



## Legislation Text

**File #: O-143-19, Version: 1**

Update to Job Classification at Toledo Municipal Court  
C. Lisa Falgiano (x1949)

**Repealing Toledo Municipal Code Section 2134.03 “Classifications”, enacting a new Section 2134.03 “Classifications” to update job classifications at the Toledo Municipal Court; and declaring an emergency.**

**SUMMARY & BACKGROUND:**

The Toledo Municipal Court is seeking to add one essential provision, Probation Officer Fellow, 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:

**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 Clerk		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.**

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. 470-18. Passed 11-8-18).

Is hereby repealed.

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

**Section 2134.03. Job Classifications.**

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

<b>(a) Classifications</b>		<b>Salary Group</b>
<b>Classifications</b>		
Administrative Assistant		10
Assignment Clerk		7
Assignment Clerk-Senior		8
Bailiff-Courtroom		5
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Bookkeeper/Payroll Clerk (423-13)		6
Building Operations Chief		13
Civil Bailiff-Assistant Commissioner	11	
Civil Bailiff-Commissioner		13
Civil Bailiff-Deputy Clerk		9
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Court Administrator		E4
Court Administrator-Deputy	E2	
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Court Reporter	8	
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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 - Fellow		8
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.

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**(e) Salary Group Assignment.**

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SECTION 3. That this Ordinance is declared to be an emergency measure and shall be in force and effect from and after its passage. The reason for the emergency lies in the fact that same is necessary for immediate preservation of the public peace, health, safety, and property and for the further reason that the Ordinance must be immediately effective in order to provide adequate staffing for five (5) vacant Probation Officer positions. To do so requires passing of this proposed ordinance prior to the conclusion of the 2019 Spring Semester exams in order for outreach, selection and hiring to take place.

Vote on emergency clause: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Passed: \_\_\_\_\_, as an emergency measure: yeas \_\_\_\_\_, nays \_\_\_\_\_.

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

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

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

\_\_\_\_\_  
Mayor