

October 12, 2023

PERSONNEL COMMITTEE

October 16, 2023

Council Chambers

Following Finance Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 23-53** AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK AUDITOR'S OFFICE BY CREATING THE POSITION OF INTERNAL CONTROLLER AND RECLASSIFYING THE POSITION OF FINANCIAL ANALYST INTO THE MANGEMENT AND SUPERVISORY EXEMPT PERSONNEL UNIT.
2. Other items at the discretion of the chair

BY _____

AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK AUDITOR'S OFFICE BY CREATING THE POSITION OF INTERNAL CONTROLLER AND RECLASSIFYING THE POSITION OF FINANCIAL ANALYST INTO THE MANGEMENT AND SUPERVISORY EXEMPT PERSONNEL UNIT.

WHEREAS, The Auditor has reviewed his staffing needs and has determined that modifications are needed in the existing staff; and

WHEREAS, The Auditor desires to create the position of Internal Controller to assist in meeting the current workplace demands; and

WHEREAS, The Auditor seeks to reclassify the position of Financial Analyst, currently under the Hourly Non-bargaining unit, into the Management and Supervisory Exempt Personnel unit; and

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

WHEREAS, The Personnel Committee of the Newark City Council met on October 16, 2023, and voted to forwarded this matter to full Council for further consideration.

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

Section 1. The full-time position of Internal Controller is hereby created within the Auditor's Office.

Section 2. The position of Internal Controller shall receive compensation and benefits as set forth in the current Hourly Non-Bargaining Policy – Pay Range 33 - \$50,668.80 yearly/\$24.36 hourly.

Section 3. The position of Financial Analyst is hereby reclassified into the Management and Supervisory Exempt Personnel Unit.

Section 4. The position of Financial Analyst shall carry with it the current salary for said position but receive the benefits and protections contained under the Management and Supervisory Exempt Personnel Contract.

Section 5. The strength authorization table for the Auditor's Office is hereby amended as follows:

Position Number	Description	Benefit Group	Current	Proposed	Pay Range
1.104.104.01	Auditor	Elected	1	1	
1.104.124.01	Deputy Auditor	Appointed	1	1	
2.104.230.01	Accounting Manager	MGMT EXEMPT	1	1	
3.104.602.01	Account Clerk 2	AFSCME FT	1	1	
3.104.603.01	Auditor's Clerk	AFSCME FT	1	1	
3.104.611.01	Payroll Specialist	AFSCME FT	1	1	
4.104.669.01	Financial Analyst	MANAGEMENT AND SUPERVISORY	1	1	
4.104.670.01	Internal Controller	NON -BARG FT	0	1	33

Section 6. This legislation shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day _____, 2023

PRESIDENT OF COUNCIL

ATTEST: _____

CLERK OF COUNCIL

DTE FILED WITH MAYOR: _____

DATE APPROVED BY MAYOR: _____

MAYOR

FORM APPROVED: _____

TRICIA M. MOORE, DIRECTOR OF LAW

City of Newark Position Description

An equal opportunity employer

POSITION TITLE	DEPARTMENT/DIVISION
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Internal Controller	Auditor
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APPOINTING AUTHORITY	REPORTS TO
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Auditor	Deputy Auditor
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FLSA STATUS	PART-TIME/FULL-TIME
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Non-Exempt	Full-Time
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AFFILIATION	PAY RANGE/SALARY RANGE
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Hourly Non-Bargaining Unit Personnel	Range 33
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SUPERVISORY RESPONSIBILITIES

No

PURPOSE

Performs general office duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES
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- Conduct monthly insurance revenue/expense reconciliation.
- Conduct monthly investment/cash reconciliation.
- Conduct monthly EMS billing reconciliation.
- Maintain yearly GASB Statements for ACFR.
- Maintain debt fund budgeting spreadsheets
- Assist with yearly budget process.
- Create and maintain vendor information within City's New World computer system.
- Process monthly utility vendor invoices.
- Enter daily revenue pay-ins.
- Conduct monthly general ledger/ New World reconciliation.
- Scan and organize departmental documents for the creation of permanent records.
- Maintain Employee P-card and Fuel card data within City's New World computer system.
- Serve as backup for bi-weekly payroll cycle duties.
- Conduct monthly payroll balancing.
- Serve as backup for bi-weekly A/P cycle duties.
- Complete other office duties as assigned.

POSITION REQUIREMENTS

- High School diploma or GED equivalent.
- Knowledge of GAP accounting practices and principles.
- Knowledge of government accounting and funding types.
- Ability to use technology sufficient to perform daily tasks.
- Proficiency in Microsoft Windows and Office applications
- Good verbal communication and public relation skills

<p>The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to the position. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given. Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks.</p>
