RESOLUTION NO.: **2017-R55**
SPONSOR: **MAYOR NEUGEBAUER**
INTRODUCED: **SEPTEMBER 12, 2017** **ASSIGNED TO:** FINANCE

A RESOLUTION CREATING THE NON-BARGAINING POSITION OF ASSISTANT FINANCE DIRECTOR, ESTABLISHING A PAY RANGE FOR THE NEWLY CREATED POSITION, ESTABLISHING THE POSITION AS EXEMPT AND UNCLASSIFIED UNDER THE CIVIL SERVICE RULES AND REGULATIONS, MAKING AN APPROPRIATION, AND DECLARING AN EMERGENCY.

WHEREAS, on or about August 24, 2017, the State Employment Relations Board ("SERB") determined through an Amendment of Certification that the Assistant Finance Director classification be excluded from the bargaining unit; and

WHEREAS, as a result of the SERB Amendment of Certification, it is necessary to establish the non-bargaining position of Assistant Finance Director and to establish a pay range for the position; and

WHEREAS, it is also necessary to determine whether the position is exempt under the FLSA and the classification of the position under the Civil Service Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GREEN, COUNTY OF SUMMIT, AND STATE OF OHIO, THAT:

SECTION ONE:
Green City Council hereby establishes as of August 25, 2017, the non-bargaining position of Assistant Finance Director. The position of Assistant Finance Director shall be established as a pay grade 10 and the salary range for the position shall be as set forth in Resolution 2015-R45, as amended by 2016-R60. City Council authorizes the Mayor to expend the sum of Five Thousand Five Hundred Dollars ($5,500.00) for the purpose of granting a salary adjustment to the annual salary and benefits of this position for the remainder of 2017.

SECTION TWO:
The position of Assistant Finance Director shall be FLSA exempt and an unclassified position under Civil Service Rules and Regulations. City Council authorizes additional appropriations to the affected line items of the budget, as computed and authorized by the Director of Finance, to accommodate this salary adjustment.

SECTION THREE:
The City of Green finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in open meetings of this Council and any deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION FOUR:
Council declares this to be an emergency immediately necessary for the preservation of the public peace, health, safety and welfare of the citizens of Green and so that these changes may go into effect as soon as possible and retroactive to August 25, 2017. Provided that this legislation receives the affirmative vote of three-fourths (¾ths) of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force at the earliest time allowed by law.

ADOPTED: Sept 12, 2017

Molly Kapeluck, Clerk

Chris Humphrey, Council President

APPROVED: Sept. 12, 2017

Gerard M. Neugebauer, Mayor

COPIED
MAY FIN LAW PLAN ENG
SVCE FIRE PARK ZONE HR

ENACTED EFFECTIVE: Sept. 12, 2017

ON ROLL CALL: Ahlstrom – Aye Humphrey – Aye Knodel – Aye Speight – Aye
Dyer – Aye Summerville – Aye Young – Aye Adopted 7-0

Suburbanite publication on Sept. 15 and Sept 22, 2017

Molly Kapeluck, Clerk

09/7/2017 Approved as to form and content by Diane A. Calta, Director of Law 9.7.17

STATE OF OHIO
STATE EMPLOYMENT RELATIONS BOARD

In the Matter of

Ohio Council 8, American Federation of State,
County and Municipal Employees, AFL-CIO,

Incumbent Employee Organization,

and

City of Green,

Employer.

Case Number: 2017-REP-07-0086

AMENDMENT OF CERTIFICATION

Before Chair Zimpher, Vice Chair Schmidt, and Board Member Lumpe: August 24, 2017.

The Ohio Council 8, American Federation of State, County and Municipal Employees, AFL-CIO (Incumbent Employee Organization) is the Board-certified exclusive representative of certain employees of the City of Green (Employer). The parties jointly filed a Petition for Amendment of Certification seeking to amend the existing unit to exclude the Assistant Finance Director classification. The Board approves the jointly filed petition and amends the unit, which is now described as follows:

Included: All full-time and regular part-time employees performing clerical, accounting clerk, service, engineering technician, maintenance, and zoning inspection functions for the City of Green.

Excluded: All management level, supervisory, professional and confidential employees as defined in the Act, all seasonal and casual employees as defined by SERB, including the position of Mayor, Law Director, Planning Director, Assistant Finance Director, Finance Director, Service Director, Clerk of Council, Mayor's Secretary (one employee confidential), Fire Chief, Firefighters, Administrative Secretary to the Law Director (one employee confidential), Highway Superintendent, Law Clerk/Paralegal, Administrative Assistant in the Fire Department, Assistant Road

Supervisor, Income Tax Administrator, City Engineer, Fire Engineer, Parks & Recreation Superintendent, and Parks & Recreation Coordinator.

IT IS SO DIRECTED.

ZIMPHER, Chair; SCHMIDT, Vice Chair; and LUMPE, Board Member, concur.

W. CRAIG ZIMPHER, CHAIR

CERTIFICATE OF SERVICE

I certify that this document was filed and a copy served upon the following representatives of each party via e-mail[1] with delivery receipt and acknowledgment requested, this 24th day of August, 2017.

Michelle R. Evans, Associate General Counsel, mevans@afscme8.org
Representing Incumbent Employee Organization

Diane A. Calta, Director of Law, dcalta@cityofgreen.org
Representing Employer

Debra Prots
Labor Relations Specialist

1 In the event a party does not have an electronic mail address on file, this notice was sent via regular U.S. mail.

CITY OF GREEN
CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Classification Title:	**Assistant Finance Director**	**Civil Service Status:**	**Unclassified**
Department:	**Finance Department**	**FLSA Status:**	**Exempt**
Division:		**Bargaining Unit Status:**	**Non-bargaining**
Immediate Supervisor:	**Finance Director**	**Positions Supervised:**	**Two (2)**

JOB RESPONSIBILITIES: Under administration of the Director of Finance, responsible for assisting the Director of Finance in managing, directing, and supervising the activities of the Finance Department and for performing highly complex professional-level accounting analysis. This position provides input to policy development/revision activities, collective bargaining, and is expected to explain/interpret policy to other employees in the Finance Department and to employees in various City Departments. This position is involved with the planning, development, implementation, operation and coordination of information systems related to electronic data activities, including server applications, personal computer (PC) applications, and communications within the Finance Department. The Assistant Finance Director serves as a direct supervisor for certain positions in the City Finance Department.

QUALIFICATIONS: Undergraduate degree in accounting, finance, business or other related discipline, plus a minimum of three (3) to five (5) years governmental accounting experience; must possess computer competency; supervisory experience of employees. The City will also consider applicants who possess an equivalent combination of training and/or experience.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

- Apply independent judgment in the development, implementation and enforcement of fiscal policy and procedures; conduct internal audits to assure compliance.
- Perform a wide variety of accounting functions in order to ensure the efficient operation of the department: responsible for bank account reconciliation and banking activity reports.
- Responsible for the reinvestment of funds for the city. Seek grant reimbursement from grantor.
- Supervise personnel in all departments in proper collection of city department funds, audits refund/reimbursement requests.
- Supervise personnel in the functional areas of payroll processing, account payable/receivable, cash receipts. Plans, coordinates schedules, assigns and reviews work and maintains work standards. Approve leave requests and timesheets; evaluate and conduct performance reviews; resolve grievances; address performance issues recommending discipline including termination.

Classification Title:	**Assistant Finance Director**	**Civil Service Status:**	**Unclassified**
Department:	**Finance Department**	**FLSA Status:**	**Exempt**
Division:		**Bargaining Unit Status:**	**Non-bargaining**
Immediate Supervisor:	**Finance Director**	**Positions Supervised:**	**Two (2)**

- Screen new finance candidates for the positions of accounts payable, accounts receivable, and payroll.
- Provide critical input and analysis during labor negotiations in behalf of city management, including but not limited to computing projected cost impact of proposed changes to labor agreements and policies; and, participate as needed in labor contract negotiations.
- Provide detail to the Law Department for the purpose of formulating new legislation.
- Conduct study, analysis and make recommendations regarding service providers.
- Make application for city insurances including general liability, property, auto and professional liability coverages. Work with department heads to ensure accurate information is submitted. Serve as the point of contact for claim handling.
- Direct liaison with staff in all departments for the annual budget preparation and necessary modifications. Make recommendations based on department goals. Prepare analytical financial and statistical reports. Monitor city budget results compared to actual expenditures to ensure a continuing cost control effort and responsible management.
- Manage the city general fund capital assets inventory and accounting with division/department heads.
- Work directly with external auditors during activities of the annual audit and serve as primary contact with outside local, county and state agencies when completing the city's Comprehensive Annual Financial Report (CAFR).
- Perform cash-to-accrual annual conversions.
- Conduct classroom and individual training to various other departments on finance policies and procedures including compliance with state and local requirements.
- Directly assist in completion of tax budget due to the County, the city 5-year Capital Improvement Plan (CIP) and annual operating budget; attend the Mayor's budget hearings.
- Receive and respond to inquiries from city employees, Mayor, City Council, contractors, department/division heads, general public; state and county agencies and other municipalities.
- Calculate and certify street lighting charges annually to the County Auditor's Office.
- Prepare local, county, state, and federal reports as required.

Classification Title:	**Assistant Finance Director**	**Civil Service Status:**	**Unclassified**
Department:	**Finance Department**	**FLSA Status:**	**Exempt**
Division:		**Bargaining Unit Status:**	**Non-bargaining**
Immediate Supervisor:	**Finance Director**	**Positions Supervised:**	**Two (2)**

- Assumes Director of Finance duties in the temporary absence of the City Director of Finance.
- Attend meetings and perform other tasks of a general or routine nature as required which may occur after business hours as deemed necessary by the Finance Director.
- Perform other related duties as directed or assigned by the Finance Director and/or the Mayor determined to be necessary in order to promote, further, or ensure the effective and efficient operation of the Department.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: Department policies and procedures*; city government structure and processes; federal, state and local laws pertaining to municipal finance administration; accounting principles and practices; budgetary practices.

Skill in: Use of personal computer; job related software (accounting, fixed assets, Microsoft Office); verbal and in written communication etc. Supervise individuals on performance of daily job functions.

Ability to: Research financial data and prepare reports; prepare and maintain accurate documentation; effectively interact with others; provide supervision; advise and provide interpretation of collective bargaining agreements, policies and procedures to subordinate personnel.

PHYSICAL DEMANDS STRENGTH RATING: Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms, talk and hear. Occasionally required to stand, walk and stoop, kneel and crouch. In accordance with the U.S. Department of Labor physical demands strength rating, this is considered light work.

WORKSHEET TO ESTIMATE ADDITIONAL 2017 FUNDS NEEDED
TO MOVE KRIS LEDFORD FROM AFSCME ASST. FINANCE DIRECTOR
TO NON-BARGAINING ASST. FINANCE DIRECTOR EFFECTIVE 08/25/2017

Current Rate of Pay (hourly)	New Rate of Pay (annual)	New Rate of Pay Converted to hourly equivalent	Difference (hourly)	Hours Remaining in 2017	Estimated Additional Funds Needed		
27.60	71,000.00	34.13	6.53	728.00	4,753.84	100-1300-51111	Salary
					665.54	100-1300-51211	PERS
					68.93	100-1300-51213	Medicare
					5,488.31		
					5,500.00	rounded	

CITY OF GREEN
2015 SALARY RANGES w POSITIONS

Position Upgrade Changes Effective July 1, 2016

1.05

PAY GRADE	POSITION	MINI MUM Hourly	MINI MUM Annual	MID POINT Hourly	MID POINT Annual	MAXI MUM Hourly	MAXI MUM Annual
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
1	Seasonal Worker I	9.87	20,521	11.84	24,625	13.80	28,706
2	Season Worker II	11.68	24,295	14.02	29,154	16.35	34,013
3	No Designated Position	14.28	29,649	17.10	35,570	19.96	41,514
4	Receptionist	15.76	32,766	18.93	39,367	22.08	45,924
5	No Designated Position	17.42	36,230	20.90	43,471	24.40	50,760
6	No Designated Position	19.53	40,617	23.43	48,732	27.33	56,845
7	*Admin. Asst. Fire/Svc.*	21.02	43,730	25.24	52,505	29.44	61,233
Effective January 1, 2017	*Admin. Coor. Law*						
8	Council Clerk *Assistant to the Mayor* *H.R. Admin. Coor.*	23.12	48,094	27.75	57,717	32.38	67,365
9	Comm. Dev. Adm. Service Supv. Eng. Project Mgr. Parks & Rec Coor. Zoning Supt.	25.08	52,175	30.10	62,624	35.12	73,050
10	Parks & Recreation Manager GIS Administrator	27.04	56,232	32.45	67,484	37.84	78,710
11	Parks & Rec Superintendent	29.15	60,619	34.98	72,743	40.79	84,843
12	*Income Tax Administrator*	30.79	64,040	36.95	76,847	43.11	89,678
13	*Human Resources Manager* Assistant Fire Chief Deputy Dir. Public Svc	32.60	67,813	39.12	81,376	45.64	94,939
14	Director Planning Director Public Service City Engineer Fire Chief Director Law Director Finance	34.56	71,870	41.52	86,353	48.35	100,575
15	No Designated Position	36.95	76,847	44.33	92,203	51.72	107,581