





15	Deputy City Manager	-	-	\$1,644.47	\$2,219.85
	<i>Information Technology Director</i>	-	-	-	-
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-

Included in this Section:

1. Explanation of proposed amendments to Ordinance No. 18: Adding Four Information Technology related positions to the Non-Affiliated Compensation and Classification Schedule

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Explanation of proposed amendments to Ordinance #18:  
Adding Four Information Technology related positions to the  
Non-Affiliated Employees Compensation and Classification Schedule

**BACKGROUND**

In June 2019, the City moved its Information Technology operation from an outside consulting service to an “in-house” division. The move allows the City to more efficiently and effectively manage and oversee City-wide technology initiatives, to include: increasing our digital, web and social media presence; increasing oversight and management of network and social media services and activities; creating and managing information technology policies; strengthening our digital and social media oversight; and reinforcing informational, digital, and technological compliance.

In order to effectuate this new in-house IT division, four positions must be added to the Non-Affiliated Employees Compensation and Classification Schedule. Funds for these positions were included as part of the outside consultant services budget for 2019. Changes to create the in-house division will not adversely impact the tax rate.

The City Council is asked to amend Ordinance No. 18, Salary Plan, as follows:

**Amend Article II, Non-Affiliated Unit Employees by adding four full-time positions to include Information Technical Support Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).**

Gloria Leskiewicz, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the Council may have.

*Process to Amend Ordinance No. 18*

Amending Ordinance No. 18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council thus, this requires a vote of six (6) members to approve and adopt this request.

The City Council is asked to conduct the first reading of these amendments on July 10<sup>th</sup>, 2019; the second reading on July 24<sup>th</sup>, 2019 and third on August 7<sup>th</sup>, with action to adopt following a public hearing.

**The City Council is asked to take the following actions on August 7, 2019**

**ACKNOWLEDGE FIRST PRESENTATION:**

***MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, as follows:***

***Amend Article II, Non-Affiliated Unit Employees by adding four full-time positions to include Information Technical Support Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).***

*Changes to the compensation and classification schedule shown in red italics type*

**NON-AFFILIATED EMPLOYEES**

<b>Non-Affiliated Employees 2019</b>					
<b>Grade</b>	<b>Position Title</b>	<b>Hourly</b>		<b>Weekly</b>	
		<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	-	\$16.26	\$21.96	-	-
2	Custodian	\$17.24	\$23.27	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.27	\$24.67	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.37	\$26.15	-	-
5	-	\$20.53	\$27.71	-	-
6	-	\$21.76	\$29.37	-	-
7	Administrative Secretary	\$23.06	\$31.14	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$24.45	\$33.01	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Children's Librarian	-	-	\$978.00	\$1,320.40
	Young Adult Librarian	-	-	-	-
9	Executive Assistant	\$26.89	\$36.30	-	-
	Information Technology Librarian	-	-	-	-
	<i>Digital Media Officer</i>	-	-	-	-
	<i>Information Technology Technical Specialist</i>	-	-	-	-
	Systems Librarian	-	-	\$1,075.60	\$1,452.00
10	Financial Analyst	\$29.58	\$39.93	\$1,183.18	\$1,597.28
	Human Services Director	-	-	-	-
	Tax Collector	-	-	-	-
11	Deputy Library Director	-	-	\$1,302.61	\$1,758.56
12	City Clerk	-	-	\$1,380.59	\$1,863.63
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,463.49	\$1,975.67
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Recreation Director	-	-	-	-
	<i>Systems and Information Technology Administrator</i>	-	-	-	-

14	Assistant Director/Public Works	-	-	\$1,551.31	\$2,094.27
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Deputy City Manager	-	-	\$1,644.47	\$2,219.85
	<i>Information Technology Director</i>	-	-	-	-
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-

**SCHEDULE PUBLIC HEARING:**

***MOVED, that the Lebanon City Council hereby schedule a public hearing for Wednesday, August 7, 2019, beginning at 7:00 p.m., City Council Chambers, City Hall, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as follows:***

***Amend Article II, Non-Affiliated Unit Employees by adding four full-time positions to include Information Technical Support Specialist (Grade 9), Digital Media Officer (Grade 9), Systems and Information Technology Administrator (Grade 13), and Information Technology Director (Grade 15).***

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