

## Personnel Committee Minutes

Honorable Council  
City of Newark, Ohio, 2017  
July 11, 2017

There was a meeting of the Personnel Committee in Council Chambers on Monday, July 10, 2017 following the Finance Committee with these members in attendance:

Ryan Bubb, Chair  
Mike Mangus  
Doug Marmie  
Dee Hall  
Jonathan Lang

We wish to Report:

1. Consider **Ordinance No. 17-30** amending the position classification, pay range and department authorization tables of the Department of Adult Probation, by creating the classification of Probation Officer Specialist and Probation Officer of Adult Probation, and setting the compensation therefore, and abolishing three Probation Officer II positions and seven Probation Officer I positions.

**Director Sadd-** We are trying to accomplish a few things with this tonight, we have had a process in place for several years. It was a Probation Officer I, II, III process that never really took off. Scott Fulton developed that. We had a some I's, we had some regular Probation Officers, we had a couple of Probation Officers II and we had a III at one time but that was abolished. We are trying to clean stuff up. We would like to make all the line Officers Probation Officers, we have one Director which is myself, we have a Senior Probation Officer that is already a part of the staff then we would like to create the Probation Officer Specialist position. We are being asked to do more with less. Last year in 2016 we did 962 intakes on new probationers. In 2015 we did 901 so we have increased. We aren't asking today to hire anybody else, we're not even asking for more money. There is an account that we have currently that is called Professional Services within that account we would pay our Community Service Coordinator. He passed away about a month ago and we aren't going to replace that position so there is money in that account that we would simply move over to Salaries and Benefits to cover the difference. From what I understand from the Auditor's office we are talking about an approximately a \$3400.00 difference from Probation Officer II to Probation Officer Specialist. The lady that is already in the Probation Officer II position will be the one who

does the Probation Officer Specialist if approved. She is already doing more duties than the other regular Probation Officers but we are looking to give her even more responsibilities than that. That is why we feel a pay range 40 for her would be appropriate; right now she is at a 36. The Probation Officers would be set at 34 across the board. In the attachments it shows the difference between a Probation Officer and a Probation Officer Specialist.

**Motion by Mr. Marmie to send to full Council, second by Mr. Lang  
Motion passed by a vote of 5-0.**

Ryan Bubb, Chair