

ORDINANCE NO. 2019- 3992

AN ORDINANCE AUTHORIZING THE SAFETY SERVICE DIRECTOR TO AMEND THE POSITION CLASSIFICATION PLAN AND THE EMPLOYEE COMPENSATION PLAN FOR NON-UNION EMPLOYEES TO AMEND THE POSITION OF VICTIM'S ADVOCATE AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FREMONT, STATE OF OHIO:


SECTION 1. The Safety Service Director be authorized to revise the Position Classification Plan to revise the position of Victim's Advocate from part-time to full effective January 1st, 2020. See Position Description attached as Exhibit A.

SECTION 2. The Employee Compensation Plan for non-union employees be amended to reflect the change in status of the Victim's Advocate from part-time to full and to place the Victim's Advocate at Pay Grade 9.

SECTION 3. It is hereby 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 all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 4. The immediate operation of the provisions of this ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of the City of Fremont. Said emergency being the need to begin the hiring process by January 1st, 2020 so as to be compliant with Marsy's Law, an amendment to the Ohio Constitution.

This ordinance, provided it receives a two-thirds yea or nay vote of all the members elected to the Fremont City Council, is hereby declared to be an emergency measure and this ordinance shall be in full force and effect from and after its passage by the Council of the City of Fremont, approval by the Mayor, and publication and posting as required by law.

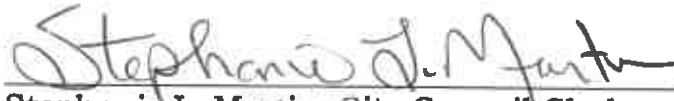


Jamie Hafford
President of Council

PASSED: 12-19-19

Effective date: 12-19-19

YEAS: 7 NAYS: 0



Stephanie L. Martin, City Council Clerk


Daniel R. Sanchez, Mayor

ORD11159

Approved as to form:


James F. Melle, Director of Law
City of Fremont, Ohio

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Victims Advocate	Position Title:	Victims Advocate
Class Number:		Employee Name:	
Dept./Division:	Legal Department	Civil Service Status:	Classified
Reports To:	Law Director	Employment Status:	Full-Time
Pay:	Hourly	FLSA Status:	Nonexempt
Normal Hours:		DOL/O*Net Code:	195.367-018/21-1093.00

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of Bachelor's degree with training in crisis intervention, social services, or related field, plus five (5) months of related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the city's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, personal computer, printer, copy machine, fax machine, telephone, calculator, and other commonly utilized office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; works irregular hours; exerts up to 20 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to ten (10) pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Victims Advocate	Position Title: Victims Advocate
Class Number:	Employee Name:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

- 50% (1) Provides support and crisis intervention services to victims of crime in municipal court (e.g., attends court hearings with victims or as victims' representative; coordinates witnesses when needed; communicates with victims; reviews law enforcement reports; notifies victims of charges, hearing dates, plea offers, judicial release, parole information, etc.); provides victims with the Ohio crime victim's bill of rights pamphlet and, upon request, explains the information in the victim to the victim, the victim's family, or the victim's dependents; provides victims copies of sentencing and judicial release journal entries; etc.).
- 25% (2) Serves as liaison between victim and law director's office, law enforcement, courts, social service agencies, medical personnel, etc.; assesses victim needs and provides support, referrals, and advocacy for victims (e.g. counseling, safe housing, etc.); coordinates services with other agencies; schedules and attends meetings with law director; drives motor vehicle to transport victims as needed.
- 20% (3) Assists victims with various correspondence, compensation applications, and victim impact statements; prepares and maintains documentation on cases.
- (4) Maintains required licensures and certifications.
- (5) Demonstrates regular and predictable attendance.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment).

Knowledge of: departmental goals and objectives*; office practices and procedures; English grammar and spelling; psychology; victim counseling; customer and personal service; criminal justice; law enforcement procedures and methods; federal, state, and local laws; legal terminology; social services policies, programs, rules, and regulations; community resources and services; records management.

Skill in: word processing; computer operation; use of modern office equipment; calculator operation; telephone console operation; motor vehicle operation; giving full attention to what other people are

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Victims Advocate	Position Title:	Victims Advocate
Class Number:		Employee Name:	

saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; actively looking for ways to help people; being aware of others' reactions and understanding why they react as they do; talking to others to convey information effectively; communicating effectively in writing as appropriate for the needs of the audience; reading comprehension; critical thinking; understanding the implications of new information for both current and future problem-solving and decision-making.

Ability to: recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; maintain records according to established procedures; travel to and gain access to work site; develop and maintain effective working relationships; perform job safely; safeguard information of a sensitive or confidential nature; see details at close range (within a few feet of the observer).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have read and fully understand my position description, and that I agree to abide by the requirements set forth. I will perform all of the duties and responsibilities. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)