

ORDINANCE NO. 5, 2015 SERIES

AN ORDINANCE AMENDING CHAPTER 37, PERSONNEL AND CHAPTER 40, POLICE DEPARTMENT AND FIRE DEPARTMENT,
SECTIONS 37.31, 40.24, 40.30, 40.32 and 40.36
OF THE CITY OF FRANKFORT CODE OF ORDINANCES REGARDING FIRE DEPARTMENT PERSONNEL

WHEREAS, Section 37.31(E) of the City of Frankfort Code of Ordinances contains the job classifications of the City, and Sections 40.24, 40.30, 40.32 and 40.36 of the City of Frankfort Code of Ordinances concerns the provisions applicable to the position of Lieutenant in the Fire Department.

WHEREAS, the Board of Commissioners in order to promote administrative efficiency and avoid unnecessary redundancy in duties, desires to eliminate the position of Lieutenant from the City of Frankfort Fire Department.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF FRANKFORT BOARD OF COMMISSIONERS, that Chapter 37, Section 37.31(E) and Chapter 40, Sections 40.24, 40.30, 40.32 and 40.36 of the City of Frankfort Code of Ordinances are hereby amended as follows.

§37.31(E) The following job classifications and their assigned pay grades are authorized, and this list includes the official job code, official job title and the assigned pay grade.

JOB CLASSIFICATIONS

<i>Job Code</i>	<i>Job Title</i>	<i>Pay Grade</i>
Administrative Job Family		
1001	Office Assistant	67
1003	Administrative Secretary	68
1005	Administrative Specialist	71
1007	Administrative Aide	73
1009	Office Manager	75
1015	Accounting Clerk	68
1017	Accounting Specialist I	70
1019	Accounting Specialist II	73
1021	License Enforcement Officer I	71
1023	License/Tax Enforcement Officer II	73
1025	License Fee Administrator	76
1027	Accounting Manager	85
1029	Purchasing Agent/Deputy Director	88
1031	HR Assistant	73
1035	HR Specialist	75
1037	Payroll Specialist	74
1051	E911 Telecommunicator I	71
1052	E911 Telecommunicator I Assistant TAC	72
1053	E911 Telecommunicator I TAC	73
1054	E911 Telecommunicator II	73
1055	E911 Telecommunicator II Assistant TAC	74
1056	E911 Telecommunicator II TAC	75
1057	E911 Mapping Coordinator/Telecommunicator	73
1058	E911 Manager	86
1061	Project Specialist	82
1063	Grants Manager	84
1071	Computer System Technician I	81
1073	Computer System Technician II	82
1074	Network System Administrator	86

1075	GIS Technician	82
1077	GIS Analyst I	84
1078	GIS Analyst II	85
1079	Computer Specialist	90
1081	Engineering Tech I	82
1083	Engineering Tech II	84
1085	Staff Engineer	85
1087	Senior Engineer	87
1088	City Clerk	91
1089	City Solicitor/Attorney	104
1090	HR Director	97
1091	Finance Director	114
1092	Planning & Building Codes Director	114
1093	Public Works Director/P.E.	114
1094	IT Director	114

<i>Job Code</i>	<i>Job Title</i>	<i>Pay Grade</i>
1095	Sewer Director/P.E.	114
1096	Parks & Recreation Director	114
1097	Police Chief	114
1098	Fire Chief	114
1099	City Manager	114
Planning and Building Codes Job Family		
2001	Code Enforcement Technician	73
2003	Code Enforcement Inspector I	75
2005	Code Enforcement Inspector II	76
2007	Code Enforcement Suprvr/Bldg Insp	83
2008	Code/Building Inspection Supervisor	84
2011	Building Inspector I	75
2013	Building Inspector II	78
2015	Building Inspector III	80
2021	Electrical Inspector I	79
2023	Electrical Inspector II	81
2031	Staff Planner I	76
2033	Staff Planner II	78
2035	Planning Supervisor	84
Public Works/Sewer Job Family		
3001	Building Maintenance Worker	64
3003	Public Works Tech I	66
3004	Public Works Tech II	67
3005	Public Works Tech III	71
3006	Public Works Tech IV	75

<i>Job Code</i>	<i>Job Title</i>	<i>Pay Grade</i>
3007	Deputy Director Public Works	90

3011	Mechanic Assistant	69
3012	Mechanic I	73
3013	Mechanic II	75
3014	Mechanic III	77
3016	Recycle Coordinator	71
3017	Transit Driver	71
3020	Sustainability Coordinator	79
3021	Street Foreman	78
3022	Sanitation Foreman	78
3023	Transit Foreman	78
3024	Garage Foreman	78
3025	Building Maintenance Foreman	78
3026	Street Superintendent	85
3027	Sanitation Superintendent	85
3028	Transit Superintendent	85
3029	Fleet Maintenance Superintendent	85
3030	Plant Operator Trainee	66
3031	Plant Operator I	68
3032	Plant Operator II	71
3033	Plant Operator III	74
3034	Plant Operator IV	77
3035	Licensed Electrician	77
3036	Maintenance Tech I	66
3037	Maintenance Tech II	67

<i>Job Code</i>	<i>Job Title</i>	<i>Pay Grade</i>
3038	Maintenance Tech III	71
3039	Maintenance Tech IV	75
3040	Sewer Tech I	66
3041	Sewer Tech II	67
3042	Sewer Tech III	71
3043	Sewer Tech IV	75
3044	Field Inspector I	77
3045	Field Inspector II	80
3046	Electrician Assistant	73
3047	Health, Safety & Training Specialist I	75
3048	Health, Safety & Training Specialist II	80
3051	Lab Tech Trainee	66
3052	Lab Tech I	68
3053	Lab Tech II	71
3054	Lab Tech III	74
3055	Lab Tech IV	77
3056	Pre-Treatment Coordinator/Chemist	85
3060	Pump Maintenance Foreman	78
3061	Pump Maintenance Superintendent	85

3062	Collection Maintenance Foreman	78
3063	Collection Construction Foreman	78
3064	Collection System Superintendent	85
3065	Plant Superintendent	85
3066	Water Quality Engineer	90
3067	Deputy Director Collection System	90
3069	Deputy Director of Operations	90
3075	Electronic Technician I	74
3076	Electronic Technician II	76
Parks/Golf Job Family		
4001	Park/Golf Maintenance Worker	66
4003	Park/Golf Maintenance Specialist	68
4004	Park/Golf Maintenance Spec II	70
4005	Golf Course Superintendent	74
4007	Golf Pro/Supervisor	Set by annual contract
4011	Parks Assistant Curator	72
4013	Parks Curator	76
4021	Parks/Forestry Arborist	72
4031	Parks & Recreation Supervisor	80
4032	Parks & Recreation Deputy Director	85
Public Safety Job Family		
5001	Community Services Specialist	71
5005	Patrol Officer I	75
5007	Patrol Officer II	77
5009	Patrol Officer III	78
5011	Police Sergeant	80
5013	Police Lieutenant/Asst Shift Com	83
5015	Police Captain/Shift Commander	86
5017	Police Major/Division Commander	90
5051	Firefighter I	20
5053	Firefighter/EMT II	22
5055	Firefighter/EMT III	23
5057	Fire Sergeant	24
5061	Fire Captain	30
5063	Fire Battalion Chief	32
5065	Assistant Fire Chief	90
5071	Emergency Preparedness Coordinator and E911 Manager	87
5075	Fire Marshal (Civilian)	85
5076	Fire Training Officer (Civilian)	85
5077	Fire Emergency Medical Services Director (Civilian)	87
5078	Fire Public Education Officer (Civilian)	83

40.24 FIRE DEPARTMENT PROMOTIONS.

(A) (1) Upon the request Of the City Manager, the Board of Civil Service shall hold competitive examinations for those employees of the Fire Department for the purpose of establishing an eligibility list for potential promotion to the ranks of Fire Sergeant, Fire Captain, Fire Battalion Chief and Assistant Fire Chief. Employees that will become eligible for promotion within one year following the testing date shall be eligible to take the promotional exam.

(2) Effective July 1, 2012, with the exception of individuals listed on the eligibility list existing as of that date, a candidate for promotion must serve a minimum period of time in the next lower rank with the City Fire Department before the candidate may be promoted to the next higher rank. The minimum periods of service are as follows:

Fire Sergeant - at least 36 months as a Firefighter/EMT II and/or Firefighter/EMT III

Fire Captain ó Before July 1, 2016, at least 24 months as a Fire Sergeant. Effective July 1, 2016, must have at least 36 months as a Fire Sergeant.

Fire Battalion Chief - at least [42] 36 months as a Fire Captain or a combined 36 months as a Fire Captain and/or Fire Lieutenant for those serving as a Lieutenant prior to March 1 2015, and at least 10 years of full-time service in the City Fire Department.

Assistant Fire Chief - at least 12 months as a Fire Battalion Chief

(3) No employee that has been suspended for three or more consecutive or nonconsecutive days (shifts) within 24 months prior to testing will be eligible to participate in the promotional process. No candidate who has received an evaluation with an overall rating of Unsatisfactory or Needs Improvement within the prior 12 months will be eligible to participate in the promotional process.

(4) Satisfying professional standards and/or receipt of professional certifications may be required as prerequisites for promotion provided that adequate notice is provided to promotional candidates.

(5) (5) Vacancies in rank shall be filled as far as is practicable, within 90 days of occurrence. Promotions will be made from the eligibility list certified by the Board of Civil Service. Notwithstanding the above provisions, the position of Fire Chief may be filled by appointment/promotion of a member of the Fire Department holding one of the next two lower ranks (Assistant Chief or Battalion Chief), or by the appointment of a qualified applicant of similar rank who is not a member of the Frankfort Fire Department.

(B) An applicant for promotional appointment in the Fire Department shall sign a completed application on a form to be prescribed by the Human Resources Director and file same with the Human Resources Director as Clerk of the Board of Civil Service at least 15 days prior to the date set for examination, provided that said deadline may be waived by the Civil Service Board for good cause. Notice of promotional examinations shall be by bulletins posted on the bulletin board in the Fire Department. All applicants who filed their applications at least 15 days prior to the time set for the examination and who will, one year from the date set for the examination, be eligible for promotion, shall be eligible to participate in the examination.

(C) Promotional process components.

(1) There shall be four separate components/examinations to determine each candidate's qualifications and fitness for promotion. Scores from the four components shall be combined to create a total score, and the components shall be weighted as follows:

(a) Written Test: 45%.

(b) Performance Assessment: 35%.

(c) Longevity: 10%.

(d) Oral interviews: 10%.

(e) Total: 100%

(2) Written test: Test materials shall be those prescribed by the Fire Chief, shall be pertinent to the duties and responsibilities of the rank being tested, and shall be administered according to accepted standards of public practice. Applicants must score a minimum of 70% on the written exam to continue participating in the promotional process.

(3) Performance assessment: Assessment scenarios shall be designed to measure the applicant's interpersonal skills and judgment. They shall be standardized, realistic, job relevant situations designed to provide valid predictions of future work behavior. The scoring criteria may emphasize competencies involving both technical and nontechnical skills (including common sense, judgment, tactical knowledge and interpersonal behavior). The scoring criteria of the situational responses shall focus on competence as measured by two content scales: task orientation (a measure of the applicant's problem solving ability) and interpersonal skills (a measure of the behaviors used by applicants to relate appropriately to the situations presented).

(4) Longevity: One-half point for each year of unbroken service up to a maximum of 20 years shall be added to the cumulative score of all candidates passing the written test as described under this section.

(5) Oral interviews.

(a) Candidates will be interviewed and scored by a quorum of the Board of Civil Service. If the Board has difficulty convening a quorum, two members of the Board and a fire professional chosen by the Fire Chief may conduct and score the interviews. The applicant shall satisfy the Board that he or she knows and understands the duties of the position applied for and the rules and regulations pertaining thereto. The applicant may be questioned to determine general intelligence and to ascertain any special character traits or aptitudes. The Fire Chief, or his designee, may be interviewed concerning qualifications of each applicant and shall furnish the information as the Board of Civil Service may require.

(b) Any reports as may be required by the Board of Civil Service shall be made available to the Board through the Clerk of the Board. The Board may take into consideration any disciplinary actions or recognitions of performance received by any candidate during the 24 months prior to the interview.

(6) The applicant shall be scored on each of the four components, and the total score then determined by the Human Resources Director, taking into consideration the relative weight of each of the components. Promotional candidates will be deemed to have passed the promotional process if his or her total score of all test components totals a minimum of 70%. Applicants with a total score of less than 70% will not be placed on the eligibility list. A promotional eligibility list for each rank, including the applicant's names and total scores shall be certified by a majority of the Board of Civil Service that participated in the oral interviews to the City Manager as being eligible for promotional appointment to a position in the Fire Department. The eligibility list shall include the final total scores of all applicants.

(7) Promotional eligibility lists shall be valid and remain in full force and effect for one year or until such time as another examination is held and a new eligibility list is certified by the Board of Civil Service to the City Manager.

(D) In case the Board of Civil Service or the City Manager has reason to believe that any applicant whose name is on an eligible list should be removed therefrom on account of incapacity developed subsequent to his or her examination, or for fraud or false statement on his or her part in connection with his or her application or examination, or misconduct of any kind evidencing unfitness, or lack of capacity for proper discipline, the City Manager may before promoting the applicant give him or her notice to show cause before the Board of Civil Service why his or her name should not be dropped from the list, and on the notice he or she shall be given an opportunity to be heard before the Board of Civil Service. If the applicant fails to appear for hearing, or fails to convince the Board of Civil Service that his or her name should be retained on the list, his or her name shall be removed from the eligible list.

(E) The Fire Chief, with the approval of the City Manager, shall select the candidate to be promoted from those candidates on the promotional eligibility list with the three highest scores. A candidate who has been passed over (a lower ranking candidate is promoted) shall be provided a written notice which includes the reasons for the selection that was made. The City Manager will place the promotion of the candidate on the Board of Commissioners' agenda for their approval.

(F) Notwithstanding the personnel ordinance (Chapter 37 of this code) for non-civil service positions, all employees promoted from the eligibility list shall serve a probationary period of 12 months; and no promotion shall be deemed finally made until the employee has satisfactorily served this 12 month probationary period. During the probationary period the employee may be demoted back to his or her previous rank only for good cause, and only upon written recommendation by the Fire Chief and approval by the City Manager and Board of Commissioners.

§ 40.30 DEPARTMENT CREATED.

(A) The Fire Department shall consist of a Chief and such number of Assistant Chiefs, Battalion Chiefs, Captains, ~~Lieutenants,~~ Sergeants, Firefighters and other employees as may be provided for in the annual appropriation ordinance and the budget, or any emergency appropriation ordinance. The position of Lieutenant is eliminated as of February 29, 2015, and all persons serving in that position shall thereafter be reclassified as, and hold the position of, Captain.

(B) The Chief of the Fire Department shall command and supervise the Fire Department of the city and see that their duties are properly performed. In addition, the Chief of the Fire Department shall be authorized and empowered, and it shall be his or her duty, to do and perform all acts and things required by general law, and/or ordinances of the city, to be performed by the Chief of the Fire Department and he or she shall perform other duties as may be required of him or her by the Board of Commissioners or by the ordinances.

(C) There shall be appointed Assistant Chiefs, Battalion Chiefs, Captains, Sergeants, Firefighters and other employees as is provided in the annual appropriation ordinance or by any emergency appropriation ordinance. Each firefighter shall be authorized and empowered, and it shall be his or her duty to do and perform all acts and things required by general law, and/or ordinances of the city, to be performed by firefighters and they shall perform other duties as may be required of them by the Fire Chief or City Manager, or by the ordinances.

§ 40.32 NUMBER OF FIRE PERSONNEL; GRADES AND RATINGS.

(A) The number of individuals comprising the Frankfort Fire Division shall be provided in the annual budget and appropriation ordinance or through any interim appropriation ordinance. The grades and ratings of the personnel comprising the Fire Division shall be divided into the following ranks as hereinafter provided:

- 1) Fire Chief;
- 2) Assistant Chief;
- 3) Battalion Chief;
- 4) Fire Marshal, Fire Training Officer, Emergency Medical Services Director and Fire Public Education Officer as set forth in § 40.36;
- 5) Captain;
- 6) Sergeant;
- 7) Firefighter;
- 8) Firefighter/EMT;
- 9) Civilian personnel as established by annual budget and appropriation ordinance.

§ 40.36 FIRE MARSHAL; FIRE TRAINING OFFICER; EMERGENCY MEDICAL SERVICES DIRECTOR; FIRE PUBLIC EDUCATION OFFICER.

(A) (1) There are hereby created the positions of Fire Marshal, Fire Training Officer, Emergency Medical Services Director, and Fire Public Education Officer with duties as outlined in job descriptions.

(2) These positions, which are established by ordinance and budgetary authority, are duty assignments with temporary status only and those serving in the positions shall retain their permanent rank. At the discretion of the Fire Chief, these positions may be filled from applicants meeting the qualifications as required by the job description, from within or outside the Fire Department ranks. Non-civil service appointees will be classified as civilian personnel and will be subject to all applicable civilian city personnel policies and procedures. The persons shall serve under the direction of the Fire Chief, shall perform duties as may be assigned to them, and are subject to the policies, procedures, rules and regulations of the Fire Department where applicable.

(B) The Fire Marshal, Fire Training Officer, Emergency Medical Services Director, and Fire Public Education Officer shall be compensated at their regular civil service rank grade established by salary ordinance and shall in addition thereto receive 9% above grade. The differential work hour pay is provided in exchange for duty performance on a 37.5-hour workweek (five 7.5-hour workweek days) in lieu of the fire duty hours, as outlined in KRS 95.500. Vacation and sick leave shall accrue on the basis of a 37.5 workweek.

(C) Effective June 1, 2012 employees newly assigned to these positions shall be compensated at the pay grades as follows:

Fire Marshal - Equivalent to Fire Captain
Fire Training Officer - Equivalent to Fire Captain
Emergency Medical Services Director - Equivalent to Fire Battalion Chief
Fire Public Education Officer - Equivalent to Fire -Sergeant

(D) Employees assigned to these positions may at any time be reassigned to platoon positions. Upon such reassignment the employee shall be reoriented to the position he or she formerly held prior to being assigned to the 37.5 hour work week staff position. Employees reassigned to platoon positions shall not be eligible for promotion for a minimum of six months after such reassignment. While serving in the staff/duty assignment position an employee shall not be eligible to participate in the promotional process, but shall retain the rank he or she held when initially assigned.

First Reading on the 26th day of January, 2015.
Final Adoption on the 23rd day of February, 2015.

S/William I. May, Jr.
T/Mayor

Attest:

S/Ramona W. Newman
T/City Clerk

Summary: This ordinance amends Section 37.31(E) of the City of Frankfort Code of Ordinances which contains the job classifications of the City, and Sections 40.24, 40.30, 40.32 and 40.36 of the City of Frankfort Code of Ordinances concerning the provisions applicable to the position of Lieutenant in the Fire Department by eliminating the position of Lieutenant from the City Fire Department and reclassifying all Fire Lieutenants as Fire Captains.

S/Robert C. Moore
T/City Solicitor

Published by Title and Summary March 6, 2015