

February 3, 2022

PERSONNEL COMMITTEE

February 7, 2022

Council Chambers

Following Capital Improvements 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. **Discussion on Ordinance No. 20-16-C** That was Tabled in Council on 1/18/22 until 2/22/22 Council Meeting

20-16-C AN ORDINANCE SETTING COMPENSATION AND STATING POLICY WITH RESPECT TO CERTAIN POSITIONS WITHIN THE OFFICE OF THE CLERK OF THE LICKING COUNTY MUNICIPAL COURT OF THE CITY OF NEWARK, OHIO AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT

2. Other items at the discretion of the chair.

ORDINANCE NO. 20-16-C

BY: _____

AN ORDINANCE SETTING COMPENSATION AND STATING POLICY WITH RESPECT TO CERTAIN POSITIONS WITHIN THE OFFICE OF THE CLERK OF THE LICKING COUNTY MUNICIPAL COURT OF THE CITY OF NEWARK, OHIO AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT

WHEREAS, by virtue of Newark City Charter Article 3.07 the Newark City Council has the authority by ordinance or resolution to determine and fix the salaries and compensation of municipal employees and elected officials; and,

WHEREAS, the Clerk of the Municipal Court has conducted a review of salaries for certain positions in the Office of the Clerk in other jurisdictions and has determined it is necessary to revise the annual compensation structure for such employees within the office in order to provide for appropriate compensation for services performed and to stem the tide of turnover in critical positions as a result thereof; and,

WHEREAS, this matter was addressed by the Personnel Committee at a regularly scheduled meeting thereof which recommended consideration of passage by full Council.

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

SECTION ONE: This legislation affects those individuals and positions as listed in Exhibit A only and shall include any replacements for those individuals listed, including any new hires.

SECTION TWO: There is hereby created within the Office of the Clerk of the Municipal Court the position of Deputy Clerk/Information Technology Coordinator with a strength authorization of one (1) which shall be in the unclassified service and entitled to the compensation set forth in the attached Exhibit A and shall be entitled to ALL the rights and benefits as well as the group medical, dental, vision, and other insurance coverage set forth in the statement of policy for Hourly, Non-Bargaining Unit employees.

SECTION THREE: With respect to the positions of Deputy Clerk, Senior Deputy Clerk, Information Technology Coordinator, Deputy Clerk/Information Technology Coordinator and Office Manager, the annual salary table as set forth on the attached Exhibit A shall apply as of the effective date of this legislation unless otherwise noted

SECTION FOUR: The positions of Deputy Clerk, Senior Deputy Clerk, AND OFFICE MANAGER shall be entitled to ALL the rights and benefits as well as the group medical, dental, vision, and other insurance coverage as currently in effect under the same conditions as

now or hereafter stated in the applicable Employee Policy Statement previously adopted by this Counsel, which coverage shall be available to any appointee or replacement for the current person(s) occupying such position(s). THE CURRENT OCCUPANT OF THE INFORMATION TECHNOLOGY COORDINATOR POSITION SHALL CONTINUE TO BE ENTITLED TO ALL THE RIGHTS AND BENEFITS AS WELL AS THE GROUP MEDICAL, DENTAL, VISION, AND OTHER INSURANCE COVERAGE AS SET FORTH IN THE STATEMENT OF POLICY FOR HOURLY, NON-BARGAINING UNIT EMPLOYEES BUT, PURSUANT TO ORDINANCE 08-31 WILL ACCRUE VACATION AT THE RATE APPROVED IN THE 2007-2009 AMINISTRATIVE TECHNICAL EMPLOYEE STATE OF POLICY. IF THE POSITION IS VACATED BY THE CURRENT OCCUPANT, ANY NEW PERSON HIRED INTO THIS POSITION SHALL BE ENTITLED TO ALL THE RIGHTS AND BENEFITS AS WELL AS THE GROUP MEDICAL, DENTAL, VISION, AND OTHER INSURANCE COVERAGE AS SET FORTH IN THE STATEMENT OF POLICY FOR HOURLY, NON-BARGAINING UNIT EMPLOYEES, INCLUDING VACATION ACCRUAL.

SECTION FIVE: This ordinance shall become effective at the earliest time permitted pursuant to Article 4.07 of the Charter of the City of Newark, Ohio.

ADOPTED this _____ day _____, 2020.

President of Council

ATTEST: _____
Clerk of Council

Date filed with Mayor: _____

Date approved by Mayor: _____

Mayor

Approved as to form: _____

Douglas E. Sassen
Director of Law

The amendment could be the following: **MOTION TO AMEND ORD. 20-16 C AS FOLLOWS:**

1. Change the title of the position Information Technology Coordinator to Information Technology Specialist
2. Remove the Deputy Clerk/Information Technology Coordinator from the proposal. (This would save the cost of the total package remaining in this proposal by **\$81,303.04**, per Auditor Bubb's projections.) THE TOTAL COST NOW WILL BE \$70,889.06)

The last attached, **ORD 10-16 C** would be the Ordinance with the proposed amendments.

SUPPORTING INFORMATION FOR CONSIDERATION:
EXHIBIT "A"

WAGE SCHEDULE

POSITION #

	<u>Title</u>	<u>Strength Authorization</u>	<u>Pay Range</u>		
			<u>Current</u>	<u>Proposed</u>	
4.107.672.01	Office Manager	1	35	42	
4.107.671.01 -4.107.671.03	Senior Deputy Clerk	3	28	32	
4.107.670.01 - 4.107.671.14	Deputy Clerk	14	27	31	
4.107.677.01	Information Technology Coordinator	1	43	45	THE TITLE OF THIS POSITION SHOULD BE SPECIALIST
	Deputy Clerk/ Information Technology Coordinator	1	n/a	43	REMOVE THIS POSITION UNTIL A LATER DATE PER THE BELOW

PROJECTED COST OF ORDINANCE THIS WILL SAVE \$81,303.04 LEAVING THE COST AT \$70,889.06 PER AUDITOR BUBB PROJECTIONS.

FYI - THEN SOMEONE SHOULD OFFER A MOTION TO ADOPT ORD. 20-16 C AS AMENDED, IF THAT IS THE PROPER PROCEDURE.

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REMOVE FROM ORD.	Deputy Clerk/ Information Technology Coordinator	1	n/a	43