

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
April 19, 2021

There was a meeting of the Personnel Committee in via Zoom on Monday April 19, 2021 following the Service Committee with these members in attendance:

Ryan Bubb - Chair
Jeff Harris sitting in for Mark Labutis Vice-Chair
Sean Fennell
Dee Hall
Jonathan Lang

We wish to Report:

1. Consider **Ordinance No. 21-16** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Service, DIVISION OF Cemetery/Parks BY AMENDING THE POSITION OF Secretary 1 TO THE CLASSIFICATION OF Office Manager/Account Clerk, AND SETTING THE COMPENSATION THEREFORE

Director Spurgeon – The Administration finds itself as it expands its footprint in the Cemetery/Parks Division, this committee and the full council was kind enough to create an operations manager in the field, now it finds itself in need in the business side of the enterprise. Greeting customers, making sure sales run smoothly, this is not a management positions, although the account clerk/office manager position in its title says that. This was taken out of a similar position in the non-bargaining policy that allows whoever has this job, should the city find itself in dire financial straits that they would have bumping rights in a layoff position. So, as opposed to creating a new title, I modeled that after this. This does not create any additional positions total will be a neutral proposition. If members of committee are wondering the impact to the budget is approximately \$3,600. With your blessing Secretary 1 is pay range 30, I'm proposing the Office Manager/Account Clerk at a pay range 35.

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

2. Consider **Ordinance No. 21-17** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Service, DIVISION OF Street/Traffic Control BY CREATING THE CLASSIFICATION OF Data Technician/Sign Fabricator, AND SETTING THE COMPENSATION THEREFORE

Director Spurgeon – If it's amendable to the committee this position is subject to litigation that our Law Director's office currently finds itself in. It would be my professional opinion and belief that we should conduct our affairs in Executive Session.

Mr. Bubb – Who would you like in the executive session, Mr. Spurgeon, before we vote on this.

Mr. Spurgeon – I would defer certainly members of the committee, I don't want to put our Law Director on the spot, I just don't think it serves the greater good to discuss this publicly as it is a matter of litigation.

Motion to send this into Executive Session for members of the Administration, Committee and city Council by Mr. Lang, second by Mr. Fennell, motion passed 5-0

Motion by Mr. Lang to come out of Executive Session, second by Mr. Fennell, motion passed 5-0

Mr. Marmie – I am wondering where the funding for this position is going to come from and when that process will come through Finance committee.

Director Rhodes – We purposely did not bring funding forward tonight, we first wanted to get the position recreated. Hopefully in two weeks we will come to the Finance Committee identifying the funding, where it's coming from and ask you to appropriate those dollars. There is no funding set aside currently for this it would be funded similar to Street/Traffic Department is funded currently, it would be funded in the same manner as that, but would be brought to you in two to four weeks.

Mr. Lang – **With my understanding being that we need to move this forward as part of a settlement of an ongoing litigation and having the recommendation of the Law Director I make a motion that we move this on to full council.**

Second y Mr. Fennell, motion passed 5-0

The Personnel Committee is adjourned

Ryan Bubb – Chair