



## Legislation Details (With Text)

**File #:** O-470-18      **Version:** 1      **Name:**  
**Type:** Ordinance      **Status:** Approved  
**File created:** 10/25/2018      **In control:** Municipal Court  
**On agenda:** 11/7/2018      **Final action:** 12/31/2018  
**Title:** Repealing Toledo Municipal Code Section 2134.03 "Classifications", and enacting a new Section 2134.03 "Classifications" for the purpose of updating job classifications at the Toledo Municipal Court.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
11/7/2018	1	City Council	passage	Pass
11/7/2018	1	City Council	Dispense with the rules of Council requiring...	Pass

Updates to Job Classification at Toledo Municipal Court  
Department of Law  
Lisa Falgiano (x1949)  
(Revised)

### **Repealing Toledo Municipal Code Section 2134.03 "Classifications", and enacting a new Section 2134.03 "Classifications" for the purpose of updating job classifications at the Toledo Municipal Court.**

The Toledo Municipal Court is seeking to delete four obsolete provisions, add four essential provisions, list positions alphabetically and update and align similarly situated titles in Toledo Municipal Code Section 2134.03.

NOW THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That Toledo Municipal Code Section 2134.03 which states as follows:

The classifications for the staff of the Toledo Municipal Court Judges, Division shall be as follows:

#### **Section 2134.03 Job Classifications**

##### **(a) Classifications**

<b><i>Classifications</i></b>	<b><i>Salary Group</i></b>
Administrative Assistant	10
Probation Administrative Secretary	8
Assignment Clerk (217-02)	7
Assignment Commissioner	12
Assistant Chief Probation Officer	13
Civil Bailiff-Chief	13
Civil Bailiff-Assistant Chief	11
Court Intern (432-12)	5
Bailiff-Chief Courtroom	6
Bookkeeper/Payroll Clerk (423-613)	6
Bailiff-Courtroom	5
Chief Court Reporter	9
Chief Probation Officer	15
Clerk	3
Community Service Officer (423-13)	7
Court Administrator	E4
Court Reporter	8
Court Services Specialist (243-177)	7
Mediator	10
Civil Deputy Bailiff	9
Deputy Court Administrator	E2
Finance Officer	13
Housing Specialist	10
Human Resource Office (186-013)	13
Information Technology Specialist (432-12)	5
License Intervention Specialist (12)	8
Information Technology Office (05)	14
Intake Secretary (210-95)	5
Judges Secretary (18-89)	5
Probation Officer	10
Probation Secretary	4
Probation Intake Officer (432-12)	5
Senior Assignment Clerk	8
Senior Mediator	11
Senior Housing Specialist (217-102)	10
Senior Judges Secretary (824-85)	5
Small Claims Assistant	1
Small Claims Assistant Supervisor	3
Probation Unit Supervisor (694-188)	18

(b) The classification of Courtroom Bailiff shall be considered a confidential at will employee of the individual appointing judge. If the judge who made the initial appointment is replaced, the replacement judge may retain or discharge the Courtroom Bailiff as she or he determines. The classification of the Chief Courtroom Bailiff shall be appointed by the majority of the judges serving on the court from among the qualified Courtroom Bailiffs, but remains the confidential at will employee of the individual appointing judge to whom he or she reports.

(c) Effective September 1, 2012, the classification of Chief Probation Officer shall be reclassified as a Salary Group E-1. This reclassification is for all employees hired, promoted, or reinstated into that position on or after September 1, 2012. Any incumbent employee in that position shall continue to be classified as a Salary Group 15.

(d) The classifications of Magistrate and Housing Magistrate are authorized and shall be considered confidential at will employees. Magistrate(s) or Housing Magistrate(s) may be full or part-time positions and are appointed by the majority of the Judges serving on the court. Magistrate(s) and Housing Magistrate(s) shall be paid at a rate and receive economic fringe benefits deemed by the court to be appropriate. All Standby Magistrate(s) will be paid economic fringe benefits as provided in Section 2134.28.

**(e) Salary Group Assignment.**

The classifications listed in paragraph (a) are assigned to the salary group shown opposite the classification. Employees in classifications listed herein shall be paid in the salary group to which the classification is assigned in accordance with the annual salary as set forth in Sections 2134.49 and 2134.50. (Ord. 243-17. Passed 6-27-17.)

is repealed.

SECTION 2. That a new section 2134.03 of the Toledo Municipal Code is enacted as follows:

**Section 2134.03 Job Classifications**

The classifications for the staff of the Toledo Municipal Court Judges, Division shall be as follows:

**(a) Classifications**

<i>Classifications</i>	<i>Salary Group</i>
Administrative Assistant	10
Assignment Clerk	7
Assignment Clerk-Senior	8
Bailiff-Courtroom	5
Bailiff-Chief Courtroom	6
Bookkeeper/Payroll Clerk (423-13)	6
Building Operations Chief	13
Civil Bailiff-Assistant Commissioner	11
Civil Bailiff-Commissioner	13
Civil Bailiff-Deputy	9
Clerk	3
Community Service Officer (423-13)	7
Court Administrator	E4
Court Administrator-Deputy	E2
Court Intern	5

Court Reporter	8
Court Security-Bailiff	9
Court Services-Assistant Commissioner	11
Court Services-Commissioner	13
Court Services-Specialist (243-17)	7
Finance Officer	13
Housing Specialist	10
Housing Specialist-Senior (217-02)	11
Human Resource Officer (186-01)	13
Information Technology Officer (786-05)	14
Information Technology Specialist (432-12)	5
Intake Secretary (210-95)	5
Judges Secretary (18-89)	5
Judges Secretary-Senior (824-85)	6
License Intervention Specialist (432-12)	8
Mediator	10
Mediator-Senior	11
Probation Officer	10
Probation Officer-Assistant Chief	13
Probation Officer-Chief	E1
Probation-Secretary	4
Probation-Unit Supervisor (694-88)	11
Quality Assurance Officer	11
Small Claims Assistant	1

(b) The classification of Courtroom Bailiff shall be considered a confidential at will employee of the individual appointing judge. If the judge who made the initial appointment is replaced, the replacement judge may retain or discharge the Courtroom Bailiff as she or he determines. The classification of the Chief Courtroom Bailiff shall be appointed by the majority of the judges serving on the court from among the qualified Courtroom Bailiffs, but remains the confidential at will employee of the individual appointing judge to whom he or she reports.

(c) Effective September 1, 2012, the classification of Chief Probation Officer shall be reclassified as a Salary Group E-1. This reclassification is for all employees hired, promoted, or reinstated into that position on or after September 1, 2012.

(d) The classifications of Magistrate and Housing Magistrate are authorized and shall be considered confidential at will employees. Magistrate(s) or Housing Magistrate(s) may be full or part-time positions and are appointed by the majority of the Judges serving on the court. Magistrate(s) and Housing Magistrate(s) shall be paid at a rate and receive economic fringe benefits deemed by the court to be appropriate. All Standby Magistrate(s) will be paid economic fringe benefits as provided in Section 2134.28.

**(e) Salary Group Assignment.**

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SECTION 3. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: \_\_\_\_\_ : yeas \_\_\_\_\_, nays \_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

\_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council