

Sponsor: Coll/Biggs

**RESOLUTION NUMBER #17-20**

**A RESOLUTION CREATING THE POSITIONS OF DEPARTMENT HEAD OF WATER TREATMENT, DEPARTMENT HEAD OF WASTEWATER TREATMENT, DEPARTMENT HEAD OF ELECTRIC, DEPARTMENT HEAD OF SERVICE, DEPARTMENT HEAD OF WATER DISTRIBUTION AND WASTEWATER COLLECTION; DEPARTMENT HEAD UTILITY BILLING; EXECUTIVE ASSISTANT OF PERSONNEL MANAGEMENT/HUMAN RESOURCES; EXECUTIVE ASSISTANT OF PROJECT MANAGEMENT, AND MECHANIC WORKING FOREMAN.**

Be it ordained by the Council of the City of Jackson, Ohio:

**WHEREAS**, the City Council is responsible for the creation of new positions within the City and setting the compensation of each position within the City; and

**WHEREAS**, the Mayor has recommended the creation of the new positions of Department Head of Water Treatment, Department Head of Wastewater Treatment, Department Head of Electric, Department Head of Service, Department Head of Water Distribution and Wastewater, Department Head of Utility Billing, Executive Assistant of Personnel Management/Human Resources, Executive Assistant of Project Management, Mechanic Working Foreman; and

**WHEREAS**, Council for the City of Jackson desires to create the positions of Department Head of Water Treatment, Department Head of Wastewater Treatment, Department Head of Electric, Department Head of Service, Department Head of Water Distribution and Wastewater, Department Head of Utility Billing, Executive Assistant of Personnel Management/Human Resources, Executive Assistant of Project Management, and Mechanic Working Foreman.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF JACKSON, OHIO:**

**Section 1:** The positions of Department Head of Water Treatment, Department Head of

Wastewater Treatment, Department Head of Electric, Department Head of Service, Department Head of Water Distribution and Wastewater, Department Head of Utility Billing, Executive Assistant of Personnel Management/Human Resources, Executive Assistant of Project Management shall be in the unclassified service of the City and serve at the pleasure of the Mayor, and those position shall serve a six (6) month instructional period. The position of Mechanic Working Foreman shall be in the classified service.

**Section 2:** The salaries shall be as follows, and shall be paid on a biweekly basis:

Department Head of Water Treatment	\$65,000 - \$80,000
Department Head of Wastewater Treatment	
Department Head of Electric	
Department Head of Service	\$55,000 - \$70,000
Department Head of Water Distribution and Wastewater	
Department Head of Utility Billing	\$50,000 - \$60,000
Executive Assistant of Personnel Management/Human Resources	\$40,000 - \$50,000
Executive Assistant of Project Management	

**Section 3:** The individuals appointed to the positions of Department Head of Water Treatment, Department Head of Wastewater Treatment, Department Head of Electric, Department Head of Service, Department Head of Water Distribution and Wastewater, Department Head of Utility Billing, Executive Assistant of Personnel Management/Human Resources, Executive Assistant of Project Management will receive such leaves and benefits in accordance with applicable City Policies, Resolutions, and Ordinances as may be amended from time to time.

**Section 4:** That this Resolution is declared to be an emergency measure as the positions created are needed for the continued operation of each department and are necessary for the immediate preservation of the public peace, health and the safety of the residents of the City of Jackson.

\*

PASSED at a meeting of the Council of the City of Jackson on this 26<sup>th</sup> day of May, 2020, by the affirmative vote of 7 members of the council.

Passed: 5/26, 2020

Approved: 5/26/, 2020

\*

[Signature]  
President of Council

[Signature]  
Mayor

[Signature]  
Clerk of Council

