O-25- 16

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR 2025; 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 2025, 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:

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

SECTION 1: That the Administration Department shall consist of nine (9) elected officials and fourteen (14) full time employees as follows:

Mayor (Elected), NEG - 1
Council Member (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
Director of Construction and Building Services, NG– 1
Building Maintenance Supervisor, NG– 1
Building Maintenance Technician, P09 –3
Downtown Ambassador, NG – 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, F08 - 6
Animal Control Assistant, F08 - 1
Lead Animal Control Officer/Administrator, F09A - 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~~ five (~~4~~ 5) 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**~~ **Deputy City Clerk Records Administrator, NEG – 1, title change**
Deputy City Clerk Revenue Officer I, NEG –1, add one position
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 Communication Department shall consist of two (2) full-time employee as follows:

Communications Director, NEG – 1
Project Coordinator, FT, F10A – 1

SECTION 7: 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 Program Coordinator, NG -1,

Office Assistant III, PT – 1
Contract/Program Assistant, PT-1

SECTION 8: That the Community Planning Department shall consist of ~~thirteen~~ **fourteen** (~~13~~ **14**) full-time employees as follows:

Director, NEG – 1
Assistant Planning Director, NG – 1
City Planner, NG – 2
**Adjust two (2) positions between City Planner and Inspector according to the training and experience of employees, vacancies, and the needs of the department.*
Geographic Information Systems Specialist, F10 – 1
Administrative Secretary, F06A – 1
Office Assistant III, F05 – 1
Office Assistant Senior, F05A-1
Building Official, NG – 1
Chief Building Inspector, F08A – 1
Chief Electrical Inspector, F08A – 1
Chief Plumbing & Gas Inspector, F08A – 1
Chief Mechanical Inspector, F08A – 1
Zoning Officer, F08A – 1, add one position

SECTION 9: 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
Clerk Specialist, NEG – 1
Part-Time Court Reporter, HRLY-1
Probation Officer, NEG - 2
Assistant Clerk (Part time), HRLY - 1

SECTION 10: That the District Court, Second Division shall consist of one (1) elected official and 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 11: That the Electric Department shall consist of ~~one hundred forty two~~ **one**

hundred forty-one (~~142~~ 141) full-time employees as follows:

General Manager, NEG – 1
Accounting Clerk Senior, F07A –4
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~~ Asset Manager, NG – 1, title change
Climbing Crew Leader, NG – 5
Power Supply Engineer, NG – 1
Cost Accountant, NG – 1
Customer Service Accounting Clerk, F05B –1
Customer Service Representative I, F05B – 11
Customer Service Representative II, F07 –3
Senior Customer Service Representative, F08A –2+1=3, add one position
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 Technician, NG – 1
Lead Distribution Technician, NG – 1
**Adjust two (2) Distribution Protection Technician positions between Technician and Apprentice according to the training and experience of employees, vacancies and the needs of the department.*
Distribution Protection Technician, NG –1
Distribution Protection Apprentice, 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
Hydro Operator Apprentice, NG – 2

Material Handler, NG – 1
Mapping Specialist, NG - 2
~~Smart Grid Data Analyst~~ **Billing Administrator, NG – 2-1=1, title change and delete one position**
Smart Grid Manager, 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 III, F05 – 2-1=1, delete one position
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 (30) service positions (Apprentice Lineman, Ground Assistant/Climbing, and Journeyman Lineman) may be reallocated among the positions according to the training and experience of employees and the needs of the department.
Journeyman Lineman, NG – 19
Apprentice Lineman, NG – 5
Ground Assistant/Climbing, NG – 6
Smart Meter Technician, NG –2
Storekeeper, NG - 1
Key Accounts Manager, NG – 1
Director of Engineering, NG – 1
Director of Power Supply, NG – 1
**Adjust eight (8) Tree Trimmer positions between Climber and Climber Assistant according to the training and experience of employees, vacancies and the needs of the department.*
Tree Trimmer/Climber, NG – 4
Tree Trimmer/Climber Assistant, NG –4
Vegetation Management Coordinator, NG – 1
Rates Analyst, NG – 1
Service Technician, NG – 2
Customer Connections Administrator, NG –1
Administrative Technician, F07-1

SECTION 12: That the Emergency Services Department shall consist of ~~thirty-three~~ **forty-two** (~~33~~ **42**) full-time employees and ~~seven~~ **nine** (~~7~~ **9**) part-time employees as follows:

Director, NEG – 1
Deputy Coordinator/Lead Public Safety Dispatcher, NG, - 1
Lead Public Safety Dispatcher, NG, - 3+1=4, add one position

Public Safety Dispatcher, NG – 25+8=33, add eight positions
Public Safety Administrative Coordinator, NG – 1
Emergency Communications Trainer, NG – 1
Emergency Services Special Project Administrator- NG – 1
Public Safety Dispatcher, Part-time, HRLY – 7+2=9, add two positions

SECTION 13: That the Engineering Department shall consist of six (6) full-time employees:

Executive Secretary, NG-1
Chief City Engineer, NEG - 1
City Engineer, NEG – 2
Engineer Inspector, NEG-1
Project Engineer, NG, – 1

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, F08 –1
Accounting Clerk, Senior, F07A–3
Assistant Chief Financial Officer, NEG – 1
Payroll Manager, NEG – 1
Payroll Specialist, F10A – 1
Grant Manager, NG – 1
Comptroller, NG – 1
Accounts Payable Supervisor, NG – 1
Office Assistant III, F05 –3
Purchasing Manager-NG –1
Assistant Director of Procurement, NEG –1
Courier, F05 –1
Executive Secretary, NG – 1

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 - 6
Captain, Y03 – 45
Fire Marshal, Y04 - 1
Firefighter, Y01 – 63
Lieutenant, Y02 – 46

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 employees:

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

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 Generalist, F07A – 1
HR Generalist II, F09 –2
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**~~**, delete one position**
Training Development Manager/Human Resources Special Projects, NG –1, add one position
Part-time Worker, HRLY, – 1

SECTION 19: That the Information Technology Department shall consist of ~~**twenty-four**~~ **twenty-five** (~~**24**~~ **25**) full-time employees as follows:

Director, NEG - 1
Manager of Desktop Services, NG-1
Manager of Enterprise Services, NG-1
Manager of Application Development, NG-1
Technology Infrastructure Architect, NG-1
Sr. System Engineer, NG-1
Network Administrator, NG-1
Support Administrator, NG-1
System Administrator, NG-1
Database Administrator, NG-3

Application Specialist, NG-1
Administrative Secretary, F06A-1
Network Engineer, NG-1
~~**Camera Technician**~~**, Camera Administrator, NG-1, title change**
Cybersecurity Engineer, NG-1, add one position

*Quotas for eight (8) positions (~~**Desktop Technician**~~ **Computer Specialist, title change** and Data Processing Technician/Data Analyst) may be reallocated among the positions according to the training and experience of employees and the needs of the department.*

~~**Desktop Technician**~~**, Computer Specialist, NG-6, title change**
Data Processing Technician/Data Analyst, NG-2

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 five (5) full-time employees as follows:

Director, NEG - 1
Assistant Director, NG-1
Garden Manager, NG-1,
Neighborhood Services Liaison, F07-1
Garden Technician, NG-1

SECTION 22: That the Parks & Recreation Department shall consist of ~~one hundred ninety~~ **one hundred ninety one** (~~190~~ **191**) employees: ninety three (93) full-time, sixty eight (68) part-time, and thirty (30) 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~~ **fifty two** (~~53~~ **52**) employees: ~~51~~ **50** 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 – 1-1=0, delete one position**~~
Administrative Technician, F07 – 1
Parks Generalist, FT F07 – 1
Parks Maintenance Crew Leader, P08 – 4
Parks Maintenance Specialist/Electrician, NG – 1
Parks Maintenance Superintendent, NG – 1
Parks Maintenance Worker, P06 –26
~~**Park Ranger/Trail Coordinator**~~ **Trail Coordinator, NG – 1, title change**
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, NG – 1
~~**Foreman**~~ **Assistant Parks Maintenance Superintendent, NG – 1, title change**
Sports Complex Facility Supervisor, Part-Time, HRLY – 2

Recreation (Dept. 035): eighty-eight (88) employees: 17 full-time, 41 part-time, and 30 intermittent.

Custodian, FT, P06 – 1
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 –29
Aquatic Supervisor, Intermittent, HRLY – 1
Assistant Pool Manager, Intermittent, HRLY – 2
Concession Worker I, Intermittent, HRLY – 3
Lifeguard, Intermittent, HRLY – 12
Swimming Pool Manager, Intermittent, HRLY – 2
Instructors, Intermittent, HRLY – 10
Custodian (Janitor), Part-Time, HRLY – 4

Special Projects: (041): one (1) full-time employee:

Office Assistant, Senior, FT, F05A – 1

Concessions: (040): forty (40) employees: 1 full-time and 14 part-time.

Program Coordinator, FT, F08 – 1
Concession Manager, Part-Time, HRLY, - 3
Concession Worker I, Part-Time, HRLY, - 7
Concession Worker II, Part-Time, HRLY, - 3
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, FT, P13 – 1
Golf Assistant, Part-time, HRLY - 2
Laborer, Part-Time, HRLY –3

Arkansas Inland Maritime Museum (042): ten (10) employees: 4 full-time and 6 part-time:

Museum Director, FT, NG – 1
Coordinator of Special Events and Reunions, FT, F07A - 1
Operations Manager, FT, NG – 1
Curator, FT, F05B – 1
Equipment Maintenance Worker, PT, HRLY - 1
Deckhand/Tour Guide, PT, HRLY – 4
General Maintenance Worker, Part-time, HRLY – 1

Burns Park Tennis Center (044): five (5) employees: 5 full-time

Tennis Center Director, FT, NG – 1
Tennis Programming Manager, FT, NG – 1
Tennis Assistant, FT, F05 – 3

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**~~ **Office and Rental Manager, F08 – 1, title change**
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~~ **Event Coordinator– Part-time, HRLY – 1, title change**

SECTION 24: That the Police Department shall consist of two hundred fifty five (255) full-time employees (201 uniformed and 46 non-uniformed) and eight (8) 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 – 2
Community Service Assistant II, F07 – 8
Court Bailiff, NG –3
Executive Secretary, NG - 1
Fleet Maintenance/Inventory Manager, NG – 1
FOIA Specialist, F08A – 1
Media Production Specialist, F09A – 1
Office Assistant III, F05 – 8
Support Service Manager, F11 – 1
Payroll Accounting Clerk, NG – 1
Secretary III, F05A –3,
Victim's Advocate, F09 – 1
Police Athletic League Director, F09A- 1
Property/Evidence Custodian, NG – 1
Traffic Safety Coordinator, F09 – 2
Parks Police Officer, NG– 3
Health and Wellness Coordinator (Grant Funded), FT, – 1
Training Unit Coordinator, F07A – 1
Criminal Analyst, NG, – 1
Cold Case Investigator, Part-time, HRLY – 4
Mental Health and Wellness Counselor, Part-Time-HRLY-1
Police Officer, Part-Time-HRLY– 1
Real Time Crime Center Investigator, Part-Time-HRLY– 2

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 –22
Heavy Equipment Operator-Street, P12 – 9
Light Equipment Operator-Street, P10 – 15
Truck Driver, P10 – 2
Office Assistant Senior, F05A – 1

SECTION 28: That the Traffic Services Department shall consist of sixteen (16) full-time employees and nine (9) intermittent employees as follows:

Director of Traffic Services and Safety, NEG – 1
Quotas for two (2) positions (Sign and Markings Barricade Technician and Senior Sign and Markings Barricade Technician) may be reallocated among the positions according to the training and experience of employees and the needs of the department.
Sign & Markings Barricade Technician – P11 –1
Senior Sign & Markings Barricade Technician, P12-1
City Engineer/Transportation, NG – 1
Chief Signal Technician, F12 – 1
Chief Sign and Markings Barricade Technician, P14 – 1
Barricade Technician, F08– 1
Sign & Markings Technician, P08 - 2
Sign & Markings Installer, P08 – 2
Signal Construction Technician, P12 - 2
Signal Systems Technician, F10 – 1
Mosquito Control Supt., P09 – 1
Office Assistant Senior, F05A – 1
Mosquito Control Tech/Maintenance Tech, Intermittent, HRLY – 1
Mosquito Control Tech., Intermittent, HRLY – 8

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, P14-0
Heavy Equipment Shop Foreman, F10 – 1
Technician I, P12 – 5+1=6, add one position
Fleet Asset Services Support, F06A – 1
Police Shop Foreman, F10 – 1
Service Bay Worker I, P09 –2
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 by AF

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 10 A.M. _____ P.M.
By Amy Fields CA
DATE 2-18-25

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

RECEIVED BY