

ORDINANCE NO. 124-24

AN ORDINANCE AMENDING SECTION 31.02 (B)(7) AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO A NEW CLASSIFICATION OF PARKING VIOLATIONS HEARING EXAMINER AND ADOPTING THE JOB DESCRIPTION FOR SAME, AND DECLARING AN EMERGENCY.

WHEREAS: Section 31.02 (B)(7) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Police Department:

(7) POLICE DEPARTMENT

| | | <u>Hourly Rate</u> |
|---|----------------------------------|--------------------|
| 1 | Administrative Asst. – part time | Pay Grade 8A |
| 2 | Communication Operators | Step A of Contract |
| 4 | Records Clerk | Pay Grade 5A |
| 2 | Stationary Load Limit Inspector* | Pay Grade 5A |
| 1 | Parking Meter Attendant** | Pay Grade 58A |
| 1 | Patrol Officer**** | per contract |

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.02 (B)(7) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read, in part, as follows pertaining to the Police Department:

(7) POLICE DEPARTMENT

| | | <u>Hourly Rate</u> |
|----------|--|--------------------|
| 1 | Administrative Asst. – part time | Pay Grade 8A |
| 2 | Communication Operators | Step A of Contract |
| 4 | Records Clerk | Pay Grade 5A |
| 2 | Stationary Load Limit Inspector* | Pay Grade 5A |
| 1 | Parking Meter Attendant** | Pay Grade 58A |
| 1 | Parking Violations Hearing Examiner | \$50.00/hr. |
| 1 | Patrol Officer**** | per contract |

SEC. 2: That the job description of Parking Violations Hearing Examiner is hereby adopted, attached hereto and incorporated herein.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to start certification of fines as soon as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: June 24, 2024

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 25, 2024

SIGNED: Dennis Hanwell
Mayor

**THE CITY OF MEDINA
JOB DESCRIPTION**

ORD. 124-24
Exh. A

TITLE: Parking Violations Hearing Examiner

REPORTS TO: Chief of Police

DEPARTMENT/DIVISION: Police

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification will be responsible for reviewing parking infractions and conducting hearings to adjudicate parking infractions. The role of this individual will involve ensuring due process, impartiality, and fairness in resolution of parking infractions.

ESSENTIAL JOB FUNCTIONS:

Review, monitor and verify the accuracy and validity of parking infractions and any associated fines or penalties.

Schedule and conduct hearings for individuals contesting parking infractions as needed.

Provide a neutral and impartial forum.

Apply relevant laws, regulations, and policies to determine the validity of the citation and the merit of appeal.

Apply legal standards fairly and consistently when making decisions on contested citations.

Maintain accurate records of all hearings in an organized manner, including documentation of evidence presented, witness testimonies, and decisions rendered.

Able to clearly communicate hearing decisions to all involved parties.

Monitor compliance with hearing decisions, including any penalties or corrective actions imposed.

Follow up on outstanding citations and take appropriate enforcement action if necessary.

Ensure that sensitive information is handled in accordance with applicable privacy laws and regulations.

Maintain strict confidentiality regarding hearing proceedings and related documentation.

Coordinate with law enforcement to obtain additional information or clarification on citation-related matters.

Address questions and concerns from appellants and others in a professional and courteous manner.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

An attorney admitted to the practice of law in the State of Ohio in good standing, **OR**

A former law enforcement officer that left in good standing. "Law enforcement officer" includes all officers and positions listed in Section 501.01(k) of the Medina Codified Ordinances.

QUALIFICATIONS:

Knowledge of:

- Understanding of relevant laws, regulations, and procedures governing citation issuance and appeals;
- Operation of standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

Skilled in:

- Adhering to strict deadlines and able to manage multiple cases simultaneously;
- Organization.

Ability to:

- Communicate effectively, both written and verbal, with the ability to convey complex information clearly and concisely in person, over a telephone or by email;
- Read and write reports, correspondence, instructions and other business documents;
- Prioritize multiple tasks and work independently;
- Create and maintain accurate records and reports;
- Interact with people in a professional, courteous and informative manner;
- Be impartial, have integrity and a commitment to upholding due process and fairness in all proceedings;

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the working day at a desk or computer station. The position includes a high incidence of interaction with citizens, government officials and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:

This position may involve interacting with individuals from diverse backgrounds and handling emotionally charged situations with professionalism and sensitivity.

EQUIPMENT USED:

Office equipment but not limited to computer, telephone, calculator, copier, printer and fax machine.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____