

CITY OF GEORGETOWN, KENTUCKY
ORDINANCE NO. 2021-09

AN ORDINANCE AMENDING SECTION 2-111 OF THE CODE OF ORDINANCES TO ADD CERTAIN PERSONNEL, REVISE CERTAIN JOB TITLES AND ADJUST THE SCHEDULE OF COMPENSATION.

SUMMARY

1. Amends Section 2-111(c) of the Code of Ordinances to add five (5) Police Officers to the Police Department, one (1) Battalion Chief to the Fire Department, one (1) Assistant Coordinator and four (4) Dispatchers to the 911 Center, one (1) Maintenance Driver and one (1) Worker to Public Works, and one (1) Equipment Operator (1) and one (1) Maintenance Worker to the Cemetery.
2. Replaces all titles that include "Secretary" with "Administrative Assistant," renames the general government Administrative Assistant to "Executive Assistant," and creates the position title of "Administrative Assistant II."
3. Adjusts the schedule of compensation to provide proper minimum and maximum dollar values for each pay grade.
4. Provides for repeal of inconsistent ordinances, severability of provisions and an effective date upon passage and publication.

The full text of Ordinance 2021-09 is available for examination in the City Clerk's Office, 100 North Court Street, Georgetown, Kentucky 40324 or at www.georgetownky.gov.


INTRODUCED AND PUBLICLY READ FIRST TIME: June 14, 2021

PUBLICLY READ SECOND TIME AND PASSED: June 28, 2021

APPROVED: 
Tom Prather, Mayor

ATTEST: 
Tracie Hoffman, City Clerk

I, Devon E. Golden, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 2021-09 of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9) and is a true and accurate summary of the contents of said Ordinance.


Devon E. Golden

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ORDINANCE NO. 2021-09**

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SPONSORS: David Lusby and Connie Tackett

NOW, THEREFORE, be it ordained by the City of Georgetown, Kentucky:

SECTION ONE

Section 2-111(c) of the Code of Ordinances is hereby amended to read as follows:

GENERAL GOVERNMENT

Mayor (This is statutory and not being created by this ordinance)		1
City Clerk (This is statutory and not being created by this ordinance)		1
{Administrative} Executive Assistant	Grade 7	1
Chief Administrative Officer	Grade 12	1
City Attorney	Grade 11	1
Human Resources Director	Grade 11	1
Human Resources Specialist	Grade 8	1
Deputy Clerk	Grade 6	1
City Engineer	Grade 11	1
Engineering Technician	Grade 9	1
Finance Director	Grade 11	1
Finance Specialist	Grade 7	1
Finance/Legal Specialist	Grade 7	1
Computer Specialist	Grade 9	1

BUILDING INSPECTION

Director of Building Inspection	Grade 10	1
Senior Building Inspector	Grade 9	1
Senior HVAC Inspector	Grade 9	1
Building Inspector	Grade 8	1
Permit Technician	Grade 6	1

POLICE

Police Chief	Grade 11	1
Assistant Police Chief	Grade 10	1

Captain	Grade 9	1
Lieutenant	Grade 8	5
Sergeant	Grade 7	8
Police Officer II	Grade 6	{42} 47
PPT Police Officer II / School Resource Officer		5
Administrative {Secretary} <u>Assistant II</u>	Grade 6	1
{Secretary} <u>Administrative Assistant</u>	Grade 5	1
Receptionist	Grade 4	1
PTS Safety Officer		1
PTS Crossing Guard		8
Victim's Advocate	Grade 6	1
PPT Victim's Advocate		1

FIRE

Fire Chief	Grade 11	1
Assistant Fire Chief	Grade 10	1
Battalion Chief	Grade 9	{3} 4
Fire Marshal	Grade 9	1
Fire Inspector	Grade 8	1
Captain	Grade 8	12
Firefighter/EMT	Grade 6	36
Administrative Assistant	Grade 5	1
Code Enforcement Officer	Grade 8	2
PPT Administrative Assistant to Code Enforcement		1

DISPATCH

<u>Assistant Coordinator</u>	Grade 7	1
TAC Officer	Grade 6	1
Shift Supervisor	Grade 6	3
Dispatcher	Grade 5	{16} 20
PPT Dispatcher		2

PUBLIC WORKS

Director of Public Works/Sanitation	Grade 11	1
Supervisor of Public Works/Sanitation	Grade 9	1
Crew Leader	Grade 8	2
{Secretary} <u>Administrative Assistant</u>	Grade 5	1
Maintenance Driver	Grade 5	{5} 6
Equipment Operator	Grade 5	3
Maintenance Worker	Grade 4	{4} 5

SANITATION

Crew Leader	Grade 8	1
Sanitation Worker	Grade 4	6
Sanitation Driver	Grade 5	8
Diesel Mechanic	Grade 8	1
Mechanic	Grade 6	1

RECYCLING

Recycling Supervisor	Grade 8	1
Recycling Worker	Grade 5	1
PPT Recycling Worker		1

CEMETERY

Sexton	Grade 8	1
Equipment Operator	Grade 5	{1} 2
Maintenance Worker	Grade 4	1
PPT Maintenance		1

REVENUE

* Staff of the Georgetown/Scott County Revenue Commission, while not employees of the City, are administratively associated with the City for various personnel matters including, but not limited to, payroll, benefits, CERS participation/reporting, and personnel policies.

TOTAL CITY OF GEORGETOWN POSITIONS

~~{217}~~ **232**

SECTION TWO

Article IV of the Code of Ordinances, Section 2-111, entitled "Personnel and Pay Classification Plan," is hereby amended as follows:

Sec. 2-111. Personnel and pay classification plan.

- (a) The purpose of this section is to comply with the requirements of KRS 83A.070(4), providing that each city shall fix the compensation of city employees in accordance with a personnel and pay classification plan which plan shall be adopted by ordinance.
- (b) There is hereby adopted by reference, "personnel policies and procedures," such document being on file in the clerk-treasurer's office,

made a part hereof, incorporated herein by reference, and marked "Exhibit A" for purposes of identification.

- (c) Those positions of employment as are set forth in "Exhibit B" on file in the clerk-treasurer's office, made a part hereof, and incorporated herein by reference, are hereby established as authorized positions of employment, and the system of classification as set forth in the document is hereby adopted.

**City of Georgetown
Schedule of Compensation**

Pay Grade Ranges

Min	Max
Grade 4	
{ \$22,600 }	{ \$47,400 }
<u>\$31,200</u>	<u>\$49,000</u>
Grade 5	
{ \$25,700 }	{ \$51,300 }
<u>\$33,000</u>	<u>\$57,000</u>
Grade 6	
{ \$29,400 }	{ \$55,000 }
<u>\$36,000</u>	<u>\$63,000</u>
Grade 7	
{ \$33,300 }	{ \$60,000 }
<u>\$40,000</u>	<u>\$67,000</u>
Grade 8	
{ \$35,600 }	{ \$65,200 }
<u>\$45,000</u>	<u>\$77,000</u>
Grade 9	
{ \$38,100 }	{ \$67,700 }
<u>\$50,000</u>	<u>\$82,000</u>
Grade 10	
{ \$48,400 }	{ \$78,000 }
<u>\$65,000</u>	<u>\$92,000</u>
Grade 11	
{ \$59,100 }	{ \$103,900 }
<u>\$79,000</u>	<u>\$106,000</u>
Grade 12	
\$100,000	\$150,000

SECTION THREE

Any and all existing ordinances inconsistent with this ordinance are repealed.

SECTION FOUR

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

SECTION FIVE

This ordinance shall take effect after its passage and publication according to law.

PUBLICLY INTRODUCED AND READ FIRST TIME: JUNE 14, 2021

PUBLICLY READ SECOND TIME AND PASSED: June 28, 2021

APPROVED: *Tom Prather*
[Tom Prather \(Jun 30, 2021 16:03 EDT\)](#)
Tom Prather, Mayor

ATTEST: *Tracie Hoffman*
[Tracie Hoffman \(Jul 1, 2021 10:43 EDT\)](#)
Tracie Hoffman, City Clerk




2021-06-14 - Personnel Ordinance

Final Audit Report

2021-07-01

Created:	2021-06-30
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