

March 3, 2022

PERSONNEL COMMITTEE

March 7, 2022

Council Chambers

Following Street Committee

Committee and Council Meetings can be viewed by accessing YouTube

*** Due to COVID the meeting location is subject to change based on the current situation*

AGENDA

1. **Consider 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.
2. Other items at the discretion of the chair.

BY: _____

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.

WHEREAS, the Division of Water and Wastewater has had a cause to review their staffing needs and has determined that alteration is warranted in the organization or structure due to changing environmental and workplace needs; and,

WHEREAS, it is necessary to amend the position authorization and classification/pay range tables to accomplish the foregoing objective; and,

WHEREAS, the overall position authorization for division will not change.

WHEREAS, the Personnel Committee considered this matter on March 7, 2022 and recommended that it be considered by full council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO, THAT:

Section 1: The positions of Utilities Engineer, Construction Services Manager and Maintenance Technician/Operator are hereby created.

Section 2: These positions shall be funded by the Wastewater Funds and the Water Funds.

Section 3: The salary of the positions of Utilities Engineer shall be \$105,000 annually, Construction Services Manager shall be \$68,640 annually and the Maintenance Technician/Operator shall be Pay Range 40. These position shall receive all the compensation and benefits set forth in the Statement of Policy for Management and Supervision Exempt Personnel and the AFSCME contract respectively.

Section 4: The position classification/pay range table for the Division of Water and Wastewater will be amended as follows:

Water Treatment Plant

Position Classification	Position Number	Currently Authorized	Amended Authorized	Pay Range
Water Facilities Manager	2.709.210.01	1	1	Salary
Water Fac. Asst. Manager	2.709.220.01	1	1	Salary
Plant Operator	3.709.840.02	1	1	36 - U
Plant Operator	3.709.840.03	1	1	36 - U
Plant Operator	3.709.840.04	1	1	36 - U
Plant Operator	3.709.840.05	1	1	36 - U
Plant Operator	3.709.840.06	1	1	36 - U
Lab Technician/Op	3.709.842.01	1	1	40 - U
Utility Operator	3.709.843.01	1	1	36 - U
Utility Operator	3.709.843.02	1	0	36 - U
Maint. Mech./Operator	3.709.844.01	1	1	40 - U
Instrumentation Tech	4.709.350.01	1	1	53 - HNBU
Maintenance Leader	4.709.694.01	1	1	52 - HNBU
Electro-Mech. Tech.	3.709.330.01	1	1	42 - U
Secretary I	4.709.662.01	0.5	0	30 - HNBU
Maint. Tech./Operator	NEW	0	1	40 - U
Total		14.5	14	

Utilities Maintenance:

Position Classification	Position Number	Currently Authorized	Amended Authorized	Pay Range
Util. Maint. Manager	2.708.210.01	1	1	Salary
Util. Main. Asst. Manager	2.708.220.01	1	1	Salary
Data Technician	3.708.351.01	1	1	36 - U
Utility Operations Supv.	2.708.230.01	1	1	Salary
WD Crew Leader	3.708.865.01	1	1	38 - U
WD Crew Leader	3.708.865.02	1	1	38 - U
Equipment Operator	3.708.832.01	1	1	36 - U
Equipment Operator	3.708.832.02	1	1	36 - U
Line Location Technician	3.708.350.01	1	1	36 - U
WD – Utility Worker	3.708.860.01	1	1	32/36 – U
WD – Utility Worker	3.708.860.02	1	1	32/36 – U
WD – Utility Worker	3.708.860.03	1	1	32/36 – U
WD – Utility Worker	3.708.860.04	1	1	32/36 – U
WD – Utility Worker	3.708.860.05	1	1	32/36 – U
SS Crew Leader	3.715.865.01	1	1	38 - U
SS Crew Leader	3.715.865.02	1	1	38 - U
SS – Utility Worker	3.715.860.01	1	1	32/36 - U
SS – Utility Worker	3.715.860.02	1	1	32/36 - U
SS – Utility Worker	3.715.860.03	1	1	32/36 - U
SS – Utility Worker	3.715.860.04	1	1	32/36 - U
Total		20	20	

Water Administration:

Position Classification	Position Number	Currently Authorized	Amended Authorized	Pay Range
Water Administrator	2.706.210.01	1	1	Salary
Project Manager	2.706.231.01	1	1	Salary
Utilities Engineer	NEW	0	1	Salary
Project Engineer	2.706.232.01	1	0	Salary
Business Manager	2.706.230.01	1	1	Salary
Financial Secretary	4.706.662.02	1	1	32 - HNBU
Construction Services Man.	NEW	0	1	Salary
Customer Service Coordinator	3.706.250.01	1	1	42 - U
Acct. Clerk 1 – PT	3.706.601.03	0.5	0.5	28 – U
Cust. Acct. Rep.	3.706.617.01	1	1	31 – U
Cust. Acct. Rep.	3.706.617.02	1	1	31 – U
Cust. Acct. Rep.	3.706.617.03	1	1	31 – U
Cust. Acct. Rep.	3.706.617.04	1	1	31 – U
Cust Acct. Rep.	3.706.617.05	1	1	31 – U
Cust. Acct. Rep.	3.706.617.06	1	1	31 - U
Environmental Systems Tech.	3.706.330.01	1	1	40 - U
Training Safety Coord.	3.706.655.01	1	1	44 – U
Systems Analyst	3.706.695.01	1	1	48 - U
Total		15.5	16.5	
Water Meter Technician	3.707.350.01	1	1	38 - U
Water Meter Cust. Rep.	3.707.846.01	1	1	36 – U
Water Meter Cust. Rep.	3.707.846.02	1	1	36 - U
Total		3	3	

Wastewater Treatment Plant:

Position Classification	Position Number	Currently Authorized	Amended Authorized	Pay Range
WW Facilities Manager	2.713.210.01	1	1	Salary
WW Facilities Asst. Man.	2.713.220.01	1	1	Salary
Instrumentation Tech.	4.713.350.01	1	1	53 – HNBU
Maint. Leader	4.713.694.01	1	1	52 - HNBU
Electro-Mech. Tech.	3.713.330.01	1	1	42 – U
Maint. Mech./ Oper.	3.713.844.01	1	1	40 – U
Operations Technician/Op.	3.713.340.01	1	1	38 – U
WWTP Operator/OIT	3.713.840.01	1	1	28/36 – U
WWTP Operator/OIT	3.713.840.02	1	1	28/36 – U
WWTP Operator/OIT	3.713.840.03	1	1	28/36 – U
WWTP Operator/OIT	3.713.840.04	1	1	28/36 – U
WWTP Operator/OIT	3.713.840.05	1	1	28/36 – U
WWTP Operator/OIT	3.713.840.06	1	1	28/36 – U
WWTP Operator/OIT	3.713.840.07	1	1	28/36 – U
WWTP Utility Operator	3.713.843.01	1	1	36 - U
WWTP Utility Operator	3.713.843.02	1	1	36 - U
Secretary 1	4.713.662.01	0.5	0	30 – HNBU
Total		16.5	16	
Chemist	2.714.250.01	1	1	Salary
Laboratory Technician	3.714.330.01	1	1	42 – U
Ind. Waste Insp./Operator	3.714.841.01	1	1	36 - U
Total		3	3	

Section 5: This ordinance shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day of _____

PRESIDENT OF COUNCIL

ATTEST: _____

Clerk of Council

DATE FILED WITH MAYOR _____

DATE APPROVED BY MAYOR _____

APPROVED AS TO FORM _____

Director of Law