O-22- 01

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR 2022; 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 2022, 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– 5
Code Officer Supervisor, F09A - 1
Property Maintenance Worker P07 – 2
Rental Housing Enforcement Officer F08A – 2

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, F08A – 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 eight (138) full-time employees and nine (9) part-time employees as follows:

General Manager, NEG – 1
Accounting Clerk Senior, F07A –5

Accountant, F11 – 1
Accounting Clerk III, F06A –1
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 –1
Customer Service Representative I, F05B – 9
Customer Service Representative II, F07 – 4
Senior Customer Service Representative, F08A – 1
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 – 1
Distribution Protection Apprentice, NG –1
**Adjust two (2) Distribution Technician positions between Technician and Apprentice according to the training and experience of employees, vacancies and the needs of the department.*
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 – 2
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 – 4
Hydro Operator, NG – 4
Material Handler, NG – 1
Mapping Specialist, NG - 2
Data Quality Analyst, F07A – 2
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
Senior Distribution Staker, NG – 1
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
Storekeeper, NG - 1
Key Accounts Manager, 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
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~~ F10A, - 1, grade change
Lead Public Safety Dispatcher, ~~F09A~~ F10, - 4, grade change
Public Safety Dispatcher (I = ~~F07A~~ F08/II =~~F07A~~ F08) – 25, grade change
Secretary III, F05A – 1
Public Safety Dispatcher, Part-time, HRLY - 3

SECTION 14: That the Finance Department shall consist of seventeen (17) full-time employees as follows:

Chief Financial Officer, NEG – 1
Quotas for four (4) positions (Accountant-Senior, Accountant, Accounting Clerk III, and Assistant Payroll Specialist) may be reallocated among the positions according to the training and experience of employees and the needs of the department.
Accountant, Senior, NG– 1
Accountant, F11-1
Accounting Clerk III, F06A – 1
Assistant Payroll Specialist, F08A –1
Accounting Clerk, Senior, F07A-4
Assistant Chief Financial Officer, NEG – 1
Payroll Manager, NEG – 1
Payroll Specialist, F10A – 1
Comptroller, NG – 1
Accounts Payable Supervisor, F10A – 1
Office Assistant III, F05 –3

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 + 3 = 6, add three positions
Captain, Y03 – 45
Fire Marshal, Y04 - 1
Firefighter, Y01 – 63
Lieutenant, Y02 – 49 – 3 = 46, delete three positions

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 two (2) full-time employees:

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

Garden Program Coordinator, F07 – 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, F10A-1
Human Resources Specialist/Administrative, F10A-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-three (23) 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
Desktop Technician, NG-6
Administrative Secretary, F06A-1
Data Processing Technician/Data Analyst, NG-2
Network Engineer, NG-1

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

eight (238) employees: ninety-three (93) full-time, one hundred and two (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-six (56) employees: 54 full time and 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 –26
Park Ranger, F09 – 3
Park Ranger/Trail Coordinator, 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
Sports Complex Facility Supervisor, Part-Time, HRLY – 2

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, F09 – 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): sixteen (16) employees: 11 full-time and 5 part-time:
Assistant Golf Professional, FT, NG-1
Equipment Maintenance Worker, FT, P09 – 1
Golf Assistant, FT, F05 –2
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 –3

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
Volunteer and Rental Manager, F08 – 1
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 24: That the Police Department shall consist of two hundred thirty seven (237) full-time employees (201 uniformed and 32 non-uniformed) and five (5) 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- 4
- Automated Systems Assistant, F05 – 1
- **Community Service Assistant, F05 – 1+ 1 = 2, add one position**
- Community Service Assistant II, F07 – 8
- **Court Bailiffs, F10 – 3, add three positions**
- Executive Secretary, NG - 1
- Fleet Maintenance/Inventory Manager, F05 – 1
- **FOIA Specialist F08A- 1, add one position**
- Media Production Specialist, F09A – 1
- Office Assistant III, F05 – 8
- Office Manager, F10 – 1
- Payroll Accounting Clerk, NG – 1
- Secretary III, F05A –3,
- Victim's Advocate, F09 – 1
- Police Athletic League Director, F09A- 1
- **Traffic Safety Coordinator F09- 2, add two positions**
- Cold Case Investigator, Part-time, HRLY – 4
- Criminal Analyst, Part-Time-HRLY-1

SECTION 25: That the Public Works Department shall consist of eleven (11) full-time employees and one (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
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

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 –20
Heavy Equipment Operator-Street, P12 – 9
Light Equipment Operator-Street, P10 – 15
Semi-Skilled Laborer, P08 –2
Truck Driver, P10 – 2
Office Assistant Senior, F05A – 1

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

Director of Traffic Services and Safety, NEG – 1
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

Sign & Signals Data Technician, 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

Quotas for three (3) positions (Service Bay Worker II, Technician II, and Technician III) may be reallocated among the positions according to the training and experience of employees and the needs of the department. The grades of the positions below may change when certifications are completed

Service Bay Worker II, P11-0
Technician II, P13-0
Technician III, P13-0
Heavy Equipment Shop Foreman, F10 – 1
Technician I, P12 – 5
Fleet Asset Services Support, F06A – 1
Police Shop Foreman, F10 – 1
Service Bay Worker I, P09 –2
Sr. Service Bay Worker, P11 – 1
Welder, P13 – 1
Lead Welder, P14 – 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 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 10:27 A.M. _____ P.M.
By City Atty Amy Fields
DATE 1-9-22

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

RECEIVED BY K. Thomas