

Legislation Text

File #: O-470-18, Version: 1

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** 

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ClassificationsSalary GroupAdministrative Assistant10Probation Administrative Secre&aryAssignment Clerk (217-02)7Assignment Commissioner12Assignment Commissioner12Assistant Chief Probation Offic&BCivil Bailiff-Chief13Civil Bailiff-Chief13Civil Bailiff-Chief Courtroom6Bookkeeper/Payroll Clerk (423 613)Bailiff-Courtroom5Chief Court Reporter9Chief Court Reporter9Chief Probation Officer15Clerk3Community Service Officer (4278-13)Court AdministratorE4Court Reporter8Court Services Specialist (243- 177)Mediator10Civil Deputy Bailiff9Deputy Court AdministratorE2Finance Officer13Housing Specialist10Human Resource Office (186-013)Information Technology Specialist1214Intake Secretary (210-95)5Judges Secretary (18-89)5Probation Officer10Probation Officer10Probation Intake Officer (432- 2)Senior Mediator11Senior Mediator11Senior Mediator11Senior Mediator11Senior Mediator11Senior Mediator11Senior Mediator11Senior Mediator11Senior Mediator11Small Claims Assistant <t< th=""><th></th><th>C. I. C.</th></t<>		C. I. C.
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Probation Unit Supervisor (69	4.188)
Quality Assurance Officer	11

(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

Classifications	Salary Group
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.

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.).

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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