

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
March 10, 2015

There was a meeting of the Personnel Committee in Council Chambers on Monday March 9, 2015 following the Capital Improvement Committee with these members in attendance:

Carol Floyd, Chair	Bill Cost Jr. for Marc Guthrie
Ryan Bubb	Alex Rolletta
Doug Marmie	

We wish to Report:

1. **Ordinance No. 15-06** amending the position classification, pay range and department authorization tables of the Department of Public Safety, by abolishing the position of Account Clerk 1 and the position of Code Enforcer and creating the position of Property Maintenance Inspector/Analyst, and setting compensation therefore was considered.

Director Spurgeon- the Department of Property Maintenance is doing great things and we are asking for your enhanced support so we can do even better things. The piece before you is asking for a second which would be an additional inspector. There is an Analyst piece that we put in the job description, Director Buskirk and I researched this very carefully. What we need upstairs is that we need someone else who can do some boots on the ground work 80% of the time but we also need someone who can do the financial requirements such as accounting, spreadsheets, excel invoicing and someone to process liens to the County. We also need someone who can use the computer program when they are out doing inspections. They go out with the computers that you all were nice enough to approve those expenditures for. We are asking this as a revenue neutral we have the money. I am asking you to abolish the Account Clerk position because I don't need it anymore we have efficiencies with computers and can handle the work that we have now. I will take the additional pay difference will come from our services bucks and again we are not asking any additional pressure on the public treasury.

Motion by Mr. Bubb to send to full Council, second by Mr. Marmie

Mr. Rolletta- first Director Spurgeon I would like to say that it is a step in the right direction, we are going to have more man power in Property Maintenance inspecting properties and I think that should definitely be a high priority. I just have a few questions. We are talking about Mr. George Carter correct? I was wondering if you could talk to us a little bit about what his current duties are. Has he already been active inspecting properties high grass and trash complaints or has he been doing structural inspections as well?

Director Spurgeon- I am going to answer all of your questions for you, but this is not a George Carter thing. I need this position whether it is George Carter or not but let's talk about George

Carter. George Carter is doing a wonderful job. If I give you the historical perspective, as a new administration we had some inefficiencies, we cleaned. A big part of that along the way Autumn became your Clerk and then George applied and we gave him the job upstairs. In year three we sat down with our friends in labor and asked if there was any way that we could put him out on the streets helping Joe because we are always behind. They said as long as it wasn't a radical change in his job description and it is just cursory inspections of trash and high grass we are ok with it. We very carefully in year three made sure that inspections were only 20% of his job, 8 hours a week and it did provide some relief but not the relief we needed. During this historical chronology that I am giving you, he has excel spreadsheets that when I come to Council answers a lot of questions I am asked such as who will be tagged, how much, how much is coming back in, he built that model and that took a lot of his administrative time and now that we fast forward we are finding that all of those systems are in place. In the month of November we take a lot of time reviewing what we do. Is it effective, is it the best that it can be and a piece of that is reviewing software that is out there. Twice a year he might be in the office the whole week under the proposal and that is in April and October when we come and ask your permission to lien properties. He is a 20/80 split now. 20% cursory inspections and 80% administrative stuff and I would like to flip that. He still will be taking phone calls and we certainly want people if they come up to the fourth floor and knock on the door somebody says hello. We also want if you call on the phone someone says hello. In March and November I am going to need him to be primarily administrative but the other times of the year we want to go out and get after these inspections that we are behind. That is kind of where we are at and where we would go. So the take away is George is excellent but I need that position whether it is George Carter or not.

Mr. Rolletta- I was wondering if you could explain the reasoning behind the pay range change from a 28 to a 38.

Director Spurgeon- so let's take George out of this and as I said Director Buskirk and I have done a lot of research. The previous enforcer was paid out of DOD or grant bucks, it was a 35. No educational requirement or financial background or computer skills just Code Enforcer. Mike and I thought that it only made sense to bump that up if we were going to ask them to have more education and expertise. There wasn't a 36 or a 37 to compare it to. The next one was a 38. We have a Technician in the Meter Shop in the Water Department that seemed like the same kind of work. There is no 39 and 40 is a chemist, this isn't chemistry so I wouldn't ask you for 40. I think 38 is fair because I am asking for educational requirements and these computer skills.

Mr. Rolletta- the President of the Bargaining Unit reached out to the Personnel Committee and one of her concerns was some of the language regarding the required skills would be too restrictive in the proposed job description, specifically the part that says the applicant must have prior knowledge of property inspection software before being considered. I was wondering if you or Mr. Buskirk would like to address that issue or give us your thoughts on that.

Director Spurgeon- certainly Mike can add but I would like to. We tried very, very hard to work in conjunction with our friends in labor. The President has had the opportunity to look at these job descriptions. We have conceded that there was a 4 year college degree that I felt was needed; they were uncomfortable with that so we said we could live with a two year. What I

can't do Alex is I can't on board somebody then back fill a position, what if it doesn't work out then I have a person that I can't put back where they were? That was a philosophical discussion we had along the way but we have tried to be considerate of the needs of labor. We have been very transparent that this is a union position, we are not trying to bring someone in from the outside we think that the bargaining unit can give us what we need.

Mrs. Floyd- we have used someone in the Engineering Department to help with Property Maintenance, is he still going to be involved?

Director Spurgeon- yes, Nate Strauch and I need his help as well. We are still not making the dent that I would like us to make. I think the citizens expect and deserve a more expedited fashion. I have an Account Clerk I really don't need. I am trying to figure out something within my own budget to deliver those services.

Ms. Hall- is this new individual going to have the opportunity to go in homes and inspect? Is this going to be a Joe Paul back up person that can actually go inside the home to do an inspection? If this does pass how soon will this go into effect?

Director Spurgeon- this position I am asking for would be in addition to Joe under the same parameters of the current ordinance. I am not recommending any changes in the ordinance. To answer the second question, I am not asking to expedite this but I don't want to delay it either. The grass will start growing soon.

Mr. Marmie- once it is passed there is a 30 day period before it takes effect.

Director Spurgeon- I don't know if part of the concern of the question was this, we don't want George to be in no man's land unemployed that is why we said we would reclassify. Friday at 4:30 you are this then Mayor signs it and he is that.

Motion to send to full Council passed by a motion of 5-0.

Carol Floyd, Chair