

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
March 7, 2022

There was a meeting of the Personnel Committee in Council Chambers on February 7, 2022 following the Capital Improvements Committee with these members in attendance:

Jonathan Lang -Chair
Cheri Hottinger- Vice Chair
Mark Labutis
Spencer Barker
Colton Rine

We wish to Report:

1. **Ordinance No. 22-13** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DIVISION OF WATER AND WASTEWATER, BY CREATING THE CLASSIFICATIONS OF UTILITIES ENGINEER, CONSTRUCTION SERVICES MANAGER AND MAINTENANCE TECHNICIAN/OPERATOR AND ELIMINATING THE POSITIONS OF PROJECT ENGINEER, UTILITY OPERATOR AND SECRETARY 1 WITHIN THE DIVISION AND SETTING THE COMPENSATION THEREFORE, AND ESTABLISHING ALL OTHER POSITIONS WITHIN THE DIVISION.

Water Administrator, Roger Loomis – This is a proposal to reclassify two positions and basically form what I am going to call a sub-division of the Engineering Department within the Water Department for some of our projects. Then at the Water treatment Plant the Construction Services position will be a new position we're creating and eliminating the Secretary position which is currently unfilled. The Utility Operator position is un-filled as well. When we originally created our Project Engineer position, the goal of that was to have a resident engineer on projects, because we have several on going projects as you can all see and those will continue on for at least the next 25 years. So, with our Utility Engineer position, he was basically a resident engineer and took the place of us hiring an engineer from a consulting firm. That's been very successful, we've got a very good person in that position. That person in that position could do more for us than some of these construction projects and that's doing some of these reviews that we hire consultants to do .We can cut the time down using consultants by basically having a City Employee do that. It's hard to predict what the savings is going to be on this, it depends on how much time he actually does things. Typically on some of these things I'm paying a consultant somewhere between \$150 and \$175 an hour to do that work. This number will be a lot less for us to do the same thing. Then he would be the supervisor over this , what we are calling Construction Service

Manager. That person would take part of the resident engineer work like on-site being there telling folks what to do and also some survey work. A big portion of that is completing projects. Brian is not here right now, but we have such a struggle finishing projects, that means doing drawings and getting all of the paperwork done. We do a project and then we're on to the next project. This position will help us do that. So, that's the reasoning I've come with this proposal, it's basically two engineering positions. A Utilities Engineer with additional work and a Project Construction Services Manager, someone who is involved in construction who can do the inspections and maybe do some survey work at the end and get that all into drawings and get it done properly. The other position is in the Water Treatment Plant. Currently we have two positions called Utility Operator, we created those 7 or 8 years ago. Kind of a cross between an operator and a maintenance person. What we really need is somebody more in the electronics background. We're creating a Maintenance Technician similar to the Maintenance Mechanic position we have, it's paid the same, pay range 40. The mechanics position is mainly with bearings and greasing and that kind of stuff. This position would be more on the electronics side. We have an Electronics Technician that does all of our programming for all of our monitoring systems and controls and stuff like that. We are currently finishing upgrading all of our monitoring systems and instrumentation and have created a bunch more pieces of equipment to maintain. So, we need somebody who has that level of expertise, hands on experience technician type not someone with a degree in engineering, we need somebody who has experience in electronics and electrical maintenance. As we progress we need less people for turning valves type of things and more people for maintenance type of things, so eliminating a Utility Operator position and making a Maintenance technician position.

Motion to send to full council by Mr. Barker, second by Mr. Rine

Mr. Lang – Mr. Loomis, the net change in your staffing is 1 ½?

Mr. Loomis – It ends up being no change. No additional personnel as far as numbers go, just different positions.

Mr. Lang – And then net cost to the budget?

Mr. Loomis – It's going to be a net savings to us overall. In the end we're seeing significant savings on these projects. I threw a number in there of about \$40,000, but it's a guess. That's my prediction with some of these contracts.

Mr. Lang – So, budget neutral, hopefully some savings and personnel neutral.

Motion passed 5-0

The Personnel Committee is adjourned

Jonathan Lang- Chair