

RECORD OF ORDINANCES

Ordinance No. 3817

Passed: November 11, 2025

AN ORDINANCE PROVIDING FOR PERSONNEL CLASSIFICATION AND RATES OF PAY FOR EMPLOYEES OF THE CITY OF WEST CARROLLTON, OHIO, REPEALING ORDINANCE 3785 AND ANY ORDINANCE IN CONFLICT HEREWITHIN.

THE MUNICIPALITY OF WEST CARROLLTON, STATE OF OHIO, HEREBY ORDAINS:

SECTION 1: Personnel Classification

A. Classification Schedule

The following pay rate or range designations are hereby authorized and established for the positions listed below:

1. Regular, Temporary, Provisional, and Seasonal Employees

<u>Position Title</u>	<u>Pay Rate or Range</u>
Account Analyst	\$21.70 - \$29.03 per hour
Administrative Assistant	\$22.23 - \$29.76 per hour
Admissions/Concessions Worker	\$11.47 - \$13.02 per hour
Assistant City Manager	\$4,011.49 - \$5,126.86 bi-weekly (Salaried)
Assistant Finance Director	\$2,888.25 - \$3,691.32 bi-weekly (Salaried)
Assistant Pool Manager	\$12.88 - \$16.21 per hour
<u>Assistant Service Director</u>	<u>\$3,429.43 - \$4,457.58 bi-weekly (Salaried)</u>
Budgetary Accountant	\$24.66 - \$32.96 per hour
Chief Code Enforcement Officer	\$2,418.38 - \$3,240.03 bi-weekly (Salaried)
Clerk of Council	\$8,942.66 (annual)
Clerk of Courts	\$22.72 - \$30.46 per hour
Code Enforcement Officer	\$22.24 - \$29.76 per hour
Deputy Police Chief	\$3,307.54 - \$4,439.80 bi-weekly (Salaried)
Director of Planning & Community Development	\$4,011.49 - \$5,126.86 bi-weekly (Salaried)
Economic Development Director	\$3,429.43 - \$4,457.58 bi-weekly (Salaried)
Engineer	\$3,111.45 - \$3,969.67 bi-weekly (Salaried)
<u>Engineering Technician</u>	<u>\$28.00 - \$41.00 per hour</u>
Finance Director	\$4,011.49 - \$5,126.86 bi-weekly (Salaried)
Fire Chief	\$4,011.49 - \$5,126.86 bi-weekly (Salaried)
General Maintenance Supervisor	\$30.83 - \$43.38 per hour

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<u>Position Title</u>	<u>Pay Rate or Range</u>
Human Resources Specialist	\$2,099.49 - \$3,153.53 bi-weekly (Salaried)
Laboratory Specialist	\$30.83 - \$43.38 per hour
Lifeguard	\$12.88 - \$14.61 per hour
Maintenance Specialist	\$30.83 - \$43.38 per hour
Parks & Recreation Director	<u>\$4,011.49</u> - \$5,126.86 bi-weekly (Salaried)
Part-Time Account Analyst	\$21.70 - \$29.03 per hour
Part-Time Administrative Assistant	\$22.23 - \$29.76 per hour
Part-Time Code Enforcement Officer	\$22.23 - \$29.76 per hour
Part-Time Communications Manager	\$30.92 - \$46.36 per hour
Part-Time Economic Development Director	\$42.86 - \$55.71 per hour
Part-Time Event Coordinator	\$21.21 - \$23.44 per hour
Part-Time Fire Inspector	\$25.22 - \$33.78 per hour
Part-Time Human Resources Manager	\$30.92 - \$46.36 per hour
Part-Time Laborer	\$17.21 - \$20.79 per hour
Part-Time Maintenance Repair Person	\$22.28 - \$30.26 per hour
Part-Time Police Officer	\$35.93 - \$43.96 per hour
Part-Time Records Clerk	\$22.23 - \$29.76 per hour
Part-Time Recreation Programmer	\$15.56 - \$17.79 per hour
Part-Time Special Services Officer	\$22.23 - \$29.76 per hour
Police Chief	\$4,011.49 - \$5,126.86 bi-weekly (Salaried)
Pool Manager	\$16.64 - \$20.19 per hour
Public Works Superintendent	\$3,356.39 - \$5,126.86 bi-weekly (Salaried)
Records Clerk	\$22.23 - \$29.76 per hour
Reserve Police Officer	\$ 1.00 per year
Seasonal Crew Leader	\$12.36 - \$15.06 per hour
Seasonal Laborer	\$12.36 - \$13.72 per hour
Secretary to the City Manager	\$24.66 - \$32.96 per hour
Service Director	\$4,011.49 - \$5,126.86 bi-weekly (Salaried)
Street & Refuse Superintendent	\$30.83 - \$43.38 per hour

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Passed: November 11, 2025

<u>Position Title</u>	<u>Pay Rate or Range</u>
Swim Instructor	\$11.47 - \$13.66 per hour
Tax Administrator	\$2,418.38 - \$3,240.03 bi-weekly (Salaried)
Water & Sewer Supervisor	\$30.83 - \$43.38 per hour
Utility Billing Clerk	\$21.70 - \$29.03 per hour
Utility Superintendent	\$3,356.39 - \$4,432.50 bi-weekly (Salaried)

2. Fire Department

Part-Time Firefighter/EMT – Hourly

<u>Step A</u>	<u>Step B</u>
\$18.40	\$19.24

Part-Time Firefighter/Paramedic – Hourly

<u>Step A</u>	<u>Step B</u>
\$19.77	\$22.18

Fire Captains - Hourly

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
\$25.44	\$26.72	\$28.07	\$29.44	\$30.92	\$32.48	\$34.09

Firefighter/Paramedic – Hourly

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
\$21.68	\$22.94	\$24.20	\$25.44	\$27.24	\$28.70	\$30.50

- a. Employees in paragraph 2 above normally enter at Step "A," but may enter at higher steps at the discretion of the City Manager. Step increases to Steps "B" and "C," after each six months of service, may be granted by the City Manager in light of employee evaluation. Step increases to Step "D," "E," "F," and "G", after each year of service, may be granted by the City Manager in light of employee evaluation. In recognition of superior job performance, the City Manager is authorized to grant step increases in shorter periods of time.

3. City Pay Rate Schedule

Employees in positions listed with a pay range in Section 1 A (1) above shall be paid within the limits of the authorized range set by this Ordinance at the discretion of the City Manager; however, the City Manager shall advise the City Council in writing if an employee is given more than a 5% merit increase per year.

4. Part-Time Employees

Part-time employees, in positions other than those listed herein, shall be compensated at rates to be determined by the City Manager. Such rates, to the extent feasible, should be based on the rates established by this ordinance for similar or like work.

RECORD OF ORDINANCES

Ordinance No. 3817

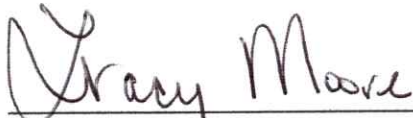
Passed: November 11, 2025

SECTION 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including but not limited to Section 121.22 of the Ohio Revised Code.

SECTION 3: That this Ordinance shall take effect from and after the earliest period allowed by law.

Passed: November 11, 2025

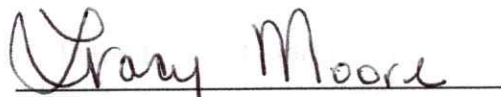

Mayor

Attest: 
Clerk of Council

Effective Date: December 15, 2025

CERTIFICATE

The undersigned, Clerk of Council of the City of West Carrollton, Ohio, hereby certifies the foregoing is a true and correct copy of Ordinance No. 3817, passed by the Council of the City of West Carrollton, Ohio on the 11th day of November, 2025.


Clerk of Council

Dated: November 17, 2025

RECORD OF ORDINANCES

Ordinance No. 3785

Passed: November 26, 2024

AN ORDINANCE PROVIDING FOR PERSONNEL CLASSIFICATION AND RATES OF PAY FOR EMPLOYEES OF THE CITY OF WEST CARROLLTON, OHIO, REPEALING ORDINANCE 3764 AND ANY ORDINANCE IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

THE MUNICIPALITY OF WEST CARROLLTON, STATE OF OHIO, HEREBY ORDAINS:

SECTION 1: Personnel Classification

A. Classification Schedule

The following pay rate or range designations are hereby authorized and established for the positions listed below:

1. Regular, Temporary, Provisional, and Seasonal Employees

<u>Position Title</u>	<u>Pay Rate or Range</u>
Account Analyst	\$21.07 - \$28.18 per hour
Administrative Assistant	\$21.58 - \$28.89 per hour
Admissions/Concessions Worker	\$11.14 - \$12.64 per hour
Assistant City Manager	\$3,894.65 - \$4,977.53 bi-weekly (Salaried)
Assistant Finance Director	\$2,804.13 - \$3,583.81 bi-weekly (Salaried)
Assistant Pool Manager	\$12.50 - \$15.74 per hour
Athletic Program Supervisor	\$11.14 - \$14.04 per hour
Budgetary Accountant	\$23.94 - \$32.00 per hour
Chief Code Enforcement Officer	\$2,347.94 - \$3,145.66 bi-weekly (Salaried)
Clerk of Council	\$8,682.19 (annual)
Clerk of Courts	\$22.06 - \$29.57 per hour
Code Enforcement Officer	\$21.59 - \$28.89 per hour
Deputy Police Chief	\$3,211.20 - \$4,310.49 bi-weekly (Salaried)
Director of Planning & Community Development	\$3,894.65 - \$4,977.53 bi-weekly (Salaried)
Economic Development Director	\$3,329.54 - \$4,327.75 bi-weekly (Salaried)
Engineer	\$3,020.83 - \$3,854.05 bi-weekly (Salaried)
Finance Director	\$3,894.65 - \$4,977.53 bi-weekly (Salaried)
Fire Chief	\$3,894.65 - \$4,977.53 bi-weekly (Salaried)
General Maintenance Supervisor	\$29.93 - \$42.12 per hour
Human Resources Specialist	\$2,038.34 - \$3,061.68 bi-weekly (Salaried)

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Passed: November 26, 2024

<u>Position Title</u>	<u>Pay Rate or Range</u>
Laboratory Specialist	\$29.93 - \$42.12 per hour
Lifeguard	\$12.50 - \$14.18 per hour
Maintenance Specialist	\$29.93 - \$42.12 per hour
Parks & Recreation Director	<u>\$3,390.65 - \$4,977.53 bi-weekly</u> (Salaried)
Part-Time Account Analyst	\$21.07 - \$28.18 per hour
Part-Time Administrative Assistant	\$21.58 - \$28.89 per hour
Part-Time Code Enforcement Officer	\$21.58 - \$28.89 per hour
Part-Time Communications Manager	\$30.02 - \$45.01 per hour
Part-Time Economic Development Director	\$41.61 - \$54.09 per hour
Part-Time Event Coordinator	\$20.59 - \$22.76 per hour
Part-Time Fire Inspector	\$24.49 - \$32.80 per hour
Part-Time Human Resources Manager	\$30.02 - \$45.01 per hour
Part-Time Laborer	\$16.71 - \$20.18 per hour
Part-Time Maintenance Repair Person	\$21.63 - \$29.38 per hour
Part-Time Police Officer	\$34.88 - <u>\$42.68 per hour</u>
Part-Time Records Clerk	\$21.58 - \$28.89 per hour
Part-Time Recreation Programmer	\$15.11 - \$17.27 per hour
<u>Part-Time Special Services Officer</u>	<u>\$21.58 - \$28.89 per hour</u>
Part-Time Vehicle Maintenance Officer	\$16.71 - \$20.18 per hour
Police Chief	\$3,894.65 - \$4,977.53 bi-weekly (Salaried)
Pool Manager	\$16.16 - \$19.60 per hour
Public Works Superintendent	\$3,258.63- \$4,977.53 bi-weekly (Salaried)
Records Clerk	\$21.58 - \$28.89 per hour
Reserve Police Officer	\$ 1.00 per year
Seasonal Crew Leader	<u>\$12.00- \$14.62 per hour</u>
Seasonal Laborer	<u>\$12.00 - \$13.32 per hour</u>
Secretary to the City Manager	\$23.94 - \$32.00 per hour
Service Director	\$3,894.65 - \$4,977.53 bi-weekly (Salaried)
Street & Refuse Superintendent	\$29.93 - \$42.12 per hour
Swim Instructor	\$11.14 - \$13.26 per hour
Tax Administrator	\$2,347.94 - \$3,145.66 bi-weekly (Salaried)
Water & Sewer Supervisor	\$29.93 - \$42.12 per hour
Utility Billing Clerk	\$21.07 - \$28.18 per hour
Utility Superintendent	\$3,258.63- \$4,303.40 bi-weekly (Salaried)

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Passed: November 26, 2024

2. Fire Department

Part-Time Firefighter/EMT – Hourly

<u>Step A</u>	<u>Step B</u>
\$17.86	\$18.68

Part-Time Firefighter/Paramedic – Hourly

<u>Step A</u>	<u>Step B</u>
\$19.19	\$21.53

Fire Captains - Hourly

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
\$24.70	\$25.94	\$27.25	\$28.58	\$30.02	\$31.53	\$33.10

Firefighter/Paramedic - Hourly

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
\$21.68	\$22.94	\$24.20	\$25.44	\$27.24	\$28.70	\$30.50

- a. Employees in paragraph 2 above normally enter at Step "A," but may enter at higher steps at the discretion of the City Manager. Step increases to Steps "B" and "C," after each six months of service, may be granted by the City Manager in light of employee evaluation. Step increases to Step "D," "E," "F," and "G", after each year of service, may be granted by the City Manager in light of employee evaluation. In recognition of superior job performance, the City Manager is authorized to grant step increases in shorter periods of time.

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Part-time employees, in positions other than those listed herein, shall be compensated at rates to be determined by the City Manager. Such rates, to the extent feasible, should be based on the rates established by this ordinance for similar or like work.

SECTION 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including but not limited to Section 121.22 of the Ohio Revised Code.

RECORD OF ORDINANCES

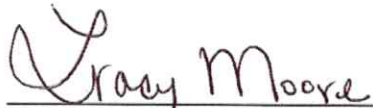
Ordinance No. 3785

Passed: November 26, 2024

SECTION 3: That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health and safety of the Municipality and its inhabitants for the reason that the first pay period of the 2025 fiscal year begins on December 16, 2024, so as to facilitate administration and daily operations, and this ordinance shall take effect on December 16, 2024.

Passed: November 26, 2024


Mayor

Attest: 
Clerk of Council

Effective Date: December 16, 2024

CERTIFICATE

The undersigned, Clerk of Council of the City of West Carrollton, Ohio, hereby certifies the foregoing is a true and correct copy of Ordinance No. 3785, passed by the Council of the City of West Carrollton, Ohio on the _____ day of _____, 2024.

Clerk of Council

Dated: _____