O-21-06

ORDINANCE NO. ____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR 2021; 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 2021, 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 eight (8) elected officials and nine (9) 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
Director of Development, NEG - 1
Office Assistant, NEG – 1
Office Assistant III, NEG – 1
Director of Workforce Development and Education, 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 eleven (11) 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
Kennel Technician, F06-1

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
Chief Deputy City Clerk/Treasurer NEG – 1
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, F07A– 7
Code Officer Supervisor, F09A - 1
~~Helper,~~ **Property Maintenance Worker** ~~**P06**~~ **P07 – 2, title and pay grade change**

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

Director, NEG - 1
Purchasing Agent F07A – 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 four (4) full-time and two (2) 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 -1
Office Assistant III, PT – 1
Contract/Program Assistant, PT-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
Office Assistant Senior, F05A-1
Building Official, F10 – 1
Chief Building Inspector, F08 – 1
Chief Electrical Inspector, F08A – 1
Chief Plumbing & Gas Inspector, F08A – 1
Chief Mechanical Inspector, F08A – 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 Court Reporter, HRLY-1
Probation Officer, NEG - 2
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 four~~ **one hundred thirty five** ~~(134~~ **135)** full-time employees and nine (9) part-time employees as follows:

General Manager, NEG – 1
Accounting Clerk Senior, F07A – 4
Accountant, F11 – 1

Accounting Clerk III, F06A – 2
Accounts Receivable Specialist, F06A – 2
Mechanic, NG – 1
Mechanic/Shop Foreman, NG -1
Billing Manager, NG – 1
Climbing Crew Leader, NG – 4
Compliance Administrator, NG – 1
Construction Manager, NG - 1
Cost Accountant, NG – 1
Customer Service Accounting Clerk, F05B– 2
Customer Service Representative I, F05B – 9
Customer Service Representative II, F07 – 4
Customer Service Manager, NG-1
Customer Service Supervisor, NG-1
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 Protection Technician, NG –1
Distribution Technician, NG –2
Lead Distribution Technician, NG – 1
Electric Investigator, NG–1
Multimedia Content Administrator, NG – 1
Director of Operations, NG – 1
Energy Specialist, NG – 1
Director of Business, NG – 1
Excavator Lead, NG –1
Excavator Assistant, NG – 1 + 1 = 2, add one position
Executive Office Manager, NG – 1
Director of Financial Operations, NG – 1
Power Cost Accountant, NG – 1
General Construction Supervisor, NG – 1
Hydro Maintenance Supervisor, NG – 1
Hydro Maintenance Worker, NG – 3
Hydro Operator, NG – 4
Material Handler, NG – 1
Mapping Specialist, NG - 1
Data Quality Analyst, ~~F06A~~ F07A – 2, pay grade change
Director of Metering, NG – 1
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.
Senior Journeyman Lineman, NG – 7
Journeyman Lineman, NG – 10
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 – 1= 0, delete one position
Storekeeper, NG - 1
~~Street Light Supervisor, NG~~ – 1- 1= 0, delete one position
Key Accounts Manager, NG – 1, add one position
Director of Engineering, NG – 1
Director of Power, NG – 1
Teller, F05A - 4
Tree Trimmer/Climber, NG – 2
Tree Trimmer/Climber Assistant, NG – 2
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, F10, - 1
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, F06A - 1
Accounting Clerk, Senior, F07A-4

Accountant, F11-1
Assistant Finance Director, NG – 1
Assistant Payroll Specialist, ~~F08~~ F08A –1, pay grade change
Payroll Manager, NEG – 1
~~Customer Service Clerk, F05B~~ – 1-1 = 0, delete one position
Payroll Specialist, ~~F10~~ F10A – 1, pay grade change
Comptroller, NG – 1
Fiscal Management Analyst, NG – 1, add one position

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 18: That the Human Resources Department shall consist of nine (9) full-time employees as follows:

Human Resources Director, NEG - 1
HR Assistant, F06A – 1
HR Generalist, F07 – 1
HR Generalist II, F08A-1
Chief Administrator/Benefits Manager, NG– 1
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 19: That the Information Technology Department shall consist of ~~twenty-one~~ **twenty-two** ~~(21~~ **22)** full-time employees as follows:

Director, NEG - 1
Manager of Desktop Services, NG-1
Manager of Enterprise Services, NG-1
Manager of Information Services, NG-1
Sr. Network Engineer, NG-1
Sr. System Engineer, NG-1
Network Administrator, NG-1
Support Administrator, NG-1
System Administrator, NG-1
Database Administrator, NG-3
Database Specialist, NG-1
Helpdesk Specialist, NG-5
Administrative Secretary, F06A-1
Data Processing Technician/Data Analyst, NG-2
Network Engineer, NG-1, add one position

SECTION 20: 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 21: That the Neighborhood Services Department shall consist of two (2) full-time employees as follows:

Director, NEG - 1
Neighborhood Services Assistant, F06A-1

SECTION 22: That the Parks & Recreation Department shall consist of ~~two hundred thirty six~~ **two hundred thirty five** ~~(236~~ **235)** employees: ~~eighty seven~~ **ninety** ~~(87~~ **90)** full-time, ~~one hundred and six~~ **one hundred and two** (~~106~~ **102)** part-time, and forty three (43) intermittent as follows:

Administration (Dept. 033): four (4) full-time employees
Director, NEG – 1
Executive Secretary, NG - 1

Office Assistant, Sr., F05A –2

Parks Maintenance (Dept. 034): fifty-three (53) employees: ~~49~~ 51 full time and ~~4~~ 2 part-time.

Construction Carpenter, P11 - 1
Equipment Maintenance Worker, P09 – 1
General Parks Supervisor, F09 – 2
Heavy Equipment Operator, P09 – 2
Mechanic, P11 - 1
Administrative Technician, F07 – 1
Parks Generalist, FT F07 – 1
Parks Maintenance Crew Leader, P08 – 4
Parks Maintenance Specialist, P14 – 1
Parks Maintenance Superintendent, NG – 1
Parks Maintenance Worker, P06 – 25 + 1= 26, add one position
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
Foreman, NG – 1, add one position
~~Laborer, Part-time, HRLY~~ –2-2=0, delete two positions
Sports Complex Facility Supervisor, Part-Time, HRLY – 2

One position from the department will be deleted after the promotion of Foreman.

Recreation (Dept. 035): one hundred ten (110) employees: 18 full-time, 49 part-time, and 43 intermittent.

Custodian, FT, P06 – 2
Office Assistant, Senior, FT F05A – 1
Program Coordinator, F08 – 1
Program Leader, FT, F06–6
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
Recreation/Program Aide, Part-Time, HRLY –41
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~~ **sixteen** ~~(17~~ **16)** employees: ~~10~~ **11** full-time and ~~7~~ **5** part-time:
Assistant Golf Professional, FT, NG-1
Equipment Maintenance Worker, FT, P09 – 1
Golf Assistant, FT, F05 – 1+ 1= 2, add one position
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 -2= 3, delete two positions

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 23: 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 – 1
Facility Manager, P08-1
Assistant Facility Manager, P07-1
Transportation Coordinator, F06A – 1
Rental Coordinator/Administrative Secretary, F06A – 1
Office Assistant Sr., F05A– 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 24: That the Police Department shall consist of two hundred thirty nine (239) full-time employees (201 uniformed and 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+1=3, add one position
Automated Systems Assistant, F05 – 1
Community Service Assistant, F05 – 2
Community Service Assistant II, F07 - 7
Executive Secretary, NG - 1
Fleet Maintenance/Inventory Manager, F05 - 1
Media Production Specialist, F09A – 1
Office Assistant III, F05 –11
Office Manager, F10 – 1
Payroll Accounting Clerk, NG – 1
Secretary III, F05A – 4 -1 = 3, delete one position after promotion of Administrative Secretary.
Victim's Advocate, F08A – 1
Police Athletic League Director, F09A- 1
Cold Case Investigator, Part-time, HRLY – 4

SECTION 25: That the Public Works Department shall consist of eleven (11) full-time employees and ~~two~~ one ~~(2~~ 1) 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
~~**Director of Traffic Services and Safety, NEG –**~~ **1-1=0, delete one position**
~~**City Engineer, Part-time, NEG –**~~ **1-1=0, delete one position**

General Maintenance Worker, Part-time, HRLY – 1
Mosquito Control Tech/Maintenance Tech, Intermittent, HRLY – 1
Mosquito Control Tech., Intermittent, HRLY – 8
Engineer Inspector, NEG-1, add one position

SECTION 26: That the Sanitation Department shall consist of thirty nine (39) full-time employees as follows:

Director, NEG – 1
Code Enforcement Officer, F07A – 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 27: 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 + 4= 20, add four positions
Heavy Equipment Operator-Street, P12 – 9
Light Equipment Operator-Street, P10 – 15
Semi-Skilled Laborer, P08 – 6 -4 = 2, delete four positions
Truck Driver, P10 – 2
Office Assistant Senior, F05A – 1

SECTION 28: That the Traffic Services Department shall consist of **fourteen fifteen (14 15)** full-time employees and two (2) seasonal employees as follows:

Director of Traffic Services and Safety, NEG – 1, add one position
City Engineer/Transportation, NG – 1
Chief Signal Technician, F11 - 1
Office Assistant Senior, F05A – 1
Chief Sign & Markings/Barricade Inspector, F11– 1
Sign & Markings Barricade Technician – P11 –1
Sign & Markings Technician, P08 - 2
Sign & Markings Installer, P06 – 2
Signal Construction Technician, P11 - 2
Signal Systems Technician, F10 – 1
Sign & Markings Installer, Seasonal, HRLY – 2
Traffic Signal Apprentice, P09 – 1

Senior Sign & Markings Barricade Technician, P12-1

SECTION 29: That the Vehicle Maintenance Department shall consist of fourteen (14) full-time employees as follows:

Director, NEG - 1
Mechanic/Shop Foreman, Grade P13 – 2
Mechanic, P11 – 5
Office Assistant Senior/Fleet Services Support, F05A – 1
Service Bay Worker, P08 –2
Sr. Service Bay Worker, P09 – 1
Welder, P11 – 1
Lead Welder, P12 – 1

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 Terry C. Hartwick

SPONSOR:

Terry C Hartwick

Mayor Terry C. Hartwick

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields, City Attorney

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

FILED 11:00 A.M. _____ P.M.
By A Fields, City Atty
DATE 1-19-21

Diane Whitbey, City Clerk & Treasurer
North Little Rock, Arkansas

RECEIVED BY B Troyer