

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE 2023 QUOTA ORDINANCE (ORDINANCE NO. 9550) FOR CERTAIN DEPARTMENTS OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is responsible for establishing the number of employees in each department and on February 27, 2023, adopted Ordinance No. 9550, establishing job classifications and numbers of employees for each department of the City of North Little Rock for 2023 (amended by Ordinance No. 9554, adopted March 13, 2023); and

WHEREAS, by enacting an ordinance listing the numbers of employees in each job classification in each department for 2023, 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; and

WHEREAS, it has been determined by the City Council that it is necessary from time to time to amend such ordinance to add or delete positions, to correct errors, reorganize departments, reclassify positions, re-title positions, and for other purposes, to increase the efficient operation of the City of North Little Rock; and

WHEREAS, the Electric Department has requested that one (1) position be removed, two (2) positions be added, two (2) positions be changed to reflect title and pay grade change, and one (1) position be changed to reflect title change; and

WHEREAS, the Emergency Services Department has requested that one (1) position be removed, one (1) position be added, and twenty-five (25) positions be changed to reflect title change; and

WHEREAS, the Finance Department has requested that one (1) position be changed to reflect pay grade change; and

WHEREAS, the Human Resources Department has requested that two (2) positions be changed to reflect title and pay grade change, and one (1) position be changed to reflect pay grade change; and

WHEREAS, the Parks & Recreation Department has requested one (1) position be changed to reflect title and pay grade change, one (1) position be changed to reflect pay grade change, and five (5) full time positions be added; and

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

SECTION 1: That Section 12 of Ordinance No. 9550 is hereby amended as follows:

Editor’s note: Changes are in **bold**; deletions are denoted in “red” by ~~strikethrough~~ and

additions in “blue” by underline.

SECTION 12: That the Electric Department shall consist of one hundred thirty five (135) full-time employees and one (1) part-time employee as follows:

General Manager, NEG – 1

Accounting Clerk Senior, F07A – 5-1=4, ~~delete one position~~

Accountant, F11 – 1

Accounting Clerk III, F06A –1

Accounts Receivable Specialist, F06A – 2

Payroll Accounting Clerk, F08 – 1

Mechanic, NG – 1

Mechanic/Shop Foreman, NG -1

Billing Manager, NG – 1

Climbing Crew Leader, NG – 4+1=5, add one position

Power Supply Engineer, NG – 1

Construction Manager, NG - 1

Cost Accountant, NG – 1

Customer Service Accounting Clerk, F05B –1

Customer Service Representative I, F05B – 11

Customer Service Representative II, F07 – 4

Senior Customer Service Representative, F08A – 1

Customer Service Manager, NG-1

Customer Service Supervisor, NG-1

Design Engineer, NG – 2

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

Multimedia Content Administrator, NG – 1

Director of Operations, NG – 1

Facilities Manager, NG – 1

Director of Administrative Services, NG – 1

Excavator Lead, NG –1

Excavator Assistant, NG – 2

Executive Office Manager, NG – 1

Director of Financial Operations, NG – 1

Power Supply Analyst, 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 Smart Grid Data Analyst, F07A NG – 2, title and paygrade change
Director of Metering Smart Grid Manager, 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 III, F05 – 2
 Distribution Operator, NG – 2
 Distribution Operator SCADA, NG – 3
 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.
 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 –2
 Storekeeper, NG - 1
 Key Accounts Manager, NG – 1
 Director of Engineering, NG – 1
 Director of Power Supply, NG – 1
 Tree Trimmer/Climber, NG – 2
 Tree Trimmer/Climber Assistant, NG – 2
 Vegetation Management Coordinator, NG – 1
 Rates Analyst, NG – 1
Service Technician, NG – 1+ 1=2, add one position
 Safety Director, Part-time, HRLY – 1

One full-time position will be deleted after Service Technician is filled

SECTION 2: That Section 13 of Ordinance No. 9550 is hereby amended as follows:

Editor’s note: Changes are in **bold**; deletions are denoted in “**red**” by ~~striketrough~~ and additions in “**blue**” by underline.

SECTION 13: That the Emergency Services Department shall consist of thirty three (33) full-time employees and five (5) part-time employees as follows:

Director, NEG – 1
Deputy Coordinator/Lead Public Safety Dispatcher, NG, - 1
Lead Public Safety Dispatcher, NG, - 4-1=3, delete one position
~~Public Safety Dispatcher I and II~~ **Public Safety Dispatcher – 25, title change**
Public Safety Administrative Coordinator, NG – 1
Emergency Communications Trainer, NG – 1
Emergency Services Special Project Administrator, NG – 1, add one position
Public Safety Dispatcher, Part-time, HRLY - 5

SECTION 3: That Section 14 of Ordinance No. 9550 is hereby amended as follows:

Editor’s note: Changes are in **bold**; deletions are denoted in “**red**” by ~~striketrough~~ and additions in “**blue**” by underline.

SECTION 14: That the Finance Department shall consist of twenty two (22) full-time employees as follows:

Chief Financial Officer, NEG – 1
Quotas for five (5) positions (Accountant-Senior, Accountant, Accounting Clerk III, Assistant Payroll Specialist, and Purchasing Agent) 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
Purchasing Agent, ~~F07A~~ F08 –1, pay grade change
Accounting Clerk, Senior, F07A-4
Assistant Chief Financial Officer, NEG – 1
Payroll Manager, NEG – 1
Payroll Specialist, F10A – 1
Grant Manager, NG – 1
Comptroller, NG – 1
Accounts Payable Supervisor, F10A – 1
Office Assistant III, F05 –3
Purchasing Manager-NG –1
Assistant Director of Procurement, NEG –1
Courier, F05 –1

SECTION 4: That Section 18 of Ordinance No. 9550 is hereby amended as follows:

Editor’s note: Changes are in **bold**; deletions are denoted in “**red**” by ~~striketrough~~ and additions in “**blue**” by underline.

SECTION 18: That the Human Resources Department shall consist of nine (9) full-time employees and one (1) part-time employee as follows:

Human Resources Director, NEG - 1

~~HR Assistant~~ **HR Generalist, F06A F07A- 1, title change and pay grade change**

~~HR Generalist~~ **HR Generalist II, F07 F09- 1, title change and pay grade change**

HR Generalist II, F08A F09- 1, pay grade change

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

Part-time Worker, HRLY, - 1

SECTION 5: That Section 22 of Ordinance No. 9550 is hereby amended as follows:

Editor's note: Changes are in **bold**; deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 22: That the Parks & Recreation Department shall consist of ~~two hundred thirty-five~~ two hundred forty (~~235~~ 240) employees: ~~ninety~~ ninety five (~~90~~ 95) 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-three (53) employees: 51 full time and 2 part-time.

Quotas for two (2) positions (Heavy Equipment Operator and Senior Heavy Equipment Operator) may be reallocated among the positions according to the training and experience of employees and the needs of the department.

Construction Carpenter, P11 - 1

Equipment Maintenance Worker, P11 - 1

General Parks Supervisor, F09 - 2

Heavy Equipment Operator, P09 - 1

Senior Heavy Equipment Operator, P12 - 2

Mechanic, P11 - 1

Administrative Technician, F07 - 1

Parks Generalist, FT F07 - 1

Parks Maintenance Crew Leader, P08 – 4
~~Parks Maintenance Specialist~~ Parks Maintenance Specialist/Electric, P14 NG – 1, pay grade and title change
Parks Maintenance Superintendent, NG – 1
Parks Maintenance Worker, P06 –26
Park Ranger/Trail Coordinator, NG – 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 NG – 1, pay grade change
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:

- Golf Course Manager, 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

Burns Park Tennis Center (044): five (5) Employees: 5 full-time
Tennis Center Director, FT, NG – 1, add one position
Tennis Programming Manager, FT, NG – 1, add one position
Tennis Assistant, FT, F05 – 3, add three positions

SECTION 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 7: 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 8: 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:

ATTEST:



 Mayor Terry C. Hartwick

Diane Whitbey, City Clerk

APPROVED AS TO FORM:



Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/kt

FILED	<u>11:15</u>	A.M.	_____	P.M.
By	<u>A. Fields</u>			
DATE	<u>7-5-23</u>			
Diane Whitbey, City Clerk & Treasurer North Little Rock, Arkansas				
RECEIVED BY	<u>S. Wessery</u>			