

**CITY OF XENIA, OHIO  
RESOLUTION 2022 – WWW**

**ESTABLISHING THE CITY’S 2023 ORGANIZATIONAL PLAN, LISTING POSITION TITLES  
AND THE NUMBER OF POSITIONS FOR EACH TITLE FOR CITY OF XENIA PERSONNEL**

**WHEREAS**, Section 10.06 of the City Charter requires the Administrative Steering Committee to recommend to this Council an Organizational Plan, setting forth all City positions by title, the number of authorized positions for each title, and the pay grade or pay range number for each position;

**WHEREAS**, the Administrative Steering Committee met on December 14, 2022, and has recommended the required Organizational Plan for 2023 to this Council; and

**WHEREAS**, Section 10.06 of the City Charter requires this Council to approve, by resolution, the recommended Organizational Plan, with or without amendment.

**NOW, THEREFORE, THE CITY OF XENIA HEREBY RESOLVES**, a majority of the members of Council present concurring, that:

**Section 1.** The 2023 Organizational Plan recommended by the Administrative Steering Committee, setting forth position titles, the number of positions for each title, and the pay grade or pay range number for each position, as set forth in the attached Exhibit A, is hereby approved, subject to the availability of funds in the Annual Appropriations Ordinance.

**Section 2.** It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including ORC 121.22.

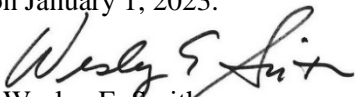
**Section 3.** Resolution 2022-GG is hereby repealed in its entirety.

**Section 4.** This Resolution shall become effective on January 1, 2023.

Passed: December 28, 2022

Attest:

  
Michelle D. Johnson  
City Clerk

  
Wesley E. Smith  
President, Xenia City Council

Classification	Position	Full-Time	Part-Time	Pay Grade or Range No.
<b>CITY MANAGER'S OFFICE</b>				
UNC	City Manager	1	0	Set by Council
UNC	Assistant City Manager	1	0	PG 008
UNC	Secretary to the City Manager	1	0	PG 003
<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>				
UNC	Administrative Services Director	1	0	PG 007
<b>SUPPORT SERVICES DIVISION</b>				
C	Secretary	2	0	RN 412
<b>PUBLIC RELATIONS DIVISION</b>				
UNC	Public Relations Coordinator	1	0	PG 004
<b>INFORMATION TECHNOLOGY DIVISION</b>				
UNC	Chief Technology Officer	1	0	PG 006
UNC	Network Administrator	1	0	PG 005
UNC	Systems Administrator	1	0	PG 005
C	IT Technician	1	0	RN 414
C	Management Analyst	1	0	PG 003
<b>DEPARTMENT OF DEVELOPMENT SERVICES</b>				
UNC	Development Services Director	Filled by Asst. City Manager (XCC 219.02(b)(9))		
<b>COMMUNITY DEVELOPMENT DIVISION</b>				
UNC	Community Development Coordinator	1	0	PG 004
<b>ECONOMIC DEVELOPMENT DIVISION</b>				
UNC	Economic Development Coordinator	1	0	PG 006
<b>PLANNING &amp; ZONING DIVISION</b>				
UNC	City Planner	1	0	PG 006
C	Code Enforcement Officer	2	0	PG 003
<b>BUILDING DIVISION</b>				
UNC	Chief Building Official	Filled by contracted services (XCC 234.02(a))		
<b>DEPARTMENT OF PUBLIC SAFETY</b>				
<b>POLICE DIVISION</b>				
UNC	Police Chief	1	0	PG 007
UNC	Police Major	2	0	PG 006
C	Police Sergeant	7	0	RN 224
C	Police Officer	40	0	RN 215
C	Police Service Aide	4	0	RN 414
<b>FIRE &amp; EMS DIVISION</b>				
UNC	Fire & EMS Chief	1	0	PG 007
UNC	Deputy Fire & EMS Chief	1	0	PG 006
C	Fire Inspector	0	1	PG 004
C	Fire & EMS Captain	3	0	RN 327
C	Fire & EMS Lieutenant	6	0	RN 324
C	Firefighter	33	0	RN 315

C = Classified  
UNC = Unclassified

PG = Pay Grade  
RN = Range Number

Classification	Position	Full-Time	Part-Time	Pay Grade or Range No.
<b>DEPARTMENT OF PUBLIC SAFETY</b>				
EMERGENCY COMMUNICATIONS DIVISION				
UNC	Emergency Communications Administrator	1	0	PG 007
C	Emergency Communications Operator	20	0	RN 312
UNC	Public Safety Technology Officer	1	0	PG 006
UNC	Public Safety Technology Specialist	1	0	PG 005
<b>DEPARTMENT OF PUBLIC SERVICE</b>				
UNC	Director of Public Service/City Engineer	1	0	PG 008
UNC	Assistant City Engineer	1	0	PG 006
C	Engineering Project Manager	1	0	PG 005
C	GIS Analyst	1	0	PG 004
C	Management Analyst	1	0	PG 003
C	PS Maintenance Supervisor – Utilities & Streets	1	0	PG 005
C	PS Maintenance Supervisor – Facilities & Fleet	1	0	PG 005
C	Electrician	1	0	RN 117
C	Equipment Operator II	3	0	RN 116
C	Equipment Operator I	1	0	RN 114
C	Maintenance Worker	22	0	RN 112
UNC	Unskilled Laborer	0	2	PG 001
UNC	Facility & Ground Attendant	1	3	PG 001
C	Equipment Mechanic	2	0	RN 115
C	Water Treatment Plant Supervisor	1	0	PG 005
C	Water Treatment Plant Operator I	5	1	RN 114
C	Water Treatment Plant Operator II	1	0	RN 117
C	Wastewater Treatment Plant Supervisor	1	0	PG 005
C	Wastewater Treatment Plant Operator I (w/out EPA cert. II)	3	0	RN 114
C	Wastewater Treatment Plant Operator I (with EPA cert. II)	1	0	RN 115
C	Wastewater Treatment Plant Operator II	2	0	RN 117
C	Treatment Plant Lab Technician I	1	0	RN 117
C	Treatment Plant Lab Technician II	1	0	RN 118

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Classification	Position	Full-Time	Part-Time	Pay Grade or Range No.
<b>DEPARTMENT OF LAW</b>				
UNC	Law Director	1	0	Set by Council
UNC	Assistant to the Law Director	1	0	PG 002
<b>CITY PROSECUTION DIVISION</b>				
UNC	City Prosecutor	1	0	PG 006
<b>VICTIM ADVOCATE DIVISION</b>				
UNC	Victim Advocate Supervisor	1	0	PG 005
C	Victim Advocate	2	1	PG 003
<b>DEPARTMENT OF FINANCE</b>				
UNC	Finance Director	1	0	Set by Council
UNC	Assistant Finance Director	1	0	PG 007
C	Finance Technician	1	0	RN 416
<b>ACCOUNTING DIVISION</b>				
C	Finance Clerk – Accounts Payable	1	0	RN 414
<b>ACCOUNTS RECEIVABLE &amp; BILLING DIVISION</b>				
UNC	Accounts Receivable Manager	1	0	PG 005
C	Finance Clerk – A/R	4	0	RN 412
<b>TAX DIVISION</b>				
UNC	Tax Administrator	Filled by contracted services (XCC 254.02(a))		
<b>PAYROLL &amp; BENEFITS DIVISION</b>				
C	Finance Clerk – Payroll	1	0	RN 414
<b>CITY CLERK'S OFFICE</b>				
UNC	City Clerk	1	0	Set by Council
UNC	Office Aide (Recording Clerk)	0	2	PG 001
<b>XENIA MUNICIPAL COURT</b>				
UNC	Court Administrator	1	0	Set by Judge
UNC	Magistrate	1	0	Set by Judge
UNC	Clerk of Courts	1	0	PG 006
UNC	Chief Deputy Clerk	1	0	Set by Clerk of Court
UNC	Deputy Clerk	7	0	Set by Clerk of Court
UNC	Chief Bailiff	1	0	Set by Judge
UNC	Bailiff	2	0	Set by Judge
UNC	Chief Probation Officer	1	0	PG 004
UNC	Probation Officer	5	0	PG 003
UNC	Court Reporter	1	0	PG 003

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The following positions have been created by Council pursuant to the City's Administrative Code, but are not currently a part of the City's Organizational Plan:

- Personnel Management Administrator (Admin. Services Dept., Personnel Management Division)
- Assistant Public Safety Director (Public Safety Dept.)
- Police Cadet (Public Safety Dept., Police Division)
- Fire & EMS Cadet (Public Safety Dept., Fire & EMS Division)
- Emergency Communications Supervisor (Public Safety Dept., Emergency Communications Division)
- Public Safety Technology Analyst (Public Safety Dept., Emergency Communications Division)
- Deputy City Clerk (Finance Dept., City Clerk's Office)