

June 27, 2024

PERSONNEL COMMITTEE

July 1, 2024

Council Chambers

Following Service Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 24-25** AN ORDINANCE CREATING THE POSITION OF Assistant Director IN THE CITY OF NEWARK, DEPARTMENT OF Community/Economic Development, AND AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF AND SETTING THE COMPENSATION THEREFORE
2. Other items at the discretion of the chair

ORDINANCE NO: 24-25

BY: _____

AN ORDINANCE CREATING THE POSITION OF Assistant Director IN THE CITY OF NEWARK, DEPARTMENT OF Community/Economic Development, AND AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF AND SETTING THE COMPENSATION THEREFORE

WHEREAS, the Department of Community/Economic Development has had cause to review their staffing needs and has determined that the creation of the Position Assistant Director is warranted due to changing workplace needs; and,

WHEREAS, in order to accomplish the foregoing objective, it is necessary to amend the position classification/pay range table for the Department of Community/Economic Development

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 classification/pay range table for the Management and Supervisory Statement of Policy is hereby amended as follows: addition of Assistant Director, Department of Community/Economic Development

SECTION 2: The position of Assistant Director shall receive compensation and benefits as set forth in the current Management and Supervisory Exempt Statement of Policy. This position is in the Classified Exempt service of the City of Newark

SECTION 3: 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*

Yes	1.601.160.01	Director	Comm/Econ Development	Appointed officials	Single
<i>TBD</i>	<i>2.601.126.02</i>	<i>Asst Director</i>	<i>Comm/Econ Development</i>	<i>Management & Supervisory Exempt</i>	<i>Single</i>
Yes	4.601.666.01	Office Manager/ Account Clerk	Comm/Econ Development	Non-Bargaining Full Time	Single
Yes	4.601.693.01	Code Enforcer/Rehab Specialist	Comm/Econ Development	Non-Bargaining Full Time	Single
Yes	8.601.696.01	Grant Writer	Comm/Econ Development	Non-Bargaining Exempt	Single
				<i>Previous Total</i>	<i>4</i>
				<i>Proposed</i>	<i>5</i>

**Revised Management and Supervisory Statement of Policy*

APPENDIX A: CITY OF NEWARK MANAGEMENT AND SUPERVISORY CLASSIFICATIONS

ADULT PROBATION DEPARTMENT

Adult Probation Director
Senior Probation Officer

AUDITOR'S DEPARTMENT

Accounting Manager

CEMETERY/PARKS DIVISION

Superintendent
Asst. Superintendent
Operations Manager

COMMUNITY/ECONOMIC DEVELOPMENT

Assistant Director of Community/Economic Development

ENGINEERING DIVISION

City Engineer
Development Engineer
Senior Engineer
Storm Water Coordinator
Street and Traffic Engineer

HUMAN RESOURCES DEPARTMENT

Assistant Director of Human Resources

INCOME TAX/TREASURER DEPARTMENT

Income Tax Administrator
Tax Office Manager

LAW DIRECTOR DEPARTMENT

Special Services Coordinator

Mayor's Department

Administrative Assistant

SAFETY DEPARTMENT

Property Code Official
Property Maintenance Official/Rehab Specialist Supervisor

STREET MAINTENANCE

Superintendent
Assistant Superintendent
Street Control Operations Manager

WASTEWATER TREATMENT PLANT AND ENVIRONMENTAL LAB DIVISION

Wastewater Facilities Manager
Wastewater Facilities Assistant Manager
Chemist

WATER TREATMENT PLANT DIVISION

Water Facilities Manager
Water Facilities Assistant Manager

WATER DISTRIBUTION/SANITARY SEWER DIVISION

Utilities Maintenance Manager

Utilities Maintenance Assistant Manager
Utility Operations Supervisor

WATER OFFICE DIVISION

Business Manager

WATER ADMINISTRATION DIVISION

Water Administrator
Project Manager
Construction Services Manager
Utilities Engineer

**Amended Wage Table*

DEPARTMENT	JOB TITLE	2023 (7%)	2024 (4%)	2025 (4%)		2023 (7%)	2024 (4%)	2025 (4%)
ADULT PROBATION	Adult Probation Director	35.9333	37.3707	38.8655		74,741.33	77,730.98	80,840.22
	Senior Probation Officer	30.5570	31.7793	33.0505		63,558.56	66,100.90	68,744.94
AUDITOR	Accounting Manager	36.1908	37.6385	39.1440		75,276.94	78,288.01	81,419.53
CEMETERY/PARKS	Superintendent	38.8561	40.4104	42.0268		80,820.74	84,053.57	87,415.72
	Assistant Superintendent	33.2021	34.5302	35.9114		69,060.37	71,822.78	74,695.69
	Operations Manager	28.6435	29.7892	30.9808		59,578.42	61,961.56	64,440.02
Community Development	Assistant Director of Community Development		34.8172	36.2099			72,419.80	75,316.59
ENGINEER	City Engineer	61.2566	63.7068	66.2551		127,413.69	132,510.24	137,810.65
	Senior Engineer	49.6311	51.6164	53.6810		103,232.76	107,362.07	111,656.55
	Street and Traffic Engineer	48.3177	50.2504	52.2605		100,500.90	104,520.93	108,701.77
	Development Engineer	48.3178	50.2505	52.2605		100,500.97	104,521.01	108,701.85
ENVIRONMENTAL LAB	Chemist	38.7244	40.2734	41.8843		80,546.73	83,768.60	87,119.34
HUMAN RESOURCES	Assistant Director of Human Resources	33.4781	34.8172	36.2099		69,634.42	72,419.80	75,316.59
INCOME TAX	Income Tax Administrator	41.6329	43.2982	45.0302		86,596.48	90,060.34	93,662.75
	Tax Office Manager	32.1265	33.4116	34.7481		66,823.19	69,496.12	72,275.97
LAW DIRECTOR	Special Service Coordinator	29.7297	30.9189	32.1557		61,837.87	64,311.39	66,883.84
MAYOR	Administrative Assistant	30.5993	31.8233	33.0962		63,646.60	66,192.47	68,840.17
POLICE	Communications Supervisor	33.7788	35.1299	36.5351		70,259.84	73,070.23	75,993.04
SAFETY	Property Code Official	31.9587	33.2371	34.5666		66,474.16	69,133.13	71,898.45
	Property Maintenance Official/Rehab Specialist Supervisor	35.1569	36.5632	38.0257		73,126.41	76,051.46	79,093.52
STREET MAINTENANCE	Superintendent	42.2602	43.9506	45.7087		87,901.26	91,417.31	95,074.00
	Assistant Superintendent	39.3177	40.8904	42.5260		81,780.85	85,052.08	88,454.17
	Street/Traffic Control Operations Manager	28.5793	29.7225	30.9114		59,445.02	61,822.82	64,295.74
STORM WATER	Storm Water Coordinator	42.5408	44.2424	46.0121		88,484.87	92,024.27	95,705.24
WASTEWATER TREATMENT PLANT	Wastewater Facilities Manager	43.6782	45.4253	47.2423		90,850.61	94,484.64	98,264.02
	Wastewater Facilities Assistant Manager	39.3177	40.8904	42.5260		81,780.85	85,052.08	88,454.17
WATER ADMINISTRATION	Water Administrator	56.6389	58.9045	61.2606		117,808.93	122,521.28	127,422.14
	Project Manager	49.6311	51.6164	53.6810		103,232.74	107,362.05	111,656.53
	Business Manager	39.7106	41.2990	42.9510		82,598.02	85,901.94	89,338.02
	Utilities Engineer	54.0145	56.1750	58.4220		112,350.07	116,844.07	121,517.83
	Construction Services Manager	35.3100	36.7224	38.1913		73,444.80	76,382.59	79,437.90
WATER DISTRIBUTION/SEWER MAINTENANCE	Utilities Maintenance Manager	42.0005	43.6805	45.4278		87,361.06	90,855.51	94,489.73
	Utilities Maintenance Assistant Manager	37.7238	39.2328	40.8021		78,465.52	81,604.14	84,868.30
	Utility Operations Supervisor	35.3100	36.7224	38.1913		73,444.87	76,382.67	79,437.97
WATER TREATMENT PLANT	Water Facilities Manager	42.9691	44.6878	46.4753		89,375.67	92,950.70	96,668.72
	Water Facilities Assistant Manager	38.6091	40.1535	41.7596		80,306.98	83,519.26	86,860.03