

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
March 2, 2020

There was a meeting of the Personnel Committee in Council Chambers on Monday, March 2, 2020 following the Capital Improvements Committee with these members in attendance:

Ryan Bubb
Mark Labutis
Sean Fennell
Dee Hall
Jonathan Lang

We wish to Report:

1. **Ordinance No. 20-14** an ordinance amending the pay range of the position of clerk of council within the city of Newark.

President Ellington – As you know, we need a new clerk. As good stewards of the cities monies, when someone leaves we look at job descriptions and look at where we are. I've talked to a lot of council folks and they felt like the pay was a little bit more than what it should have been so we have adjusted the pay and leaving it at 40 hours, it's about an 8,500.00 savings. If we could possibly use rule 11 soon so we could get someone hired that would be great.

Motion by Mr. Lang to send to full Council, second by Mr. Labutis

Mr. Fennell – I was wondering about the position title, the reasoning for it being clerk of council, slash planning commission clerk, is there some reason we need that to be both?

President Ellington – she will be doing both jobs. Director Sassen, I have to leave that as council clerk, is that correct?

Director Sassen – there has to be a clerk of council. That has to stay in there. You can put a slash anything beyond that as long as the clerk of council stays.

Mr. Fennell – We don't necessarily need the planning commission clerk and that doesn't mean that the individual hired wouldn't be able to still

President Ellington – that would be correct we would not have to leave that if you wouldn't want to.

Dee Hall – I have a question about the title. In the description it says other duties as required so wouldn't that take in planning commission responsibilities.

President Ellington – absolutely

Dee Hall – and just leave the position as it is

President Ellington – and if you want to leave it like that it's not a problem.

Mr. Lang – my thought on that would be that, if at some time we move the planning commission out of the clerk's responsibilities I would expect then that the planning commission would have additional costs to cover that and we would take that out of the salary, we would

reduce it further, so I think that including the planning commission in the job description justifies leaving where we are going to put the salary for this individual.

President Ellington – I personally think its 6 one half dozen the other so you can do whatever you like with it.

Motion by Mr. Fennell to amend the title to be just council clerk, second by Ms. Hall

Mr. Lang – I think if we are going to take that out of the description there are other references in here about the planning commission that probably also need to come out

Director Sassen – Can I weigh in on this Mr. Chair. There's no language in the ordinance that says planning commission, it's purely in the job description. Job descriptions aren't written by council. Job descriptions are written by the department heads with the assistance of the HR Department. So in the ordinance, there's no reference to planning commission clerk, it's only in the job description where it says clerk of council planning commission clerk. If you want me to be perfectly blunt I don't think its council's position to be rewriting job descriptions. You can approve the job description as written or you can reject it but I can speak for the service director for a moment also that you may want Mr. Ellington to remove the terms planning commission clerk from the position title I think Mr. Rhodes would object very strongly if the planning commission duties were removed from this job description because the clerk of council has been serving that purpose for quite some time and it's my understanding that the service director would like for that to continue so I don't think we can amend this ordinance to change the job description. I think council can ask that the HR Department or President of Council to change it, but I think the Service Director would object very strenuously if the planning commission duties were removed.

Mr. Bubb – one thing I thought about Sean with this and with this legislation is that I think this salary fits more of this position and the fact that they are working 40 hours again this is general fund money so while they are here I don't see a problem with it and doing that if they had to bill outside of class that's less the general fund is going to have so I don't see any issue with how it is set up now.

Mr. Fennell – my main concern is that this is the only paid full time employee of council has so it's important to have that remain in title I have no objection to the duties or the clerk of council working on that I just think it's important that council have an employee that is available to address constituents or be available to council was my only concern.

Mr. Bubb – and I believe that, and correct me if I'm wrong, was there only 9 planning commission meetings last year.

Director Rhodes – yes, in that area Ryan.

Mr. Bubb – and there will less time next year that the clerk will have to deal with that because hasn't some of that where Brian can make more of the decisions himself.

Director Rhodes – that's correct and the one thing that I would like to add is that when we began looking at how we could reorganize the service department when I went up there as service director we had 3 people up there, 2 full time and one temporary hired person and we've skimmed it back to one person up there, Tina. And with doing that we've taken responsibilities and shifted some to the Auditor's office which they took, I worked with council president Ellington to see if I could get clerk to pick up planning commission and he graciously said yes she can do that work which has been a terrific help and it just seems to fit in there being the clerk of council and the clerk of planning commission and it is like you say 9-10 meetings last year one night meeting and generally has about a page, page and a half of legislation or things to vote on. And she does the minutes for them too.

Mr. Lang – I would again suggest that we retain the title of clerk of council planning commission clerk. I think it would also be somewhat advantageous to the person that we get in there to be able to put that on their resume that they were both clerk of council and planning commission clerk since that is the responsibilities they will be undertaking and it seems like it is an accurate description of what they are going to be doing.

Mr. Bubb – I would agree with that.

Motion to amend failed by a vote of 4-1.

Motion to move on to full council passed by a vote of 5-0.

Ryan Bubb, Chair