

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR MID-YEAR 2015; 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 effective mid-year 2015, 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 seven (7) full time employees as follows:

Mayor (Elected), NEG - 1
Alderman (Elected), NEG - 8
Director of Operations, NEG - 1
Chief of Staff, NEG - 1
Director of External Affairs, NEG - 1
Director of Special Projects, 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 one (1) full-time employee and three (3) part-time employees as follows:

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

SECTION 3: That the Animal Shelter shall consist of nine (9) 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

SECTION 4: That the City Clerk's Office shall consist of one (1) elected official and three (3) full-time employees as follows:

City Clerk-Treasurer (Elected), NEG – 1
Assistant to City Clerk -Treasurer, NEG - 1
Deputy City Clerk/Revenue Officer, Senior, NEG – 1
Deputy City Clerk/Revenue Officer, NEG – 1

SECTION 5: That the Code Enforcement Department shall consist of fourteen (14) full-time employees as follows:

Director, NEG - 1
Code Enforcement Assistant, F06A - 1
Health Code Enforcement Officer, F09 – 1
Code Enforcement Officer, F07 – 8
Code Officer Supervisor, F09A - 1
Helper, P05 - 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, F04 – 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 ~~six~~ (6) 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
Office Assistant III, F05—1 – delete 1 FT position
Office Assistant III, PT – 1 add 1 PT position

SECTION 9: That the Community Planning Department shall consist of twelve (12) full-time employees as follows:

Director, NEG – 1

Assistant Planning Director, F11– 1 – Delete this position when it next becomes vacant

City Planner, F10 – ~~12~~ – add 1 position

Geographic Information Systems Specialist, F08 - 1

Office Assistant III, F05 – 2

Planning Technician, F05 – 1

Building Official/Plans Review Supervisor, F10 –1

Chief Building & Sign Inspector, F08 – 1

Chief Electrical Inspector, F08 – 1

Chief Plumbing & Gas Inspector, F08A – 1

Mechanical Inspector, F08 - 1

SECTION 10: That the District Court, First Division shall consist of one (1) elected official, nine (9) full-time employees and one (1) 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

Court Reporter, NEG - 1

Deputy Clerk, NEG - 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 one (101) full-time employees as follows:

General Manager, NEG - 1

Accounting Clerk Senior, F06A – 2

Advanced Meter Infrastructure (AMI) Administrator, NG – 1

*Apprentice Lineman, NG – 4

Apprentice Meter Man, NG – 1 Add 1 position (*adjust positions between Apprentice & Journeyman according to vacancies*)

***Apprentice Street Light Technician, NG – 2 Add 2 positions**

Assistant General Manager, NG – 2

Auto Mechanic, NG – 1
 Climbing Crew Leader, NG – 4
 Smart Meter Technician, NG – 3
 Compliance Administrator, NG – 1
 Cost Accountant, NG – 1
 Meter Data Examiner, F05B – 2
 Distribution Design Electrical Engineer, NG – 1
 Distribution Design Supervisor, NG – 1
 Distribution Designer, NG – 2
 Distribution Designer, Sr., NG – 1
 Distribution Engineer, NG – 1
 Distribution Technician, NG – 2
 Lead Distribution Technician, NG – 1
 Electric Investigator, NG – 1
 Energy Auditor, NG – 1
 Energy Auditor, Sr., NG – 1
 Energy Services & Communication Manager, NG – 1
 Excavator, NG – 1
 Executive Office Manager, NG – 1
 Financial Risk Analyst, NG – 1
 General Construction Supervisor, NG – 1
***Ground Assistant/Climbing, NG – 8 - 2 = 6 Delete 2 positions**
 Hydro Maintenance Supervisor, NG – 1
 Hydro Lead Operator, NG – 1
 Hydro Operator, NG – 9
 Information Systems Specialist Senior, NG – 2
 Information Technology Manager, NG – 1
***Journeyman Lineman, NG – 17**
Journeyman Meter Man, NG – 3-1 = 2 Delete 1 position (*adjust positions between Apprentice & Journeyman according to vacancies*)
 Material Handler, NG – 1
 Meter Data Management (MDM) Administrator, NG – 1
 Milsoft GIS Administrator, NG – 1
 Office Assistant III, F05 – 2
 Operations Manager, NG – 1
 Radio Operator, NG – 5
 Safety and Security Manager, NG – 1
 Service Supervisor, NG – 1
 Staff Accountant, NG – 1
 Storekeeper, NG – 1
 Street Light Supervisor, NG – 1
***Street Light Technician, NG – 1**
 System Electrical Engineer, NG – 1
 Systems Mechanical Engineer, NG – 1
 Vegetation Management Coordinator, NG – 1

***Quotas for 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.

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/Communications Supervisor, NEG - 1
Emergency Services Deputy Coordinator/Lead Public Safety Dispatcher,
NG - 1
Lead Public Safety Dispatcher, F08, - 3
Lead Public Safety Dispatcher/Trainer, F08 - 1
Public Safety Dispatcher (I = F07/II = F07A) - 22
Public Safety 911 Call Taker, F06 - 3
Secretary III, F05A - 1
Public Safety Dispatcher, Part-time, HRLY - 3

SECTION 14: That the Finance Department shall consist of thirteen (13) full-time employees as follows:

Director of Finance and Budget, NEG - 1
Accountant, F11 - 1
Accounting Clerk III, F05A - 1
Accounting Clerk, Senior, F06A - 5
Assistant Finance Director, NG - 1
Auditor/Grants Administrator, NEG - 1
Finance Officer (Electric), F11 - 1
Payroll Specialist, F08 - 1
Assistant Payroll Specialist, F07A - 1

SECTION 15: That the Fire Department shall consist of one hundred fifty-one (151) full-time employees (148 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 - 42
Fire Marshall, Y04 - 1
Firefighter, Y01 - 57
Lieutenant, Y02 - 43

Non-uniformed:

Administrative Secretary, F06A - 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:

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

SECTION 18: That the Human Resources Department shall consist of eight (8) full-time employees as follows:

Human Resources Director, NEG - 1
Assistant HR Director, NG – 1
Human Resources Employment Specialist, F10 – 1
HR Generalist, F07 – 2
Industrial/Organizational Specialist, NEG – 2
Office Assistant III, F05 – 1 – delete 1 position
HR Assistant, F06A – 1 – add 1 position

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

City Attorney (Elected), NEG – 1
Administrative Secretary, (Legal), Part time, NEG – 1
Assistant City Attorney, NEG - 3
Deputy City Attorney, NEG – 1
Legal Assistant, NEG – 2
Office 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 – 1

SECTION 21: That the Parks & Recreation Department shall consist of two hundred thirty (230) employees: sixty four (64) full-time, one (1) contract, one hundred and six (106) part-time, and fifty nine (59) intermittent as follows:

Administration (Dept. 033): 3 full-time employees
Director, NEG - 1
Administrative Secretary, F06A - 1
Office Assistant, Sr., F05A – 1

Parks Maintenance (Dept. 034): 36 full time, 1 contract, 5 part-time, and 3 intermittent employees.

Construction Carpenter, P11 - 1
Equipment Maintenance Worker, P08 - 1

General Parks Supervisor, F09 – 2
Heavy Equipment Operator, P09 – 2
Mechanic, P11 - 1
Office Assistant Sr., F05A - 1
Parks Maintenance Crew Leader, P08 – 4
Parks Maintenance Specialist, P14 – 1
Parks Maintenance Superintendent, F11 – 1
Parks Maintenance Worker, P06 – 17
Parks Supervisor I, F07A – 1
Senior Parks Maintenance Worker, P07 – 2
Sports Turf Specialist, P14 – 1
Water Systems Specialist Plumbing/Irrigation, P13 – 1

Campground Manager, Contract, NEG – 1
Laborer, Part-time, HRLY –5
Laborer, Intermittent, HRLY –3

Recreation (Dept. 035): 14 full-time, 43 part-time, and 55 intermittent employees

Custodian, FT, P05 – 2
Office Assistant, Senior, FT F05A – 1
Program Leader, FT, F04 – 4
Program Supervisor, FT, F09 – 1
Recreation Center Director, FT, F07 – 3
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 – 5
Program Leader, Part-Time, HRLY – 1
Recreation/Program Aide, Part-Time, HRLY –36
Recreation/Program Aide/CDL Bus Driver, Part-time, HRLY – 1
Aquatic Supervisor, Intermittent, HRLY – 1
Assistant Pool Manager, Intermittent, HRLY – 2
Concession Worker I, Intermittent, HRLY – 5
Concession Worker II, Intermittent, HRLY – 1
Food Service Worker I, Intermittent, HRLY – 9
Food Service Worker II, Intermittent, HRLY - 3
Lifeguard, Intermittent, HRLY – 12
Swimming Pool Manager, Intermittent, HRLY – 2
Instructors, Intermittent, HRLY – 20

Special Projects: (041) 2 Full-time employees

Project Coordinator, FT, F10A – 1
Park Ranger, F09, - 1

Concessions: (040) 2 full-time, 50 part-time employees

Program Leader, FT, F04 – 1

Program Supervisor, FT, F09 – 1
Facility Leader, Part-Time, HRLY – 1
Concession Manager, Part-Time, HRLY, 4
Concession Worker I, Part-Time, HRLY, 32
Concession Worker II, Part-Time, HRLY, 13

Burns Park Golf Course (036): 7 full-time, 8 part-time, and 1 intermittent employees

Assistant Golf Professional, FT, F08 1
Equipment Maintenance Worker, FT, P08 – 1
Golf Assistant, FT, F05 – 1
Golf Superintendent, FT, F10 – 1
Parks Maintenance Worker, FT, P06 – 3

Golf Assistant, Part-time, HRLY - 2
Laborer, Part-Time, HRLY – 5
Office Assistant, Part-Time, HRLY – 1
Laborer, Intermittent, HRLY – 1

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, P05 – 3
Office Assistant Senior, F05A –2
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 thirty ~~eight (238)~~ nine (239) full-time employees (202 uniformed and ~~36-37~~ non-uniformed) as follows:

Uniformed:
Chief, NEG – 1
Assistant Chief, NG – 1
Captain, X04 - 4
Lieutenant, X03 –10
Sergeant, X02 - 25
Police Officer, X01 – 161
Non-uniformed:
Automated Systems Assistant, F05 – 1

Community Service Assistant, F05 – 4
Community Service Assistant II, F07 - 4
Computer Specialist, F10 – 3 – 2 Delete one position
Database Specialist, F10 – 1 Add new position
Executive Secretary, NG - 1
Fleet Maintenance/Inventory Manager, F05 - 1
Manager of Information Systems, NEG – 1
Media Production Specialist, F09A – 1
Network Infrastructure Administrator, NG – 1 Add new

position

Office Assistant III, F05 –11
Office Manager, F10 – 1
Payroll Accounting Clerk, F06A – 1
Secretary III, F05A – 6
Victim’s Advocate, F08A – 1

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 – 1
Public Works Assistant, F06 - 1
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 none (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-three (53) full-time employees as follows:

Director, NEG - 1
Crew Leader, F07A – 6
Custodian/Helper, P06 - 1
Dispatcher/Inventory Management Clerk, F05 - 1
General Crew Leader, NEG - 1
Heavy Equipment Operator, P09 – 8
Helper, P06 – 15
Light Equipment Operator, P08 – 11
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 (13) full-time employees and two (2) seasonal employees as follows:

Director – 1 – 1 = 0 Delete 1 position
City Engineer/Transportation, NG – 1 Add 1 position
Chief Signal Technician, F11 - 1
Office Assistant Senior, F05A – 1
Sign & Markings Supervisor, F10 – 1
Sign & Markings Barricade Technician – P11 - 1
Sign & Markings Technician, Senior P10–1
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
Sign & Markings Installer, Seasonal, HRLY – 2

SECTION 28: That the Utilities Accounting Department shall consist of forty-three (43) full-time employees and eight (8) part-time employees as follows:

Accountant, F11 – 1
Accounting Clerk III, F05A – 2
Accounting Clerk, Senior, F06A - 1
City Services Information Systems Manager, NG - 1
Computer Operator, F06A –2
Customer Service Accounting Clerk, F05B - 1
Customer Service Clerk, F05B – 13
Customer Service Manager, F10 – 1
Customer Service Supervisor, F09 – 1
Database Administrator, NEG - 2
Executive Secretary, F06A - 1
General Manager, F14 – 1
Infrastructure Network Administrator, NEG - 2
Office Assistant II, F04A –5

Office Assistant III, F05 -3
Sr. Information Services Specialist, F10 -2
Teller, F05A - 4
Clerk/Teller, Part-time, HRLY - 8

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

Director, NEG - 1
Lead Mechanic, P13 - 1
Mechanic, P11 - 5
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 *DM*

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

C. Jason Carter
C. Jason Carter, City Attorney By *DM*

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

FILED	<u>11:05</u>	A.M.	_____	P.M.
By	<u><i>Asst. City Atty McFadden</i></u>			
DATE	<u>7-7-15</u>			
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas				
RECEIVED BY	<u><i>W. Thomas</i></u>			