

Honorable Council
City of Newark, Ohio
August 14, 2012

August 13, 2012 the Personnel Committee met in Council Chambers following the Service Committee with these members present:

Ryan T. Bubb, Chair
Doug Marmie
Shirley Stare

Carol A. Floyd
Rhonda Loomis

We wish to report:

1. Ordinance No. 12-28 amending the position classification/pay range and position authorization tables of the City of Newark, Department of City Treasurer to abolish two (2) full time positions of Account Clerk I and Account Clerk II and creating the position of Revenue Clerk I and Revenue Clerk II and creating one (1) additional full time position of Revenue Clerk II was considered.

Barb Jobes, Tax Administrator- clarified that the Ordinance would be abolishing the Account Clerk I and Account Clerk II positions in the Tax and Treasurer's office and then would create the positions of Revenue Clerk I and Revenue Clerk II. This is simply a job title change. She stated that the title Revenue Clerk is a more accurate description of the work being performed. Traditionally the Tax Department and the Treasurer's office have been treated as separate departments with the same department head. With the other part of this legislation they want to bring it all under the Treasurer's office as one department.

Mr. Bubb- asked Barb Jobes to clarify that the requests for these changes are coming due to a recent retirement.

Barb Jobes- confirmed that an employee of 30 years has recently retired and when those types of events occur it is a good time to look at the efficiency of the department. Personnel costs will be the same.

Mrs. Floyd- asked whether it was going to save the City money.

Barb Jobes- stated that the costs were the same however it is improving efficiencies. Two people will no longer be completing the same job tasks.

Motion by Mrs. Floyd to send to council, second by Ms. Stare

Mr. Marmie- asked for clarification regarding staffing. He stated that it seemed the staffing was going from 14 positions to 13.

Barb Jobes- stated that they weren't going from 14 to 13. She then further clarified that the Account Clerk I that is currently in the Treasurer's office was in the Treasurer's office and the Tax office, however a couple of years ago they put that position completely in the Treasurer's office. The employee's position in the Tax Department was not filled and wasn't abolished. She further stated that they are taking the Deputy Clerk position and creating a Revenue Clerk II.

Motion to send to council passed with a 5-0 vote.

Chair, Ryan Bubb