

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE 2018 QUOTA ORDINANCE (ORDINANCE NO. 8980) FOR THE NORTH LITTLE ROCK ELECTRIC, FINANCE, FIRE, POLICE AND UTILITIES ACCOUNTING DEPARTMENTS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

WHEREAS, the City Council is responsible for establishing the number of employees in each department, and on February 12, 2018, adopted Ordinance No. 8980 establishing job classifications and numbers of employees for each department of the City of North Little Rock for 2018; and

WHEREAS, it has been determined by the City Council that it is necessary from time to time to amend such ordinance to add or delete positions, to correct errors, reorganize departments, reclassify positions, re-title positions, and for other purposes, to increase the efficient operation of the City of North Little Rock; and

WHEREAS, there is a need to add five positions, delete one position and make several title and pay grade changes to positions for the Electric Department; and

WHEREAS, there is a need to move two positions from the Finance Department to the Electric Department; and

WHEREAS, there is a need to add 18 positions to the Fire Department (three Captains, nine Firefighters (Y01) and six Lieutenants (Y02)) and delete 24 positions (Firefighters (Y01X)); and

WHEREAS, there is a need to make three title changes to positions for the Police Department; and

WHEREAS, there is a need to make four title changes to positions for the Utilities Accounting Department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

**SECTION 1:** That Section 12 of Ordinance No. 8980 is hereby amended as follows:

**Editor's note:** Deletions are denoted in "**red**" by ~~striketrough~~. Additions are denoted in "**blue**" by underline.

SECTION 12: That the Electric Department shall consist of ~~one hundred thirty~~  
~~one (131)~~ one hundred thirty-five (135) full-time employees and ~~eight (8)~~ nine (9) part-  
time employees as follows:

General Manager, NEG – 1  
Accounting Clerk Senior, F06A – 3 +1=4, move one from Finance  
Accountant, F11 – 1  
Accounting Clerk III, F05A – 2  
Accounts Receivable Specialist, ~~F05B~~ F05A – 2, pay grade change  
Assistant General Manager, NG – 2  
Administrator of Data Integration, NG – 1  
Auto Mechanic, NG – 1  
Billing Manager, NG – 1, add one position  
Climbing Crew Leader, NG – 4  
Compliance Administrator, NG – 1  
Cost Accountant, NG – 1  
Customer Service Accounting Clerk, F05B– 2  
Customer Service Representative I, F05B – 10  
Customer Service Representative II, F06 – 3  
Customer Service Manager, F10, 1  
Customer Service Supervisor, F09 - 1  
Distribution Design Electrical Engineer, NG – 1  
Distribution Design Supervisor, NG – 1  
Distribution Designer, NG – 1  
Distribution Designer, Sr., NG – 1  
Distribution Engineer, NG – 1  
Distribution Technician, NG – 3  
Lead Distribution Technician, NG – 1, add one position  
Electric Investigator, NG–1  
Energy Services Coordinator, NG – 1  
~~Operations Manager~~ Director of Operations, NG – 1, title change  
Energy Specialist, NG – 1  
~~Business Operations Manager~~ Director of Business, NG – 1, title  
change  
Excavator Lead, NG – 1  
Excavator Assistant, NG – 1  
Executive Office Manager, NG – 1  
~~Finance Officer, F12~~ Director of Financial Operations, NG – 1, add one  
from Finance, title change, pay grade change  
Power Cost Accountant, NG – 1  
General Construction Supervisor, NG – 1  
Hydro Maintenance Supervisor, NG – 1  
Hydro Maintenance Worker, NG – 3  
Hydro Operator, NG – 4  
~~Network Infrastructure Administrator~~ Network Administrator, NG –

1, title change

~~Network Infrastructure Administrator~~ System Administrator, NG – 1,  
title change

~~Information Technology Manager~~ Manager of Desktop Services, NG –  
1, title change

Material Handler, NG – 1

Mapping Specialist, NG - 1

Data Quality Analyst, F06A – 2

~~Meter Data Management/Advanced Meter Infrastructure  
(MDM/AMI) Manager~~ Director of Metering, NG – 1, title  
change

*Adjust three (3) Meter Man positions between Apprentice & Journeyman  
according to the training and experience of employees and vacancies.*

Journeyman Meter Man, NG – 2

Apprentice Meter Man, NG – 1

Lead Journeyman Meter Man, NG – 1, add one position

Milsoft GIS Administrator, NG – 1

Office Assistant II, F04A - 2

Office Assistant III, F05 – 3

~~Operations Manager, NG – 1 - 1 = 0, delete one position~~

Distribution Operator, NG – 5

Safety and Security Manager, NG - 1

Service Supervisor, NG – 1

*Quotas for thirty (30) service positions (Apprentice Lineman, Apprentice  
Street Light Technician, Ground Assistant/Climbing, Journeyman Lineman,  
and Street Light Technician) may be reallocated among the positions  
according to the training and experience of employees and the needs of the  
department.*

Journeyman Lineman, NG – 17

Apprentice Lineman, NG – 4

Ground Assistant/Climbing, NG – 6

Street Light Technician, NG – 1

Apprentice Street Light Technician, NG – 2

Smart Meter Technician, NG – 3

Staff Accountant, NG – 1

Storekeeper, NG - 1

Street Light Supervisor, NG - 1

~~System Electrical Engineer~~ Director of Engineering, NG – 1, title  
change

~~Power Supply Engineer~~ Director of Power, NG – 1, title change

Teller, F05A - 4

Tree Trimmer/Climber, NG – 1

Tree Trimmer/Climber Assistant, NG – 1

Vegetation Management Coordinator, NG – 1

Clerk/Teller, Part-time, HRLY – 8

Safety Director, Part-time, HRLY – 1, add one position

**SECTION 2:** That Section 14 of Ordinance No. 8980 is hereby amended as follows:

**Editor's note:** Deletions are denoted in "**red**" by ~~strikethrough~~. Additions are denoted in "**blue**" by underline.

SECTION 14: That the Finance Department shall consist of ~~fourteen (14)~~ **twelve (12)** full-time employees as follows:

Director of Finance and Budget, NEG - 1  
Accountant, Senior, F12 - 1  
Accounting Clerk III, F05A - 1  
**Accounting Clerk, Senior, F06A - 5 -1=4, move one to Electric**  
Assistant Finance Director, NG - 1  
Assistant Payroll Specialist, F07A -1  
Auditor/Grants Administrator, NEG - 1  
Customer Service Clerk, F05B - 1  
~~Finance Officer (Electric), F12-1 -1 = 0, move one to Electric~~  
Payroll Specialist, F10 - 1

**SECTION 3:** That Section 15 of Ordinance No. 8980 is hereby amended as follows:

**Editor's note:** Deletions are denoted in "**red**" by ~~strikethrough~~. Additions are denoted in "**blue**" by underline.

SECTION 15: That the Fire Department shall consist of ~~one hundred seventy five (175)~~ **one hundred sixty-six (166)** full-time employees (~~172~~ **163** uniformed and 3 non-uniformed) as follows: (Per Ordinance 7615, 1/26/04, is authorized to exceed by 3 the quota of firefighters due to absences caused by military leaves.)

Uniformed:

Chief, NEG - 1  
Assistant Chief, Y04 - 1  
Battalion Chief, Y04 - 3  
**Captain, Y03 - 42 +3=45, add three positions**  
Fire Marshal, Y04 - 1  
**Firefighter, Y01 -57 +9=63, add nine positions**  
~~**Firefighter, Y01X -24 -24=0, delete twenty-four positions**~~  
**Lieutenant, Y02 - 43 +6=49, add six positions**

Non-uniformed:

Executive Secretary, NG – 1  
Office Assistant, Senior, F05A – 1  
Vehicle General Foreman, F10 – 1

\*Note – Positions that are grant-funded (identified by an ending “X”) will be terminated upon the expiration of funding, unless sooner terminated by City Council.

Within the total number of positions authorized, the Fire Department Chief is hereby authorized to temporarily promote six (6) from properly selected Firefighters to the rank of Lieutenant and three (3) properly selected Lieutenants to the rank of Captain for a period that shall not exceed two years from the date of promotion. Persons receiving temporary promotions shall be prioritized for permanent promotions. Persons receiving temporary promotions may, upon the expiration of two years from the date of promotion, be retained in the previous position held. No temporary promotion shall be effective unless or until the person receiving the temporary position signs an acknowledgement that the promotion is temporary in nature and restricted by the terms of this Ordinance.

**SECTION 4:** That Section 22 of Ordinance No. 8980 is hereby amended as follows:

**Editor’s note:** Deletions are denoted in “**red**” by ~~striketrough~~. Additions are denoted in “**blue**” by underline.

SECTION 22: That the Police Department shall consist of two hundred forty (240) full-time employees (201 uniformed and 39 non-uniformed) as follows:

Uniformed:

Chief, NEG – 1  
Assistant Chief, NG – 1  
Captain, X04 - 4  
Lieutenant, X03 –10  
Sergeant, X02 - 25  
Police Officer, X01 – 160

Non-uniformed:

Administrative Secretary F06A- 2  
Automated Systems Assistant, F05 – 1  
Community Service Assistant, F05 – 2  
Community Service Assistant II, F07 - 7  
~~Computer Specialist~~ Helpdesk Specialist, F10 –2 title change  
Database Specialist, F10 – 1  
Executive Secretary, NG - 1  
Fleet Maintenance/Inventory Manager, F05 - 1  
~~Manager of Information Systems~~ Manager of Enterprise

Services, NEG – 1 title change

Media Production Specialist, F09A – 1

~~Network Infrastructure Administrator~~ System Engineer, NG – 1, title change

Office Assistant III, F05 – 11

Office Manager, F10 – 1

Payroll Accounting Clerk, NG – 1

Secretary III, F05A – 4

Victim's Advocate, F08A – 1

Police Athletic League Director, F09A- 1

**SECTION 5:** That Section 27 of Ordinance No. 8980 is hereby amended as follows:

**Editor's note:** Deletions are denoted in "red" by strikethrough. Additions are denoted in "blue" by underline.

**SECTION 27:** That the Utilities Accounting Department shall consist of ten (10) full-time employees as follows:

~~City Services Information Systems Manager~~ Manager of Information Services, NG – 1, title change

Computer Operator, F06A – 2

Database Administrator, NEG – 2

General Manager, F14 – 1

~~Infrastructure Network Administrator~~ Support Administrator, NEG – 1, title change

~~Infrastructure Network Administrator~~ Network Engineer, NEG – 1, title change

~~Sr. Information Services Specialist~~ Helpdesk Specialist, F10 – 2, title change

**SECTION 6:** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**SECTION 7:** That the provisions of this ordinance are hereby declared to be severable and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

**SECTION 8:** That the City Council has determined that the interests of the City and City employees can best be served by the adoption of this ordinance; THEREFORE, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

\_\_\_\_\_

APPROVED:

\_\_\_\_\_

Mayor Joe A. Smith

SPONSOR:

Joe A. Smith  
Mayor Joe A. Smith *by AF*

ATTEST:

\_\_\_\_\_

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields  
Amy Beckman Fields, City Attorney

PREPARED BY THE NLR HUMAN RESOURCES DEPARTMENT/  
FORMATTED BY THE OFFICE OF THE CITY ATTORNEY/kh

FILED	<u>10:44</u>	A.M.	_____	P.M.
By	<u>Amy Fields, City Attorney</u>			
DATE	<u>3/6/18</u>			
<b>Diane Whitbey, City Clerk and Collector</b> North Little Rock, Arkansas				
RECEIVED BY	<u>B. [Signature]</u>			