



## Legislation Text

---

**File #:** O-057-19, **Version:** 1

---

OFFICE OF THE MAYOR  
C. CROSBY (x1007)

### **Amending the Toledo Municipal Code by repealing Section 2101.01 and enacting a new Toledo Municipal Code Section 2101.01; and declaring an emergency.**

#### SUMMARY & BACKGROUND:

Toledo Municipal Code Chapter 2101 governs the terms and conditions of employment for the City of Toledo's Classified Exempt and Executive Exempt employees. This Ordinance repeals Municipal Code Section 2101.01, Classifications, and enacts a new Section 2101.01.

The classifications of Secretary 3 and Mayor's Assistant 2 are unclassified exempt positions, each currently assigned to a salary group 8 in the Toledo Municipal Code, Section 2101.01. This Ordinance would change the classification title of Secretary 3 to "Administrative Assistant." In addition, the salary group for this position would be changed to group 9. These changes are needed because the nature of the position has changed over time to encompass a much greater level of support and work product than those traditionally categorized as "secretarial."

Moreover, maintaining the title of Secretary 3 for this classification is misleading in terms of a career path within the city. The Toledo Municipal Code and the Civil Service Commission provide for two other Secretary classifications: Secretary 1, assigned to salary group 4, and Secretary 2, assigned to salary group 6. A Secretary 3 classification title is misleading in that it appears as if the natural progression in that type of work is from Secretary 1 to 2 to 3. However, since the Secretary 3 classification is an unclassified position subject to appointment and removal by the head of the department, without a competitive process, a natural career path is not typically followed.

Therefore, changing the title of this classification will separate it from the other classified exempt secretary positions and more accurately reflect the modern duties and responsibilities of the position.

For similar reasons, the position of Mayor's Assistant 2 would be changed from a salary group 8 to a group 9. That position has likewise been utilized to assist the Mayor's executive staff with tasks that encompass a greater level of support and work product, and the pay level should reflect that.

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

SECTION 1. That Toledo Municipal Code Section 2101.01 which states as follows:

2101.01 Classifications.

The employees working in classifications listed in this section comprise the Exempt Service and are the management level, supervisory and confidential staff of the Mayor's Office, the Word Processing Section, the

Department of Law, the Clerk of Council Office, the Department of Human Resources, the Financial Analysis Section and other City Divisions.

Employees working in these classifications are excluded from representation by any bargaining agent.

The management level, supervisory and confidential classifications presently included in the exempt group are as follows:

(a) Administrative Salary Groups 1 through 15 (A-1 through A-15)

| CLASSIFICATION                                   | SALARY GROUP |
|--|--------------|
| Administrative Analyst 1                         | 10           |
| Administrative Analyst 2                         | 11           |
| Administrative Analyst 3                         | 12           |
| Administrative Analyst 4                         | 13           |
| Administrative Assistant to the Mayor            | 14           |
| Administrative Secretary                         | 7            |
| Administrative Services Officer 1                | 11           |
| Administrative Services Officer 2                | 14           |
| Administrative Specialist 1                      | 8            |
| Administrative Specialist 2                      | 9            |
| Administrative Specialist 3                      | 10           |
| Administrative Technician 1                      | 6            |
| Administrative Technician 2                      | 8            |
| Administrator-Administrative Services 1          | 13           |
| Administrator-Administrative Services 2          | 14           |
| Administrator-Administrative Services 3 (737-01) | 15           |
| Administrator-Public Services 1                  | 13           |
| Administrator-Public Services 2                  | 15           |
| Chief, Bargaining and Representation (279-14)    | 14           |
| Clerk 1  | 3            |
| Clerk 2  | 4            |
| Clerk 3  | 5            |
| Clerk 4  | 6            |
| Mayor's Assistant 1                              | 4            |
| Mayor's Assistant 2                              | 8            |
| Public Services Officer 1                        | 11           |
| Public Services Officer 2                        | 12           |
| Public Services Officer 3                        | 13           |
| Registrar-Vital Statistics                       | 9            |
| Secretary 1                                      | 4            |
| Secretary 2 (735-01)                             | 6            |
| Secretary 3                                      | 8            |
| Supervisor-Public Health Nursing                 | 12           |

(b) Salary Groups E-1 through E-4

| CLASSIFICATION                                    | SALARY GROUP |
|---|--------------|
| Assistant Chief Operating Officer                 | E-4          |
| Assistant City Auditor                            | E-1          |
| Assistant Clerk of Council                        | E-2          |
| Chief of Staff                                    | E-4          |
| Chief Operating Officer/Director of Public Safety | E-4          |

|   |     |
|---|-----|
| Chief-Public Health Dentistry                 | E-2 |
| City Auditor                                  | E-2 |
| Clerk of Council                              | E-4 |
| Commissioner-Administrative Services          | E-2 |
| Commissioner-Public Services                  | E-2 |
| Director-Administrative Services              | E-4 |
| Director-Public Services                      | E-4 |
| Director-Toledo-Lucas County Plan Commissions | E-4 |
| Director-Office of Diversity and Inclusion    | E-4 |
| Executive Fire Officer/Assistant Chief        | E-3 |
| Manager-Administrative Services               | E-1 |
| Manager-Legislative Operations                | E-1 |
| Manager-Public Services                       | E-1 |
| Mayor's Executive Assistant                   | E-4 |
| Public Information Coordinator                | E-1 |

(Ord. 273-11. Passed 6-28-11.)

(c) Police and Fire Deputy Chiefs Group

| CLASSIFICATION              | SALARY GROUP |
|-----------------------------|--------------|
| Fire Deputy Chief-Pro Tem   | 84           |
| Police Deputy Chief-Pro Tem | 94           |

(d) Salary Groups L-1 through L-4

| CLASSIFICATION          | SALARY GROUP |
|-------------------------|--------------|
| Attorney                | L-1          |
| Chief-Legal Section     | L-3          |
| Deputy Chief Prosecutor | L-2          |
| General Counsel         | L-4          |
| Senior Attorney         | L-2          |

(e) The classifications listed in this chapter 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 2101.58, 2101.70, and 2101.74 (Base Annual Salaries).

is hereby repealed.

SECTION 2. That a new Toledo Municipal Code Section 2101.01 is enacted as follows:

2101.01 Classifications.

The employees working in classifications listed in this section comprise the Exempt Service and are the management level, supervisory and confidential staff of the Mayor's Office, the Department of Law, the Clerk of Council Office, the Department of Human Resources, the Department of Finance, and other City Departments and Divisions.

Employees working in these classifications are excluded from representation by any bargaining agent.

The management level, supervisory and confidential classifications presently included in the exempt group are as follows:

(a) Administrative Salary Groups 1 through 15 (A-1 through A-15)

| CLASSIFICATION | SALARY GROUP |
|----------------|--------------|
|----------------|--------------|

|   |              |
|---|--------------|
| Administrative Analyst 1                          | 10           |
| Administrative Analyst 2                          | 11           |
| Administrative Analyst 3                          | 12           |
| Administrative Analyst 4                          | 13           |
| Administrative Assistant                          | 9            |
| Administrative Assistant to the Mayor             | 14           |
| Administrative Secretary                          | 7            |
| Administrative Services Officer 1                 | 11           |
| Administrative Services Officer 2                 | 14           |
| Administrative Specialist 1                       | 8            |
| Administrative Specialist 2                       | 9            |
| Administrative Specialist 3                       | 10           |
| Administrative Technician 1                       | 6            |
| Administrative Technician 2                       | 8            |
| Administrator-Administrative Services 1           | 13           |
| Administrator-Administrative Services 2           | 14           |
| Administrator-Administrative Services 3           | 15           |
| Administrator-Public Services 1                   | 13           |
| Administrator-Public Services 2                   | 15           |
| Chief, Bargaining and Representation              | 14           |
| Clerk 1   | 3            |
| Clerk 2   | 4            |
| Clerk 3   | 5            |
| Clerk 4   | 6            |
| Mayor's Assistant 1                               | 4            |
| Mayor's Assistant 2                               | 9            |
| Public Services Officer 1                         | 11           |
| Public Services Officer 2                         | 12           |
| Public Services Officer 3                         | 13           |
| Registrar-Vital Statistics                        | 9            |
| Secretary 1                                       | 4            |
| Secretary 2                                       | 6            |
| Supervisor-Public Health Nursing                  | 12           |
| (b) Salary Groups E-1 through E-4                 |              |
| CLASSIFICATION                                    | SALARY GROUP |
| Assistant Chief Operating Officer                 | E-4          |
| Assistant City Auditor                            | E-1          |
| Assistant Clerk of Council                        | E-2          |
| Chief of Staff                                    | E-4          |
| Chief Operating Officer/Director of Public Safety | E-4          |
| Chief-Public Health Dentistry                     | E-2          |
| City Auditor                                      | E-2          |
| Clerk of Council                                  | E-4          |
| Commissioner-Administrative Services              | E-2          |
| Commissioner-Public Services                      | E-2          |
| Director-Administrative Services                  | E-4          |
| Director-Public Services                          | E-4          |
| Director-Toledo-Lucas County Plan Commissions     | E-4          |

- Director-Office of Diversity and Inclusion E-4
- Executive Fire Officer/Assistant Chief E-3
- Manager-Administrative Services E-1
- Manager-Legislative Operations E-1
- Manager-Public Services E-1
- Mayor's Executive Assistant E-4
- Public Information Coordinator E-1

(c) Police and Fire Deputy Chiefs Group

| CLASSIFICATION              | SALARY GROUP |
|-----------------------------|--------------|
| Fire Deputy Chief-Pro Tem   | 84           |
| Police Deputy Chief-Pro Tem | 94           |

(d) Salary Groups L-1 through L-4

| CLASSIFICATION          | SALARY GROUP |
|-------------------------|--------------|
| Attorney                | L-1          |
| Chief-Legal Section     | L-3          |
| Deputy Chief Prosecutor | L-2          |
| General Counsel         | L-4          |
| Senior Attorney         | L-2          |

(e) The classifications listed in this chapter 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 2101.58, 2101.70, and 2101.74 (Base Annual Salaries).

SECTION 3. This Ordinance is hereby declared to be an emergency measure and shall be in force and effect from and after its adoption. The reason for the emergency lay in the fact that same is necessary for the immediate preservation of public peace, health safety and property, and for the further reason said changes in the City's Classification Plan are immediately needed to effectively maintain the system.

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

Passed: \_\_\_\_\_, as an emergency measure: 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