

CITY OF JEFFERSONTOWN, KENTUCKY  
 JEFFERSON COUNTY, KENTUCKY

ORDINANCE NO. 1277, SERIES 2012

AN ORDINANCE RELATING TO THE AMENDMENT OF ORDINANCE NO. 1188, SERIES 2004, AS AMENDED, RELATING TO COMPENSATION AND CLASSIFICATION OF CITY EMPLOYEES IN THE CITY OF JEFFERSONTOWN, KENTUCKY.

WHEREAS, the City Council has adopted a compensation and classification Ordinance pursuant to KRS 83A.070 (3); and,

WHEREAS, the City Council has reviewed said Ordinance and Amendments and recommended amendments thereto.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JEFFERSONTOWN, KENTUCKY AS FOLLOWS:

SECTION I. Ordinance No. 1188, Series 2004 as amended, is hereby amended as follows:

SECTION I. The following pay grade classification shall be in full force in effect as follows:

PAY GRADE CLASSIFICATION SYSTEM		
PAY GRADE	SALARY/HOURLY	
	Minimum	Maximum
G11	\$10,043/year (\$5.15/hr.) Current Federal or State Minimum Rate/hr.	\$32,600/year (\$16.72/hr.) \$37,500/year (19.23/hr.)
G12	\$20,100/year (\$10.31/hr.)	\$55,300/year (\$28.36/hr.) \$63,600/year (\$32.61/hr.)
G13	\$30,100/year (\$15.44/hr.)	\$66,500/year (\$34.10/hr.) \$76,500/year (\$39.22/hr.)
G13(a)	\$30,100/year (\$15.44/hr.)	\$71,500/year (\$36.67/hr.)
G14	\$45,000/year (\$23.08/hr.)	\$100,600/year (\$51.59/hr.) \$115,700/year (\$59.33/hr.)
G15	\$65,000/year (\$33.33/hr.)	\$119,350/year (\$61.21/hr.) \$137,250/year (\$70.39/hr.)

SECTION II. There are hereby created the following job classifications and pay grades for all employees within the City of Jeffersontown, Kentucky, to wit:

Staff Position				Status
Job Classification/Title	Job Description	Pay Grade	E/N	Current Staffing
<b>Office of Mayor</b>				
City Clerk/Director of Finance <u>Treasurer</u>	Directs operations of City Clerk's office; Clerk of governing body & custodian of records. Responsible for the financial accounts of the City. Management of budget. Cash Flow Management issues. <u>Performs other duties as assigned by the Mayor.</u>	<b>G14</b>	E	1 Full-time
City Attorney	Chief Legal Counsel of the City.	<b>G14</b>	E	1 Full-time
<u>Director of Community Development/Assistant to the Mayor</u>	<u>Assists in directing the growth of a broad based Community Development Strategy, including land use planning, grant procurements and economic development when required by special projects to meet the community's current and future needs. Assists in directing urban renewal, model cities and downtown revitalization functions. Involved in the development of various elements of community planning, including town planning, transportation/access management, neighborhood, land use and recreational/open space. Conducts master planning and land use studies as needed and coordinates consultant selections. Serves as the Mayor's liaison Liaison to state legislators, metro council and state government when requested by the Mayor. Performs other duties as directed assigned by the Mayor.</u>	<b>G14</b>	E	1 Full-time
Executive Assistant	Responsible for handling the secretarial and administrative aspects of the Office of the Mayor. Scheduling appointments, processing paperwork <u>legal and other documents</u> and taking minutes of council meetings and various department meetings. <u>Facilitates requests for services handled by the Mayor's Office and oversees all requests for services for the City. Performs other duties as assigned by the Mayor.</u>	<b>G13</b>	E	1 Full-time
<u>City Communications Manager</u>	<u>Maintains the City's website and social media outlets, including creating and managing website design and content, organization, quality assurance and usability. Coordinates and oversees implementation of the City's standards for print and electronic communication from creative concept and electronic design production to final print or web-based products. Assists with the preparation, submittal and administration of City awarded grants. Facilitates administrative needs of community program. Performs other duties as assigned by the Mayor.</u>	<b>G13</b>	E	1 Full-time

Information Technology/GIS Manager	Responsible for computer systems administration duties, and serves as the liaison to the various departments for computer support and implements policies and procedures for computer system usage and maintenance. Maintains City network of computers and manages software uses and manages the GIS services of the City. Provides mapping and data usage of various GIS collection data for use by City departments. Provides basic training to employees regarding City computer systems and software where applicable. Performs other tasks under the Mayor's supervision.	G13	E	0 1 Full-time
<b>Jeffersontown Economic Development Authority</b>				
Director, Jeffersontown Economic Development Authority	Directs economic/business development initiatives for the City. Responsible for the maintenance and growth of business activity in the City. Provides professional guidance and technical assistance to the Jeffersontown Chamber. Performs other duties as assigned by the Mayor.	G14	E	1 Full-time
Economic Development Manager	Implements business retention and business assistance programs, plans and implements special events for the City. Prepares marketing material for economic development purposes. Performs research and data gathering for economic development. Prepares various publications, maps, and demographic data for the business climate in the City. Provides administrative support to the Director of JEDA. Assists with Business Outreach Programs as directed.	G13	E	1 Full-time
Special Projects Coordinator	Provides oversight of various City-sponsored programs and events such as Gaslight Festival, Pumpkin Fest, Light-Up Jeffersontown. Provides oversight of membership manager database of Chamber membership and assists in updates of Web Site.	G12	E	0 Full-time
<b>Department of Permitting, Planning &amp; Enforcement</b>				
Director, Permitting, Planning & Enforcement	Supervise the work of electrical, housing, and building inspectors, Supervises and manages all building services, functions and activities including building permits, electrical, hvac, housing, and building inspections, provides oversight and utilization of G.I.S. program, interprets and enforces adopted building codes, property maintenance codes, and other City ordinances and plan review and code enforcement. Directs the development and enforcement of land use plans, zoning and subdivisions and manages the development review process of development activities with the City. Performs other duties as assigned by the Mayor.	G14	E	1 Full-time

Permitting, Planning & Enforcement Inspector I	Interprets and enforces compliance with local, state and federal codes and ordinances. Obtains compliance with building, electrical, <u>building maintenance</u> and zoning codes. This position is under the direct supervision of a Development Permitting, Planning & Enforcement Inspector II or the Director. This position serves as an entry-level position.	G12	N	1 Full-time 2 Part-time
Permitting, Planning & Enforcement Inspector II	Interprets and enforces compliance with local, state and federal codes and ordinances. Obtains compliance with building, electrical, <u>hvac</u> and zoning codes. <del>This position is self-directing.</del> Processes various developments' permitting processes. <u>Responsible for a broad range of technical, highly complex inspections directly related to enforcement of protective codes, developmental regulations, and/or contract requirements. Requires knowledge of various building codes, including Uniform building, mechanical, ventilation, indoor air quality codes and various City ordinances. Performs other duties as assigned by Supervisor.</u>	G13	N	1 Full-time
Permitting, Planning & Enforcement/Administrative Assistant	<del>Responsible for processing various applications, data and information for the various departments of City government. Primarily Assists with electrical, building, signage and heating permits, and tax data entry, code enforcement, various Boards and retrieval of information. Assists with development plan intake of applications for review. Provide routine clerical and general office support to various departments but may be assigned to one department for supervision. Duties also include answering phones, greeting visitors, and performing data entry, processing mail and general office tasks as assigned. Cross-trained on Administrative Assistant duties. Able to work proficiently with various computer software. Performs other duties as assigned by Supervisor.</del>	G12	N	1 Full-time
GIS Specialist I	Prepares maps and graphics as directed. Develops templates for data entry as needed by various departments of City government. Analyzes data for inclusion into the City's Geographical Information System (GIS) and monitoring of public works, drainage, police and land use information. <u>Performs other duties as assigned by Supervisor.</u>	G12	N	0 1 Full-time
<b>Department of Public Works</b>				
Director, Public Works	Plans and directs the City Public Works department, including street maintenance, ground maintenance and various other duties associated with Public Works. Plans, administers and coordinates design and construction of public facilities, streets, sidewalks and drainage improvements. <u>Fleet Manager for all City vehicles. Performs other duties as assigned by Mayor.</u>	G14	E	1 Full-time

Assistant Director, Public Works	Supervisory responsibilities for field street maintenance and other operations; directs crew leaders and crews. Maintain records of time and materials, and prepares necessary reports. Performs other tasks and duties as assigned by Director.	G13	E	0 Full-time
Public Works Coordinator/Safety Manager	Supervisory responsibilities for field street maintenance and other operations; directs crew leaders and crews. Responsible for taking phone calls, complaints, request for service and general coordination of public work tasks. Provides data entry of information such as time sheets, complaints, scheduling as directed. Maintains public work record of street maintenance, sidewalk construction, and other various elements of public works and transportation. Provides GIS support to Public Works and proficient in computer software applications for various tasks. OSHA Certified - responsible for Public Works adhering to OSHA Regulations. Performs other tasks and duties as assigned by Supervisor.	G13	E	1 Full-time
Crew Leader I	Provides oversight of a small unit of workers on an assigned basis. Crew Leader I oversees, as directed, Laborer I and Laborer II positions within unit. Performs other tasks and duties as assigned by Supervisor.	G12	N	4-2 Full-time
Crew Leader II	Provides oversight of a small unit of workers on an assigned basis. Crew Leader II oversees, as directed, Skilled Laborer I and, Skilled Laborer II, Labor I and Labor II positions within unit. Performs other tasks and duties as assigned by Supervisor.	G13	N	4-2 Full-time
Laborer I	Under close supervision, performs unskilled labor work. Cuts grass and cleans streets and ditches, and participates in City-sponsored cleanup programs. Performs manual landscape duties and general janitorial duties. Provides litter control throughout the City as needed. Performs other tasks and duties as assigned by Supervisor.	G12 G11	N	2-3 Full-time
Laborer II	Under close supervision, performs unskilled and semi-skilled maintenance and labor work. Responsible for assisting laborers and tradesmen in a variety of work activities. Digs and braces ditches, performs rough masonry work. Paints, erects and maintains street and traffic control devices and assists in all drainage and road repair work. Performs other tasks and duties as assigned by Supervisor.	G12	N	2-3 Full-time
Skilled Laborer I	Under general supervision, performs skilled work in a safe and efficient manner using automotive and construction equipment. Responsible for the safe and efficient operation of backhoe, front-end loaders and similar equipment. Ability to perform general concrete construction. Performs general drainage and road repairs. Performs other tasks and duties as assigned by Supervisor.	G12	N	3-2 Full-time

<b><u>Skilled Laborer 1/ Safety Regulator</u></b>	<u>Under general supervision, performs skilled work in a safe and efficient manner using automotive and construction equipment. Ability to perform general concrete construction. Performs general drainage and road repairs. OSHA Certified - Responsible for Public Works adhering to OSHA Regulations. Performs other tasks and duties as assigned by Supervisor.</u>	<b><u>G12</u></b>	N	<u>1 Full-time</u>
<b>Skilled Laborer II</b>	<u>Under general supervision, performs skilled work in a safe and efficient manner using automotive and construction equipment. Responsible for the safe and efficient operation of backhoe, front-end loaders and similar equipment. Ability to perform general concrete construction. Performs advanced leveling techniques for laying grade, establishing elevations and trained in the proper equipment associated with such activities. Performs other tasks and duties as assigned by Supervisor.</u>	<b><u>G12 G13</u></b>	N	2 Full-time
<b>City Mechanic</b>	<u>Principal person responsible for maintenance of City vehicles &amp; mechanized equipment. Performs other tasks and duties as assigned by Supervisor.</u>	<b>G12</b>	N	2 Full-time
<b>Building Maintenance Worker II</b>	<u>Maintains City-owned buildings and mechanical systems. Provides general maintenance of buildings including electrical, HVAC, plumbing and various other elements of building maintenance. Maintains City street banners, decorations and other various elements of building and facility maintenance as directed. Performs other tasks and duties as assigned by Supervisor.</u>	<b>G12</b>	N	2 Full-time
<b>Senior Landscape Technician</b>	<u>Maintains parks and recreational facilities. Provides general maintenance of open spaces and landscaping of all City owned properties. Performs such technical duties as landscape design and plantings and coordination of proper landscape techniques and turf management. Licensed to apply herbicide and pesticide control. Performs other tasks and duties as assigned by Supervisor.</u>	<b><u>G13 G12</u></b>	N	1 Full-time
<b>Department of Parks, Recreation &amp; Events</b>				
<b><u>Director, Parks, Recreation &amp; Events</u></b>	<u>Plans and directs the programs provided by the Parks and Recreation department. Provides guidance in park master planning, landscape design and various components of City park systems. Manages the various recreational programs and services offered the general public. Grounds maintenance &amp; facility management. Coordinates all phases of various City-sponsored Programs and Events. Performs other duties as assigned by the Mayor.</u>	<b>G14</b>	E	1 Full-time
<b><u>Recreation &amp; Cultural Event Programs Coordinator</u></b>	<u>Plans and directs the various recreational and cultural programs of the parks and facilities of the City parks system. Develops and implements programs for the adults, families and youth of the community. Assists in the coordination of all City-sponsored Programs and Events. Performs other duties as assigned by Supervisor.</u>	<b>G12</b>	N	0 1 Full-time

Building Maintenance Worker-I Facilities Custodian	Performs <u>general</u> cleaning, custodial, and minor maintenance work <u>to assigned</u> ,as needed for all City <u>buildings and/or other</u> facilities. General maintenance includes painting, minor electrical work, replacement of fixtures, light bulbs, and minor plumbing work such as replacing facets, etc. <u>Duties are performed under direct supervision. Also performs other duties as assigned by the Director to assist other departments.</u>	G11	N	1 Full-time
Crew Leader I	Provides oversight of a small unit of workers on an assigned basis. Crew Leader I oversees, as directed, Laborer I and Laborer II positions.	G12	N	0.1 Full-time
Laborer I	Under close supervision, performs unskilled labor work. Cut grass and cleans streets, participates in City-sponsored cleanup programs. Perform manual landscape duties and general janitorial duties. Provide litter control throughout the City as needed.	G12	N	0.1 Full-time
<b>Department of Planning &amp; Design</b>				
Director, Planning & Design/Assistant to the Mayor	Directs the development and enforcement of land use plans, zoning and subdivisions. Directs urban renewal, model cities and housing functions. Develops various elements of town planning and manages the development review process of development activities within the City. Conducts master planning and land use studies as needed and coordinates consultant selections. Provide oversight of City's GIS program and utilization. Provides assistance to the Mayor in general operations of City government, including supervision and management of various City departments as directed by Mayor. Serves as the Mayor's liaison to state legislators, metro council and state government. Performs any other duties as directed by the Mayor.	G14	E	1 Full-time
Information Technology/GIS Manager	Responsible for computer systems administration duties, and serves as the liaison to the various departments for computer support and implements policies and procedures for computer system usage and maintenance. Maintains City network of computers and manages software uses and manages the GIS services of the City. Provides mapping and data usage of various GIS collection data for use by City departments. Provides basic training to employees regarding City computer systems and software where applicable.	G13	E	0 Full-time
GIS Specialist I	Prepares maps and graphics as directed. Develops templates for data entry as needed by various departments of City government. Analyzes data for inclusion into the City's Geographical Information System (GIS) and monitoring of public works, drainage, police and land use information.	G12	N	0 Full-time

<b>Department of Administration</b>				
Office Manager	Develops and administers personnel policies and programs. Maintains personnel files. Processes payroll and accounts payable, and performs routine bookkeeping accounting and related work. Performs other duties as assigned by the Mayor.	G13	E	1 Full-time
Administrative Assistant I	Responsible for processing various applications data and information for the various departments of City government. Assists with electrical, building, signage and heating permits and tax data entry and retrieval of information. Assists with development plan intake of applications for review. Provides routine clerical and general office support to various departments but may be assigned to one department is assigned to Administrative Department for supervision. Primary Duties also include lead person answering phones, greeting visitors, and handling trash complaints and facilities reservations. Also, performing performs data entry, processing mail and general office tasks as assigned. Processes various applications, entering data, and retrieving information as needed. May assist with electrical, building, signage, and heating permits, and tax data entry and retrieval of information. Able to work proficiently with various computer software. Performs other tasks and duties as assigned by Supervisor.	G12	N	1 Full-time
<b>Department of Revenue</b>				
Director, Revenue	Responsible for the collection of the various taxes assessed by the City. Maintains records of tax documents and processes request for refunds and auditing procedures. Coordinates with the Director of Finance to obtain the most accurate information of the revenue. Supervises the Revenue Specialists in developing methods and approaches to audits of existing businesses and property tax assessments. Directs the operations of the Department of Revenue. Responsible for ensuring businesses are compliant with the provisions of Jeffersontown Ordinances. Oversees the processing of tax returns, tax payments and license fees, conducts audits and pursues the collection of delinquent fees and taxes. Maintains account receivable records, including tax documents, correspondence and payment history. Supervises, manages and trains all Revenue Department personnel. Performs other duties as assigned by the Mayor.	G14	E	1 Full-time

Revenue Specialist I	Responsible for assisting the Revenue Specialist II in preparation, distribution and processing of tax bills. Prepares real estate bills, tax payments, researches tax information and assists with audits of tax bills. <u>providing courteous customer service, processing of tax returns, tax payments and performing other collection and audit activities as may be required; Additionally responsible for assisting in the preparation of real estate tax bills, tax returns and business license renewals for mail. Performs other tasks and duties as assigned by Supervisor.</u>	G12	N	1 Full-time & 1/2 Part-time
Revenue Specialist II License & Compliance Inspector	Responsible for ensuring that persons and businesses engaged in trade or business within the City are registered, and compliant with the provisions of Jeffersonstown Ordinances, with the Revenue department. Distributes license fee questionnaires to local businesses, processes completed tax forms and maintains data entry in computer system. Performs audits as determined. Maintains records, files and business information collected. Issues Alcoholic Beverage Control Licenses and advises businesses on procedural issues. Responsible for maintaining real estate property assessments, exemptions and tax lien records. Responsible for managing the City's Alcoholic Beverage Control licensing, enforcement and coordination with state and local ABC departments. Performs other tasks and duties as assigned by Supervisor.	G13	E	1 Full-time
<b>Jeffersonstown Historical Museum</b>				
Director, Jeffersonstown Historical Museum	Develops a strong museum that builds on the community and promotes the history of the City through research, acquisition and creation of articles and documents. Manages the staff and volunteers and creates marketing campaigns to promote the historical museum. Creates guidelines and standards for museum through state and federal assistance. Manages the display and presentation of exhibits. <u>Responsible for the cataloging of artifacts, and documents, keeping in good order for presentation to the public. Conducts research and documents elements of exhibits in order to educate the public on various City history efforts or other exhibits as displayed. Sets up displays and presentation pieces and coordinates public viewing. Performs other duties as assigned by the Mayor.</u>	G13	E	1 Full-time
Curator & Archivist Education & Programming Coordinator	Serves as educational liaison to local schools and various organizations developing a relationship to promote local history and encourage the usage of the Jeffersonstown Historical Museum. <u>Creates programs/presentations for various groups, as well as programming for events to be held at the museum itself, for all ages. Assists with patrons visiting the Museum and assists with general office work. Performs other tasks and duties as assigned by Supervisor.</u>	G12	N	1 Full-time

Assistant Curator for Education	Provides education and training of volunteer staff in the exhibits and proper handling of artifacts and documents. Makes presentations to visitors and guest and coordinates efforts with the Jeffersontown Senior Citizens Center.	G11	N	0 Full-time
<b>Jeffersontown Senior Citizen Center</b>				
Director, Jeffersontown Senior Citizens Center	Provides management of Manages and oversees the Senior Citizen Center, including staffing and volunteers. Assigns tasks, responsibilities, manages and all business and financial aspects of the center. Implements all activities, programs and services, including all financial aspects. Responsible for social programs, including benefits and family counseling. Provides educational, social and recreational opportunities for senior citizens. Performs other duties as assigned by the Mayor.	G13	E	1 Full-time
Data Specialist/Trainer Senior Center Supervisor	Assists the Director with smooth in daily operations of the Senior Citizen Center. Maintains records and correspondence relating to programs, activities and membership. Plans various training programs offered and provides the training of computers and computer software. Assists in charge of opening and closing facility. Maintains JSC website. Assumes responsibilities of Director in their absence. Performs other tasks and duties as assigned by Supervisor.	G12	N	1 Part-time 1 Full-time
Program Coordinator Food Service Coordinator	Assists with the successful operation of the various programs and services offered by the Senior Citizen Center. Schedules volunteers and prepares all materials needed to accomplish daily activities and programs. Oversees breakfast program and monthly calendar of events. Coordinates and implements all functions relating to food served at the Senior Citizens Center. Maintains Health Department standards for receipt of food donations, preserving and/or preparation of all food items, and the cleaning and use of all food related equipment. Performs other tasks and duties as assigned by Supervisor.	G12 G11	N	1 Part-time
Cashier/Receptionist	Greets people visiting members and visitors to the Center, answers phones, provides tours of the facility and information on daily activities, and Performs cashier duties, including the collects collection and data entry of all monies for programs, activities and membership. -Enter names of daily participants at center. -Enters data into computer of all income and balance cash register receipts. Answers phones and m Miscellaneous duties as directed by Supervisor.	G11	N	1 Part-time
Building Maintenance/ Worker- Facilities Driver	Performs cleaning, custodial, and minor maintenance work as needed for all City Senior Citizens facilities Center. General maintenance includes painting, minor electrical work, replacement of fixtures, light bulbs, and minor plumbing work such as replacing facets, etc. Prepares rooms for daily activities. Drives City vehicle for various activities, deliveries and pick-up. Miscellaneous duties as directed by Supervisor.	G11	N	1 Part-time

<b>Jeffersontown Police Department (Command Staff) (This does not include Officers covered by Contract)</b>				
Chief of Police	Ensures the resources of the police department are so managed that its objectives of preservation of the peace, protection of life and property, and enforcement of the laws are achieved economically and effectively. Responsible for planning, development and direction of the department. <u>Directs all functions and operations of the Police Department in an efficient and effective manner to ensure its objectives of preservation of the peace and protection of life and property. Performs administrative and managerial police work of considerable difficulty at the upper management level. Promotes the interests of the Department as a liaison to the Mayor and City Council and through contact with community organizations.</u>	<b>G15</b>	E	1 Full-time
Major (rank)	Acting under administrative direction, performs administrative and managerial police work of considerable difficulty at the upper management level. Responsible for assisting the Chief of Police in all phases of the administration of the Jeffersontown Police department and develops policies and procedures affecting personnel and equipment. Promotes the interests of the department through contact with community organizations. Performs other related duties as required. <u>Assists the Chief of Police in all phases of the administration of the Police Department by performing administrative and managerial police work of considerable difficulty at the upper management level. Knowledgeable of Department policy, procedures, goals and objectives. Promotes the interests of the Department through contact with community organizations. Develops and implements policies and procedures affecting personnel and operations. Performs other related duties as required.</u>	<b>G14</b>	E	3 Full-time
<b>Jeffersontown Police Department (Civil Employee-Non-Civil Service)</b>				
School Program Officers	<u>Will conduct program in schools within the City of Jeffersontown, Kentucky, at the direction of the Chief of Police, and shall not be included in the classified service. Conducts programs in schools within the City of Jeffersontown, Kentucky, at the direction of the Chief of Police, and shall not be included in the classified service. This is a non-exempt position(s).</u>	<b>G12</b>	N	2 Part-time
Information Systems Coordinator (Police)	Performs general computer repair, programming and modifications. Build, maintains and troubleshoots network systems. Retrieves and formats data from databases into reports. Provides GIS related work to assist the efficient operation of the Police Department. <u>Performs other related duties as required.</u>	<b>G13</b>	E	1 Full-time

Telecommunicator	Under general supervision, responsible for handling of law enforcement radio communications. Responsible for terminal equipment associated with LINK/NCIC. Takes telephone complaints and routes calls to correct persons. Aware of unit activity, contacting units periodically to insure officer safety. Receives, prioritizes, and dispatches multiple incoming calls for service and requests from employees and the public. Operates Department telephone and 911 equipment, CAD system, LINK/NCIC terminal, two-way radio system, and other computer programs. Maintains an awareness of unit activity to ensure officer safety and assists officers with requests for information on individuals, property, and vehicles. Performs other related duties as required.	G12	N	4 5 Full-time & 3 Part-time
Relief Police Clerk (Data Entry) Administrative Clerk	Under general supervision performs clerical and telecommunications, data input and filing of documents. Enters information from citations and arrest, offense and collision reports into JPDMS. Handles incoming calls, obtain information from complainants and assist in emergency phone calls. Responsible for daily operations of the Department as assigned, such as: receipt and processing of Open Records requests; maintenance of archives, historical files, employee attendance, payroll, and personnel records; monitor and record budget expenditures and process accounts payable; maintain inventory and database of all department property; record and securely store evidence; maintain confidential background, internal affairs and medical personnel files; create and maintain case files; process citations, collision and offense reports; and date entry. Performs other related duties as required.	G12	N	4 4 Full-time & 1 Part-time
Police Chaplin Community Liaison/Employee Assistance Program Coordinator	Provides support services for the need of various counseling needs and grief, coordinates employee assistance programs and management manages events and activities of the police department. Performs other related duties as required.	G12	E	1 Full-time
E = Exempt Position (salary) N = Non-Exempt Position (hourly)				

SECTION III. That this Ordinance supercedes and repeals all Ordinances in conflict herewith.

SECTION IV. That this Ordinance shall become effective upon passage and publication.

INTRODUCED AND READ AT A MEETING OF THE CITY COUNCIL OF THE CITY OF JEFFERSONTOWN, KENTUCKY AT A MEETING HELD ON THE 18<sup>th</sup> DAY OF April, 2012.

READ, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JEFFERSONTOWN, KENTUCKY AT A MEETING HELD ON THE 7<sup>th</sup> DAY OF May, 2012.

VETOED:

APPROVED:

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BILL DIERUF, MAYOR

  
\_\_\_\_\_  
BILL DIERUF, MAYOR

ATTEST:

Bill Fox  
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BILL FOX, CITY CLERK