

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR 2015; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is responsible for establishing the number of employees in each department; and

WHEREAS, by enacting an ordinance listing the numbers of employees in each job classification in each department effective January 1, 2015, the City Council will be in a better position to monitor and evaluate the numbers of employees necessary to the operation of each city department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Administration Department shall consist of nine (9) elected officials and seven (7) full time employees as follows:

- Mayor (Elected), NEG - 1
- Alderman (Elected), NEG - 8
- Director of Operations, NEG – 1
- Chief of Staff, NEG – 1
- Director of External Affairs, NEG – 1
- Director of Special Projects, NEG – 1
- Office Assistant, NEG – 1
- Office Assistant III, NEG – 1
- Special Assistant to the Mayor, NEG – 1

SECTION 2: That the Airport Department shall consist of one (1) full-time employee and three (3) part-time employees as follows:

- Director, NEG -1
- Airport Maintenance Worker, Part-time, HRLY – 1
- Part-time Worker, HRLY – 2

SECTION 3: That the Animal Shelter shall consist of nine (9) full-time employees and one (1) part-time employee as follows:

- Director, NEG - 1
- Animal Control Officer, F07 - 6
- Animal Control Assistant, F07 - 1

Lead Animal Control Officer/Administrator, F07A - 1
Office Assistant III, Part-time, HRLY – 1

SECTION 4: That the City Clerk's Office shall consist of one (1) elected official and three (3) full-time employees as follows:

City Clerk-Treasurer (Elected), NEG – 1
Assistant to City Clerk & ~~Collector~~Treasurer, NEG - 1
~~Office Assistant~~, Senior Deputy City Clerk/Revenue Officer, ~~Senior~~ NEG – 1
1 Title change only
~~Office Assistant II~~Deputy City Clerk/Revenue Officer, NEG – 1
1 Title change only

SECTION 5: That the Code Enforcement Department shall consist of fourteen (14) full-time employees as follows:

Director, NEG - 1
Code Enforcement Assistant, F06A - 1
Health Code Enforcement Officer, F09 – 1
Code Enforcement Officer, F07 – 8
Code Officer Supervisor, F09A - 1
Helper, P05 - 2

SECTION 6: That the Commerce Department shall consist of four (4) full-time employees as follows:

Director, NEG - 1
Administrative Secretary/Purchasing Assistant, F06A - 1
Assistant Director for Procurement, NEG - 1
Courier, F04 – 1

SECTION 7: That the Communication Department shall consist of one (1) full-time employee as follows:

Communications Director, NEG - 1

SECTION 8: That the Community Development Department shall consist of six (6) full-time employees as follows:

Director, NEG - 1
Administrative Secretary, F06A - 1
Assistant Community Development Director, F10 – 1 (100% grant-funded)
Contract/Rehabilitation Officer, F07 –2
Office Assistant III, F05 – 1

SECTION 9: That the Community Planning Department shall consist of twelve (12) full-time employees as follows: