

February 1, 2024

PERSONNEL COMMITTEE

February 5, 2024

Council Chambers

Following Capital Improvements Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 24-02** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Safety, DIVISION OF Police BY CREATING THE CLASSIFICATION OF Body Worn Camera Administrator, AND SETTING THE COMPENSATION THEREFORE
2. Consider **Ordinance No. 24-08** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF PUBLIC SERVICE, DIVISION OF CEMETERY AND PARKS BY ABOLISHING THE CLASSIFICATION OF EQUIPMENT OPERATOR AND CREATING THE CLASSIFICATION OF GROUND MAINTENANCE WORKER, AND SETTING THE COMPENSATION THEREFORE
3. Other items at the discretion of the chair

ORDINANCE NO: 24-02

BY: _____

AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Safety, DIVISION OF Police BY CREATING THE CLASSIFICATION OF Body Worn Camera Administrator, AND SETTING THE COMPENSATION THEREFORE

WHEREAS, the Division of Police has had a cause to review their staffing needs and has determined that alteration is warranted in the organization or structure due to changing 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 the division will increase by 1;

and,

WHEREAS, the Personnel Committee considered this matter on 2.5.24, 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 position of Body Worn Camera Administrator is hereby created within the Department of Safety Division of Police

SECTION 2: The position classification/pay range table for the hereby amended as follows: Pay Range 35

SECTION 3: The position of Body Worn Camera Administrator shall receive compensation and benefits as set forth in the current AFSCME L2963 Collective Bargaining Agreement. This position is in the classified service of the City of Newark.

SECTION 4: The authorization table of the Newark Police Non-Uniform Division is amended to reflect the following changes:

**Strength authorization table*

Active	Position #	Description	Department	Benefit Group
Yes	3.155.623.01	Impound Clerk	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.600.01	Account Clerk	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.631.01	Evidence Custodian	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.634.01	Public Safety Officer	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.634.02	Public Safety Officer	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.634.03	Public Safety Officer	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.634.04	Public Safety Officer	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.635.01	Detective Bureau Clerk/Analyst	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.679.01	Information System Coordinator	203 - Police Non-Uniform	AFSCME-FT
Yes	3.203.811.01	Vehicle Maintenance Worker	203 - Police Non-Uniform	AFSCME-FT
Yes	4.203.678.01	Information Tech Specialist	203 - Police Non-Uniform	NON-BARG FT
Yes	4.203.699.01	Criminalist Body Worn Camera	203 - Police Non-Uniform	NON-BARG FT
<i>Proposed</i>	3.203.677.01	<i>Administrator</i>	<i>203 - Police Non-Uniform</i>	<i>AFSCME-FT</i>
Totals			Current	12
			<i>Proposed</i>	<u>13</u>

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 _____

MAYOR

APPROVED AS TO FORM

Director of Law

CITY OF NEWARK, OH POSITION DESCRIPTION

An equal opportunity employer

POSITION TITLE

Body Worn Camera Administrator

DEPARTMENT/DIVISION

Public Safety/Police

APPOINTING AUTHORITY

Safety Director

REPORTS TO

Records Unit Sergeant

FLSA STATUS

Exempt

PART-TIME/FULL-TIME

Full Time

AFFILIATION

AFSCME L2963

PAY RANGE/SALARY RANGE

35

SUPERVISORY RESPONSIBILITIES

No

POSITION DESCRIPTION APPROVAL

Wm. Spurgeon, HR Director

PURPOSE

The employee holding this position performs professional work by providing non-enforcement, administrative, and technical support services to the Newark Division of Polices' Body Worn Camera (BWC) Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review recordings to ensure Newark Division of Police policies and State and Federal laws are followed before releasing BWC recordings.
 - Examples include sensitive footage of victims, juveniles, and suspects and making necessary modifications to protect privacy and safety.
- Assists prosecutors by sending BWC footage through current software programs for felony and misdemeanor cases while ensuring all discovery requests are honored.
- Operate a computer to enter, retrieve, review, and modify data; verifies accuracy of entered data and makes corrections, as needed.
- Perform miscellaneous clerical tasks, such as answering telephone, emails, in-person requests, data entry and etc.
- Provide support for Impound and Payroll Clerks, Information Systems Coordinator and officers with various tasks as needed.

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.

- Complete court-ordered sealed records.
- Send accident reports to Carfax for Police and LexisNexis.
- Complete domestic violence statistics for the Ohio Attorney General & enter them into the OHLEG portal.
- Update offense notification to law enforcement by sending court-ordered changes, dismissals, or the addition of new charge(s) to BCI.
- Maintain Newark Division of Police Records Retention Schedule.
- Perform daily deposit of monetary funds from fees, including fingerprinting, bicycle license, and impounds.
- Other duties as needed.

POSITION REQUIREMENTS

Minimum:

- Valid Ohio Driver's license.
- High School Diploma or GED.
- Above average computer skills including M/S Office Suite, Web-based Applications and various other software applications.
- Demonstrated ability to write and speak effectively.
- Above average public relation/customer service skills.
- Demonstrated ability to prioritize tasks and assignments.
- Ability to successfully complete LEADS certification and Notary Public Commissioning.
- Successfully complete public records law classes.
- Pass a law enforcement background check, including a truth certification examination.

Preferred:

- Two-year degree in – Business Administration, Computer Science, or closely related field.
- Excellent computer skills including M/S Office Suite, video/audio redaction software, and various other software applications.
- Exemplary public relation/customer service skills.
- Certifications - Current Leads certification and Notary Public Commission.
- Experience with handling court orders such as sealing, expunging, and redacting criminal records.
- Experience with public records management systems.

**Documented success and work experience may be an accepted substitute for some position requirements.*

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.

ORDINANCE NO: 24-08

BY: _____

AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Service, DIVISION OF Cemetery and Parks BY ABOLISING THE CLASSIFICATION of Equipment Operator and CREATING THE CLASSIFICATION OF Grounds Maintenance Worker, AND SETTING THE COMPENSATION THEREFORE

WHEREAS, the Division of Cemetery and Parks has had a cause to review their staffing needs and has determined that alteration is warranted in the organization or structure due to changing 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 the division will increase by 0;

and,

WHEREAS, the Personnel Committee considered this matter on _____, 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 position of Grounds Maintenance Worker is hereby created within the Department of Public Service Division of Cemetery and Parks

SECTION 2: The position classification/pay range table for the hereby is amended as follows.

SECTION 3: The position of Grounds Maintenance Worker shall receive compensation and benefits as set forth in the current Pay Range 32 - AFSCME L2963 Collective Bargaining Agreement. This position is in the Classified Civil Service of the City of Newark.

SECTION 4: 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 _____

MAYOR

APPROVED AS TO FORM _____
Director of Law

**Strength authorization table*

Active	Position Number	Description	Department	Benefit Group	Position Status
Yes	2.432.210.01	Superintendent	Cemetery & Parks	Management & Supervisory Exempt	Single
Yes	2.432.211.01	Assistant Superintendent	Cemetery & Parks	Management & Supervisory Exempt	Vacant
Yes	2.432.230.01	Operations Manager	Cemetery & Parks	Management & Supervisory Exempt	Single
Yes	3.432.830.01	Equipment Operator	Cemetery & Parks	AFSCME - Full Time	Single
Yes	3.432.830.02	Equipment Operator	Cemetery & Parks	AFSCME - Full Time	Single
Yes	3.432.830.03	Equipment Operator	Cemetery & Parks	AFSCME - Full Time	Abolish
Yes	3.432.831.01	Grounds Maintenance Worker	Cemetery & Parks	AFSCME - Full Time	Single
Yes	3.432.831.02	Grounds Maintenance Worker	Cemetery & Parks	AFSCME - Full Time	Single
Yes	3.432.831.03	Grounds Maintenance Worker	Cemetery & Parks	AFSCME - Full Time	Single
Yes	4.432.666.01	Office Manager/Account Clerk	Cemetery & Parks	Non-Bargaining Full Time	Single
<i>*New</i>	3.432.831.04	<i>Grounds Maintenance Worker</i>	<i>Cemetery & Parks</i>	<i>AFSCME - Full Time</i>	<i>*Create</i>
				<i>Totals</i>	
				<i>Current</i>	<u>10</u>
				<i>Proposed</i>	<u>10</u>