Director of Financial Operations, NG - 1
Power Cost Accountant, NG - 1
General Construction Supervisor, NG - 1
~~Helpdesk Specialist, NG - 1-1=0, delete one position~~
Hydro Maintenance Supervisor, NG - 1
Hydro Maintenance Worker, NG - 3
Hydro Operator, NG - 4
Network Administrator, NG - 1-1=0, delete one position

~~System Administrator, NG – 1-1=0, delete one position~~
~~Manager of Desktop Services, NG – 1-1=0, delete one position~~

Material Handler, NG – 1

Mapping Specialist, NG - 1

Data Quality Analyst, F06A – 2

Director of Metering, NG – 1, title change

Adjust three (3) Meter Man positions between Apprentice & Journeyman according to the training and experience of employees and vacancies.

Journeyman Meter Man, NG – 2

Apprentice Meter Man, NG – 1

Lead Journeyman Meter Man, NG – 1

Milsoft GIS Administrator, NG – 1

Office Assistant II, F04A – 2

Office Assistant III, F05 – 3

Distribution Operator, NG – 5

Safety and Security Manager, NG - 1

Service Supervisor, NG – 1

Quotas for thirty (31) service positions (Apprentice Lineman, Apprentice Street Light Technician, Ground Assistant/Climbing, Journeyman Lineman, and Street Light Technician) may be reallocated among the positions according to the training and experience of employees and the needs of the department.

Journeyman Lineman, NG – 17

Apprentice Lineman, NG – 4

Ground Assistant/Climbing, NG – 7

Street Light Technician, NG – 1

Apprentice Street Light Technician, NG – 2

Smart Meter Technician, NG – 3

Staff Accountant, NG – 1

Storekeeper, NG - 1

Street Light Supervisor, NG - 1

Director of Engineering, NG – 1

Director of Power, NG – 1

Teller, F05A - 4

Tree Trimmer/Climber, NG – 2

Tree Trimmer/Climber Assistant, NG – 2

Trainer, NG – 1

Vegetation Management Coordinator, NG – 1

Clerk/Teller, Part-time, HRLY – 8

Safety Director, Part-time, HRLY – 1

SECTION 13: That the Emergency Services Department shall consist of thirty two (32) full-time employees and three (3) part-time employees as follows:

Coordinator/Director, NEG – 1

Deputy Coordinator/Lead Public Safety Dispatcher, F09A F10, - 1, grade change

Lead Public Safety Dispatcher, F09A, - 4

Public Safety Dispatcher (I = F07A/II =F07A) – 25
Secretary III, F05A – 1
Public Safety Dispatcher, Part-time, HRLY - 3

SECTION 14: That the Finance Department shall consist of fourteen (14) full-time employees as follows:

Director of Finance and Budget, NEG - 1
Accountant, Senior, NG– 1
Accounting Clerk III, F05A - 1
Accounting Clerk, Senior, F06A – 5
Assistant Finance Director, NG – 1
Assistant Payroll Specialist, F08 –1
Auditor/Grants Administrator, NEG – 1
Customer Service Clerk, F05B - 1
Finance Officer (Electric), F12- 1
Payroll Specialist, F10 – 1

SECTION 15: That the Fire Department shall consist of one hundred sixty six (166) full-time employees (163 uniformed and 3 non-uniformed) as follows: (Per Ordinance 7615, 1/26/04, is authorized to exceed by 3 the quota of firefighters due to absences caused by military leaves.)

Uniformed:

Chief, NEG - 1
Assistant Chief, Y04 – 1
Battalion Chief, Y04 - 3
Captain, Y03 – 45
Fire Marshal, Y04 - 1
Firefighter, Y01 – 63
Lieutenant, Y02 – 49

Non-uniformed:

Executive Secretary, NG – 1
Office Assistant, Senior, F05A – 1
Vehicle General Foreman, F10 – 1

SECTION 16: That the Fit 2 Live Department shall consist of one (1) full-time employee, and one (1) part-time employee:

Fit 2 Live Coordinator/Wellness, Health, Education, and Nutrition Coordinator, NEG – 1
Garden Program Coordinator, HRLY – 1

SECTION 17: That the Human Resources Department shall consist of **eight nine (8 9)** full-time employees as follows:

Human Resources Director, NEG - 1
HR Assistant, F06A - 1
HR Generalist, F07 - 2-1=1, delete one position
HR Generalist II, F08A - 1, add one position
Employee Benefits Specialist, F10 - 1, add one position
Human Resources Employment Specialist, F10 - 1
Human Resources Specialist/Administrative, F10 - 1
Industrial/Organizational Specialist, NEG - 1
Senior Industrial/Organizational Specialist/Assistant Human Resources Director, NEG - 1

SECTION 18: That the Information Technology Department shall consist of twenty-one (21) full-time employees as follows:

Director, NEG - 1, add one position
Manager of Desktop Services, NG - 1, add one position
Manager of Enterprise Services, NG - 1, add one position
Manager of Information Services, NG - 1, add one position
Sr. Network Engineer, NG - 1, add one position
Sr. System Engineer, NG - 1, add one position
Network Administrator, NG - 1, add one position
Support Administrator, NG - 1, add one position
System Administrator, NG - 1, add one position
Database Administrator, NG - 3, add three positions
Database Specialist, NG - 1, add one position
Computer Operator, F06A - 2, add two positions
Helpdesk Specialist, NG - 5, add five positions
Administrative Secretary, F06A - 1, add one position

SECTION 19: That the Legal Department shall consist of one (1) elected official, seven (7) full-time employees and two (2) part-time employees as follows:

City Attorney (Elected), NEG - 1
Assistant City Attorney, NEG - 3
Deputy City Attorney, NEG - 1
Legal Assistant, NEG - 1
Legal Assistant, Part time, NEG - 2
Paralegal, NEG - 1
Case Manager, NEG - 1

SECTION 20: That the Neighborhood Services Department shall consist of two (2) full-time employees as follows:

Director, NEG - 1

~~Office Assistant Sr., F05A~~ Neighborhood Services Assistant, F06A – 1, title and grade change

SECTION 21: That the Parks & Recreation Department shall consist of ~~two hundred thirty one~~ two hundred thirty six (231 236) employees: ~~seventy-nine~~ eighty five (79 85) full-time, ~~one hundred and nine~~ one hundred and eight (109 108) part-time, and forty three (43) intermittent as follows:

Administration (Dept. 033): ~~three~~ four (3 4) full-time employees

Director, NEG – 1

Executive Secretary, NG - 1

Office Assistant, Sr., F05A – 1+1=2, add one position

Parks Maintenance (Dept. 034): ~~forty-eight~~ fifty-one (48 51) employees: ~~43~~ 47 full time and ~~5~~ 4 part-time.

Construction Carpenter, P11 - 1

Equipment Maintenance Worker, P09 – 1

General Parks Supervisor, F09 – 2

Heavy Equipment Operator, P09 – 2

Mechanic, P11 - 1

~~Office Assistant Sr., F05A~~ Administrative Technician, F07 – 1, title and grade change

Parks Generalist, FT F07 – 1

Parks Maintenance Crew Leader, P08 – 4

Parks Maintenance Specialist, P14 – 1

Parks Maintenance Superintendent, F11 NG – 1, grade change

Parks Maintenance Worker, P06 – 21+4=25, add four positions

Park Ranger, F09, - 1

Parks Supervisor I, F07A – 2

Program Coordinator, FT F08 - 1

Senior Parks Maintenance Worker, P07 – 2

Sports Turf Specialist, P14 – 1

Water Systems Specialist Plumbing/Irrigation, P13 – 1

Campground Manager, NG – 1

~~Laborer, Part-time, HRLY –3-1=2, delete one position~~

~~Recreation/Program Aide~~ Sports Complex Facility Supervisor, Part-Time, HRLY – 2, title change

Recreation (Dept. 035): one hundred ten (110) employees: ~~16~~ 17 full-time, ~~51~~ 50 part-time, and 43 intermittent.

Custodian, FT, P06 – 2

Office Assistant, Senior, FT F05A – 1

Program Coordinator, F08 – 1

Program Leader, FT, F06– 4+1=5, add one position

Program Supervisor, FT, F09 – 1

Recreation Center Director, FT, F07 – 4

Recreation Superintendent, FT, F11 - 1

Community and Fitness Center Director FT, F09 – 1

Community and Fitness Center Assistant Director FT, F08 – 1

Facility Leader, Part-Time, HRLY – 8

Program Leader, Part-Time, HRLY – 1-1=0, delete one position

Recreation/Program Aide, Part-Time, HRLY – 42

Aquatic Supervisor, Intermittent, HRLY – 1

Assistant Pool Manager, Intermittent, HRLY – 2

Concession Worker I, Intermittent, HRLY – 5

Concession Worker II, Intermittent, HRLY – 1

Lifeguard, Intermittent, HRLY – 12

Swimming Pool Manager, Intermittent, HRLY – 2

Instructors, Intermittent, HRLY – 20

Special Projects: (041): two (2) full-time employees:

Project Coordinator, FT F10A – 1

Office Assistant, Senior, FT F05A – 1

Concessions: (040): forty (40) employees: 1 full-time and 39 part-time.

Program Coordinator, FT, F08 – 1

Concession Manager, Part-Time, HRLY, - 2

Concession Worker I, Part-Time, HRLY, - 26

Concession Worker II, Part-Time, HRLY, - 10

Facility Leader, Part-Time, HRLY – 1

Burns Park Golf Course (036): seventeen (17) employees: 10 full-time and 7 part-time:

Assistant Golf Professional, FT, ~~F08~~ NG-1, grade change

Equipment Maintenance Worker, FT, P09 – 1

Golf Assistant, FT, F05 – 1

Golf Superintendent, FT, NG – 1

Parks Maintenance Worker, FT, P06 – 5

Water Systems Specialist-Irrigation, P13 – 1

Golf Assistant, Part-time, HRLY - 2

Laborer, Part-Time, HRLY – 5

Arkansas Inland Maritime Museum (042): ten (10) employees: 3 full-time and 7 part-time:

Museum Director, FT, NG – 1
Director of Operations, FT, F07A - 1
Operations Manager, FT, F07 - 1
Equipment Maintenance Worker, PT, HRLY - 1
Deckhand/Tour Guide, PT, HRLY - 6

SECTION 22: That the Patrick Henry Hays Senior Citizens Center Department shall consist of eight (8) full-time employees and seven (7) part-time employees as follows:

Director, NEG – 1
Assistant Director/Volunteer Coordinator, NEG – 1
Custodian, P06 – 3-1=2, delete one position
Facility Manager, P08-1, add one position
Transportation Coordinator, F06A – 1
Office Assistant Senior, F05A – 1
Rental Coordinator/Administrative Secretary, F06A – 1
Building Attendant – Part-time, HRLY - 4 (only two of which will work week nights at any one time and one will work week end events)
Custodian, Part-time, HRLY – 1
Office Assistant Sr. – Part-time – 1
Weekend Coordinator – Part-time, HRLY – 1

SECTION 23: That the Police Department shall consist of **two hundred forty two hundred thirty nine (240 239)** full-time employees (201 uniformed and **39 34** non-uniformed) and four (4) part-time employees as follows:

Uniformed:

Chief, NEG – 1
Assistant Chief, NG – 1
Captain, X04 - 4
Lieutenant, X03 –10
Sergeant, X02 - 25
Police Officer, X01 – 160

Non-uniformed:

Administrative Secretary F06A- 2
Automated Systems Assistant, F05 – 1
Community Service Assistant, F05 – 2
Community Service Assistant II, F07 - 7
Helpdesk Specialist, F10 –2-2=0, delete two positions
Database Specialist, F10 – 1-1=0, delete one position
Executive Secretary, NG - 1
Fleet Maintenance/Inventory Manager, F05 - 1
Manager of Enterprise Services, NEG 1-1=0, delete one position

Media Production Specialist, F09A – 1
~~System Engineer, NG – 1-1=0, delete one position~~
Office Assistant III, F05 –11
Office Manager, F10 – 1
Payroll Accounting Clerk, NG – 1
Secretary III, F05A – 4
Victim’s Advocate, F08A – 1
Police Athletic League Director, F09A- 1
Cold Case Investigator, Part-time, HRLY - 4

SECTION 24: That the Public Works Department shall consist of eleven (11) full-time employees and two (2) part-time employees and nine (9) intermittent employees as follows:

Chief City Engineer, NEG - 1
Building Maintenance Supervisor, P11 – 1
Building Maintenance Technician, P09 –3
City Engineer, NEG – 2
Mosquito Control Supt., P09 – 1
Office Assistant Senior, F05A – 2
Safety Director, NEG – 1

City Engineer, Part-time, NEG – 1
General Maintenance Worker, Part-time, HRLY – 1
Mosquito Control Tech/Maintenance Tech, Intermittent, HRLY – 1
Mosquito Control Tech., Intermittent, HRLY – 8

SECTION 25: That the Sanitation Department shall consist of thirty nine (39) full-time employees as follows:

Director, NEG – 1
Code Enforcement Officer, F07 – 1
Helper, P06 – 14
Office Assistant Sr., F05A - 1
Route Supervisor/Garbage, F09 - 1
Route Supervisor/Trash, F09 – 1
Truck Driver/Collector, P10 –8
Senior Driver, P10 – 12

SECTION 26: That the Street Department shall consist of fifty-eight (58) full-time employees as follows:

Director, NEG - 1
Crew Leader, F09 – 5
Custodian/Helper, P06 - 1
Dispatcher/Inventory Management Clerk, F05 - 1
Foreman, NEG – 1
Helper, P06 – 16

Heavy Equipment Operator-Street, P12 – 9
Light Equipment Operator-Street, P10 – 15
Semi-Skilled Laborer, P08 – 6
Truck Driver, P10 – 2
Office Assistant Senior, F05A – 1

SECTION 27: That the Traffic Services Department shall consist of ~~thirteen~~ fourteen (13 ~~14~~) full-time employees and two (2) seasonal employees as follows:

City Engineer/Transportation, NG – 1
Chief Signal Technician, F11 - 1
Office Assistant Senior, F05A – 1
Sign & Markings Supervisor, F10 – 1
Sign & Markings Barricade Technician – P11 - 2
Sign & Markings Technician, P08 - 2
Sign & Markings Installer, P06 – 2
Signal Construction Technician, P11 - 1
Signal Construction Assistant, P08 – 1
Signal Systems Technician, F10 – 1
Traffic Signal Technician II, P13 - 1, add one position
Sign & Markings Installer, Seasonal, HRLY – 2

~~SECTION 28: That the Utilities Accounting Department shall consist of ten (10), full-time employees as follows:~~

Delete 1 Department

~~Manager of Information Services, NG – 1-1=0, delete one position
Computer Operator, F06A –2-2=0, delete two positions
Database Administrator, NEG – 2-2=0, delete two positions
General Manager, F14 – 1-1=0, delete one position
Support Administrator, NEG – 1-1=0, delete one position
Network Engineer, NEG – 1-1=0, delete one position
Helpdesk Specialist, F10 –2-2=0, delete two positions~~

SECTION 29: That the Vehicle Maintenance Department shall consist of thirteen (13) full-time employees as follows:

Director, NEG - 1
Mechanic/Shop Foreman, Grade P13 – 2
Mechanic, P11 – 4
Parts Inventory Clerk, F05A – 1
Service Bay Worker, P08 – 2
Sr. Service Bay Worker, P09 – 1
Welder, P11 - 2

SECTION 30: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 31: That the provisions of this ordinance are hereby declared to be severable and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 32: That the City Council has determined that the interests of the City and City employees can best be served by the adoption of this ordinance; THEREFORE, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Joe A. Smith

SPONSOR:

ATTEST:

Joe A. Smith
Mayor Joe A. Smith *by AT*

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields
Amy Beckman Fields, City Attorney

PREPARED BY THE NLR HUMAN RESOURCES DEPARTMENT/
FORMATTED BY THE OFFICE OF THE CITY ATTORNEY

FILED <u>11:15</u> A.M. _____ P.M.
By <u>City Atty Amy Fields</u>
DATE <u>1-22-19</u>
Diane Whitbey, City Clerk & Treasurer North Little Rock, Arkansas
RECEIVED BY <u>K. Thomas</u>