

February 29, 2024

PERSONNEL COMMITTEE

March 4, 2024

Council Chambers

Following Capital Improvements Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 24-12** AN ORDINANCE SETTING THE COMPENSATION WITH RESPECT TO CERTAIN ELECTED OFFICIALS OF THE CITY OF NEWARK, OHIO FOR THE TERMS BEGINNING JANUARY 1, 2026 AND JANUARY 1, 2028 AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT HEREWITH UPON THE EFFECTIVE DATE

2. Consider **Ordinance No. 24-13** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF PUBLIC SERVICE, DIVISION OF WATER ADMINISTRATION BY THE RE-CLASSIFICATION OF ACCOUNT CLERK PART-TIME, AND SETTING THE COMPENSATION THEREFORE

3. Other items at the discretion of the chair

ORDINANCE NO. 24-12

BY: _____

AN ORDINANCE SETTING COMPENSATION WITH RESPECT TO CERTAIN ELECTED OFFICIALS OF THE CITY OF NEWARK, OHIO FOR THE TERMS BEGINNING JANUARY 1, 2026 AND JANUARY 1, 2028 AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT HEREWITH UPON THE EFFECTIVE DATE

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, Ohio Revised Code Section 731.07 requires that the salary of any officer of a city shall not be increased or diminished during any given term of office; and,

WHEREAS, Newark Codified Ordinance Section 210.10 requires any increase in, diminishment to, or modification of the compensation package of an elected official for an upcoming term of office to be considered and enacted prior to the deadline imposed by the Board of Elections, Secretary of State or other controlling election law for the filing of Petitions of Candidacy to be considered as a candidate for election for the particular office in question; and,

WHEREAS, in light of the deadlines imposed by the Ohio Revised Code and the Newark Codified Ordinance, Council wishes to address the salaries for the positions of the elected officials of the City of Newark, specifically for the office of Treasurer, new term beginning January 1, 2026, and the offices of the Mayor, Auditor, and Director of Law, new terms beginning January 1, 2028; 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: Effective January 1, 2028, the elected Mayor, Auditor, and Director of Law shall be entitled to and shall be paid an annual salary and other compensation in accordance with the attached schedule which compensation shall be applicable to any appointee or replacement for the elected person(s) occupying such position(s).

SECTION TWO: Effective January 1, 2026, the elected Treasurer shall be entitled to and shall be paid an annual salary and other compensation in accordance with the attached schedule

which compensation shall be applicable to any appointee or replacement for the elected person(s) occupying such position(s).

SECTION THREE: The elected Mayor, Auditor, Director of Law shall be entitled to the same group medical insurance coverage as those employees covered under the Hourly Non-Bargaining Unit Employees Policy to be adopted by this Council and in effect January 1, 2028, which coverage shall be available to any appointee or replacement for the elected person(s) occupying such position(s).

SECTION FOUR: The elected Treasurer shall be entitled to the same group medical insurance coverage as those employees covered under the Hourly Non-Bargaining Unit Employees Policy to be adopted by this Council and in effect January 1, 2026, which coverage shall be available to any appointee or replacement for the elected person(s) occupying such position(s).

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

ADOPTED this _____ day _____, 2024.

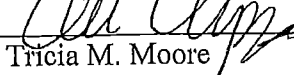
President of Council

ATTEST: _____
Clerk of Council

Date filed with Mayor: _____

Date approved by Mayor: _____

Mayor

Approved as to form: _____

Tricia M. Moore
Director of Law

Elected Officials Wage Schedule
2028-2031

	2028	2029	2030	2031
Mayor	120,904.15	125,740.31	130,769.93	136,000.72
Law Director	134,502.73	139,882.84	145,478.15	151,297.28
Auditor	113,297.34	117,829.23	122,542.40	127,444.10

	2026	2027	2028	2029
Treasurer	21,322.00	22,174.88	23,061.88	23,984.35

ORDINANCE NO: 24-13

BY: _____

AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Service, DIVISION OF Water Administration BY THE RE-CLASSIFICATION OF Account Clerk Part-Time, AND SETTING THE COMPENSATION THEREFORE.

WHEREAS, the Division of Water Administration 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 Account Clerk Part-Time is hereby reclassified within the Department of Public Service Division of Water Administration

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

SECTION 3: The position of Account Clerk Part-Time shall receive compensation and benefits as set forth in the current Pay Range 33 - AFSCME L2963 Collective Bargaining Agreement. This position is in the classified 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	BenefitGroup
Yes	2.706.210.01	Water Administrator	706 - Water Admin	MGMT EXEMPT
Yes	2.706.213.01	Utilities Engineer	706 - Water Admin	MGMT EXEMPT
Yes	2.706.230.01	Business Manager	706 - Water Admin	MGMT EXEMPT
Yes	2.706.231.01	Project Manager	706 - Water Admin	MGMT EXEMPT
Yes	2.706.233.01	Construction Services Manager	706 - Water Admin	MGMT EXEMPT
Yes	3.706.250.01	Customer Service Coordinator	706 - Water Admin	AFSCME-FT
Yes	3.706.330.01	Environmental System Technician	706 - Water Admin	AFSCME-FT
Yes	3.706.601.03	Account Clerk Part Time	706 - Water Admin	AFSCME-FT
Yes	3.706.617.01	Customer Account Representative	706 - Water Admin	AFSCME-FT
Yes	3.706.617.02	Customer Account Representative	706 - Water Admin	AFSCME-FT
Yes	3.706.617.03	Customer Account Representative	706 - Water Admin	AFSCME-FT
Yes	3.706.617.04	Customer Account Representative	706 - Water Admin	AFSCME-FT
Yes	3.706.617.05	Customer Account Representative	706 - Water Admin	AFSCME-FT
Yes	3.706.617.06	Customer Account Representative	706 - Water Admin	AFSCME-FT
Yes	3.706.655.01	Training Safety Coordinator	706 - Water Admin	AFSCME-FT
Yes	3.706.695.01	Systems Analyst	706 - Water Admin	AFSCME-FT
Yes	4.706.662.02	Financial Secretary	706 - Water Admin	NON-BARG FT
No	3.706.600.01	Account Clerk	706 - Water Admin	AFSCME-FT

CITY OF NEWARK POSITION DESCRIPTION

An equal opportunity employer

POSITION TITLE

Account Clerk Part-Time

DEPARTMENT/DIVISION

Service/Water Administration

APPOINTING AUTHORITY

Service Director

REPORTS TO

Business Manager

FLSA STATUS

Non-Exempt

PART-TIME/FULL-TIME

Full-time/Part-time

AFFILIATION

AFSCME Local 2963

PAY RANGE

33

SUPERVISORY RESPONSIBILITIES

No

POSITION DESCRIPTION APPROVAL

Revised HR/WTR 02.26.24

PURPOSE

To efficiently process payments, balance cash drawers and office cash, receive and process daily mail and perform general office duties as required *as well as providing general support to customer service endeavors.*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- *Assists with all phases of the billing and collection process (i.e. computing, collection, posting, etc.)*
- Assists with customer inquiries and issues service orders
- Maintain and balance cash drawer daily
- Process customer payments and miscellaneous water/sewer payments
- Process and balance credit card transactions daily
- Proficient in use of calculator, payment remittance processor and personal computer with applicable office software and Windows programs
- Maintaining files
- Other duties as required

POSITION REQUIREMENTS*Valid OH Driver's License*

High school diploma or GED equivalent; experience handling money and making deposits, working knowledge of office procedures, methods and equipment, general bookkeeping practices and computer knowledge. *Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks*

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.