

## Personnel Committee Minutes

Honorable Council  
City of Newark, Ohio  
August 16, 2021

There was a meeting of the Personnel Committee in Council Chambers on Monday August 16, 2021 following the Service Committee with these members in attendance:

Ryan Bubb - Chair  
Doug Marmie sitting in for Mark Labutis Vice-Chair  
Sean Fennell  
Jeremy Blake sitting in for Dee Hall  
Jonathan Lang

We wish to Report:

1. Consider **Ordinance No. 21-21** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DIVISION OF WATER AND WASTEWATER, BY CREATING THE CLASSIFICATIONS OF UTILITIES OPERATION SUPERVISOR AND CUSTOMER SERVICES COORDINATOR WITHIN THE DIVISION AND SETTING THE COMPENSATION THEREFORE, AND ESTABLISHING ALL OTHER POSITIONS WITHIN THE DIVISION.

**Roger Loomis, Water Administrator** – This is two position we are talking about here, mostly related to the projects we have going on right now. A lot of the things we are doing are requiring our current supervisors to be so busy with projects and miss out on some of the work that gets done on a day to day basis. So, we are requesting a customer service coordinator position. About 10 years ago we had a meter supervisor position, when that person retired, we did not replace that position. We moved a lot of that work up, I took over some of that work, but the way we're doing business today, we're running out of time to do some of those things, so we've come to the point where we think we need to replace that position. We have extra work, like backhoe work we're doing and we have technology, data collection units and things like that, that are taking time. So we would like to open this position up to assist our customer service department and meter department, this is a union position. Then it frees up our managers to do more of the project work.

Similarly with the Operations Supervisor, about 15 years ago we had two supervisors down there, we eliminated those positions and moved some of the work up to crew leaders and we currently have a problem with no one wanting crew leader positions because they don't get paid enough, also with all the projects going on, our Facilities Manager down there is so busy dealing with the projects that he doesn't have time to spend in the office doing work he needs to do there as well. This will be a boots on the ground kind of guy out getting the crews going and that kind of stuff, so that our manager is not out in the field everyday doing those things when he should be in the office doing that type of work, getting projects organized and working with our project managers and contractors. These projects are going to go on for the next 10-15 years. So, we decided these positions need to be created, we're also creating and additional meter position. Sometimes when people move up into slots, they don't know about big meters. It's a unique position. We're still going to have two positions but be able to have someone train them and they move up. So, no intention of having 3 people in that position. It's 2 people but 3 slots.

**Motion to send to full council by Mr. Marmie, second by Mr. Lang, motion passed 5-0**

The Personnel Committee is adjourned

Ryan Bubb – Chair