

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
November 1, 2021

There was a meeting of the Personnel Committee in Council Chambers on Monday November 1, 2021 following the Service Committee with these members in attendance:

Mark Labutis Vice-Chair sitting in as Chair
Sean Fennell
Jeremy Blake sitting in for Dee Hall
Jonathan Lang
Doug Marmie – sitting in for vacant position

We wish to Report:

1. **Ordinance No. 21-35** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Treasurer, DIVISION OF Income Tax BY CREATING THE CLASSIFICATIONS OF Assistant Treasurer and Tax Office Manager, ABOLISHING THE CLASSIFICATION OF Assistant Tax Administrator, AND SETTING THE COMPENSATION THEREFORE

Bill Spurgeon, HR Director – Our Treasurer has had a chance to review his structure and believes some enhancements are in order. If you split the discussion, we wish to abolish a Legacy Management Position in order to create a new management position as included in your packet. The second part of that is to create a new position that would be in the bargaining unit, that's an Assistant Treasurer and that is included in your packet.

Mr. Marmie – So this is just the first part that you're talking about.

Mr. Spurgeon – I've asked for the committee for the discussion to split the strategy in half, for a management position that's an abolish, creation and a stand- alone creation classified civil servant that will reside in the bargaining unit.

Mr. Marmie – I guess my question first and foremost is why are we needing two positions for one.

Mr. Spurgeon – My role as HR Director is to help decision makers get the talent they need for the position. I have asked the Treasurer to be here tonight and would ask for his input.

Tim Mercer, Treasurer- We have the same two positions and they're being re-named.

Mr. Marmie – We're abolishing one and we're creating two.

Mr. Mercer – You're abolishing the Assistant Tax Administrator and it's becoming an Office Manager and we're changing the Treasurer so to speak for what is was, to Assistant Treasurer. There was a Deputy Treasurer prior to it changing to, I think It's on there, we're changing the Deputy Treasurer to the Assistant Treasurer. The Deputy Treasurer was there, her job was the whole day, the second part of that Deputy Treasurer, she had an assistant come in and help her out. When Mr. Hall was the Treasurer, Mr. Hall and Mrs. Jobses changed that position from a Deputy Treasurer to a Clerk II, which it is now. So we are just

changing it from what it was to an Assistant Treasurer. The Assistant Treasurer is now going to and was prior, but in between some things changed, she's going to be dealing strictly with all the Finance part of basically all our CD's, which is a little over \$34 million that person will be dealing with.

Mayor Hall – I'll throw out a little bit of history here, we'll go back 10 years and prior. The Income Tax Office was a separate Department from the Treasurer's Office. Income Tax would collect all the Income Tax, deduct the cost of collecting those taxes separately, what was left fell into the General Fund and of course Capital Improvements and Operating Budget. Because of accounting changes several years back, now Income tax is under the General Fund, it's no longer separate stand-alone to cover the cost, so now all Income Tax collections come into the General Fund, and goes out of general Fund. It's handled completely different because of governmental accounting change. At that point, we merged those two departments and we thought probably that an account clerk could rotate in out and from tax to treasurer, that's what's been happening. The Account Clerk II, it's called Revenue Clerk now has been handling the work in the Treasurer's office, but it's gotten very complex with electronic downloads, electronic payments, all sorts of electronic transactions. Today we had several for JEDZII, it's a lot more complex than it used to be. So, while the two departments are together, it still takes unique talent to maintain all the bank accounts and do what needs to be done for that. Again, roll the clock back ten years when Charlie Johnston came in, he was the Treasurer, the Treasurer isn't here as much because we know it's a low time, low pay job, about a \$15k job, lowest pay for the highest position in the department, the Assistant Treasurer back then was in the Union and Assistant Treasurer, kind of complicated, but at the end of the day she would oversee it. She had a girl that did half of her time in the Tax Office and half in the Treasurers' Office so it was about 1 ½ people working all the Treasurers' work and balance all of those accounts and that was before all these electronic transactions. Complications come when they hit, say you do a credit card payment over at the water office today, it might take 3 days for all of those to hit our bank account, they are divided up in so many ways, balancing accounts. So now, what they're looking at here and talking about, you still have your Treasurer, then you have your Tax Administrator, then you've got an Assistant Tax Administrator which becomes a Tax Office Manager, different title name and then you have an Assistant Treasurer which is basically that Revenue Clerk II that's doing it. Some of the complications come in when they are handling investments, they need a title similar to Assistant Treasurer in order for them to talk to somebody to get some things done. That's part of it, there are several things that makes it very complicated when you are a Tax Office Revenue Clerk. Again, it's the same amount of positions. They do have a Revenue Clerk II position too, someone's retiring, they have one that's unfunded, we'll look at the budget and the funding of all of that, so there could be a Revenue Clerk II on the books that's unfunded, it isn't necessarily abolishing one, but it is taking that income Tax Administrator by title changing that title, taking one of those Revenue Clerk II's and making it more focused on Treasurer, if that clarifies it a little bit more.

Mr. Fennell – Just to clarify, is this to hire someone new in the office or are we just changing titles?

Mayor Hall – We're basically changing titles but would have to put it through the hiring process as it's a different position, I believe.

Director Spurgeon – The Management Positions are classified competitive, the bargaining unit positions by contract must be bid internally, the second step is within the bargaining unit, the third step is all city employees,. The fourth step is general public.

Mayor Hall - The Tax Office manager, how is that going to go?

Director Spurgeon – It's a management position, this would be a competitive position, but the bargaining unit would not have first right to compete for it as they would with the other position we are discussing.

Mayor Hall – The Treasurer and Tax Administrator would do an interview process and select someone.

Director Spurgeon – Yes Mr. Mayor. So, there are a number of ways the decision makers could make sure it's a competitive process. Typically it would be a structured interview and I'm a fan of that. They could require drills such as show me how you make an investment, how you use the computer etc, but typically it's a structured interview.

Mayor Hall – The assistant treasurer because it's in the bargaining unit would follow the normal procedure.

Mr. Lang – Director Spurgeon, I need you to clear this up. It was indicated that we have a Deputy Treasurer and now it's changing to Assistant Treasurer?

Director Spurgeon – That's why I am hesitant to comment and why I am appreciative of the Treasurer and Mayor's dialogue. I don't pretend to have an institutional understanding. My office engaged when we identified a need. The need was, we need one position as management, we'll abolish one to get it and then we need a position within the bargaining unit as was said the primary responsibility is millions of dollars in investments. We had some discussions on funding, but I am not here to attest to a process I am outside of. If he doesn't want to fund a position, if he wants to abolish a position, I didn't have those discussions.

Mr. Lang – I just wanted to be clear, do we have a Deputy Treasurer position on the books, because I don't see that in the legislation.

Director Spurgeon – Not that I am aware of. I show you a Table of Organization. I can go back and see if there is a Legacy Position Description that Council has approved and I've found those before. That was one of my first jobs because we were a bit fractured across the enterprise, but the Table of Organization, to be clear, I pull those right out of New World software.

Mayor Hall – This Table is the whole office, that's why we like to do it that way in legislation. It's all the positions that are currently created, doesn't always mean they are all funded. The two Revenue Clerk I's right now aren't funded, but that means they're on the books.

Mr. Marmie – I really think there's a lot of unknown's here, budget is one thing, we're going to have a new Treasurer in 2022, don't know what direction that Treasurer is going to want to go. I really feel we need to pause on this to see those two things happen and get the involvement of the new Treasurer and so therefore,

Motion by Mr. Marmie to Table, second by Mr. Lang

Treasurer Mercer – I understand what you're talking about Mr. Marmie, but we are going to be short people to get the tax stuff going because those positions aren't being filled.

Mr. Marmie – You're telling us at the eleventh hour, well the Mayor is telling us at the eleventh hour, not the Treasurer.

Treasurer Mercer – I understand that, but the process of what I'm trying to do came about after the previous Tax Administrator retired and we started looking at things and went

through the process of trying to get this put in and it's taken a little bit longer than what I would've thought it would. I didn't realize all of the specs and procedures we have to follow, which is fine, but we'd really like to get this going if there's anything, we can meet individually or with the committee at another time to look at this it would be greatly appreciated.

Mayor Hall – If I can just interject about the financial impact, I think that's kind of the crystal of this whole thing.

Mr. Lang – I don't think motion to Table is debatable, is it?

Mayor Hall – Just one last, you have a Tax Administrator, the assistant became the Tax Administrator, we have no Tax Administrator right now. If you fill that position, then we're committed to that position moving forward at a higher pay than what this is presenting, so it's kind of a climbing thing is what I'm getting at. They are short somebody in there for that position and that's a lot of work, coming into tax season. I'm engaging, but this comes under Treasurer, not under my office as Mayor, it obviously comes under the elected Treasurer, so just information for you. They're trying to adjust it before filling it.

Motion to table passed 5-0

2. Consider **Ordinance No. 21-36** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Service, DIVISION OF Streets/Traffic BY CREATING THE CLASSIFICATION OF Equipment Operator, AND SETTING THE COMPENSATION THEREFORE

Director Spurgeon – The piece before you is on behalf of our Director of Public Service, he has had a chance within the Street Department to look at the structure, the creation of an Equipment Operator position and I am not here to seek funding, that is an administrative function, I am here to get them the talent to meet their mission. I would call your attention this is within the classified civil service, this is within the bargaining unit and you will see a spread on the pay raise 26 to 32 which is a bit unconventional. The reason why, previous position descriptions are one position description that recognizes EO (Equipment Operator), EO in training EO1 EO2 and EO3, thus the spread in this pay range, just for the record.

Motion to send to full council by Mr. Lang, second by Mr. Fennell

Mr. Lang – Ball park what is the criteria to fully fund this position.

Director Spurgeon – At the entry level it is \$38,700 annual, put in like 22% for rollups, that's just north of \$42k. Top pay \$47,700 with the rollups \$59,500.

Motion passed 5-0

The Personnel Committee is adjourned

Mark Labutis - Vice- Chair