April 27, 2023

PERSONNEL COMMITTEE May 1, 2023

Council Chambers Following Service Committee

Committee and Council Meetings can be viewed by accessing YouTube

#### AGENDA

- 1. Consider **Ordinance No. 23-15** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF <u>Public Service</u>, DIVISION OF <u>Cemetery and</u> <u>Parks</u> BY CREATING THE CLASSIFICATION OF <u>Grounds Maintenance</u> <u>Worker</u>, AND SETTING THE COMPENSATION THEREFORE
- 1. Other items at the discretion of the chair

BY:

AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF <u>Public Service</u>, DIVISION OF <u>Cemetery and Parks</u> BY CREATING THE CLASSIFICATION OF <u>Grounds Maintenance Worker</u>, AND SETTING THE COMPENSATION THEREFORE

**WHEREAS**, the Division of <u>Cemetery and Parks</u> has had a cause to review their staffing needs and has determined that alteration is warranted in the organization or structure due to changing workplace needs;

and,

**WHEREAS**, it is necessary to amend the position authorization and classification/pay range tables to accomplish the foregoing objective;

and,

WHEREAS, the overall position authorization for the division will increase by 1;

and,

**WHEREAS**, the Personnel Committee considered this matter on <u>May 1, 2023</u>, and recommended that it be considered by full council.

#### NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO, THAT:

<u>SECTION</u> 1: The position of <u>Grounds Maintenance Worker</u> is hereby created within the Department of <u>Public Service</u> Division of <u>Cemetery and Parks</u>

SECTION 2: The position classification/pay range table for the hereby is amended as follows.

<u>SECTION 3</u>: The position of <u>Grounds Maintenance Worker</u> shall receive compensation and benefits as set forth in the current <u>Pay Range 25 - AFSCME L2963 Collective</u> <u>Bargaining Agreement</u>. This position is in the classified service of the City of Newark.

<u>SECTION 4</u>: This ordinance shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

PRESIDENT OF COUNCIL

ATTEST

Clerk of Council

DATE FILED WITH MAYOR

DATE APPROVED BY MAYOR \_\_\_\_\_

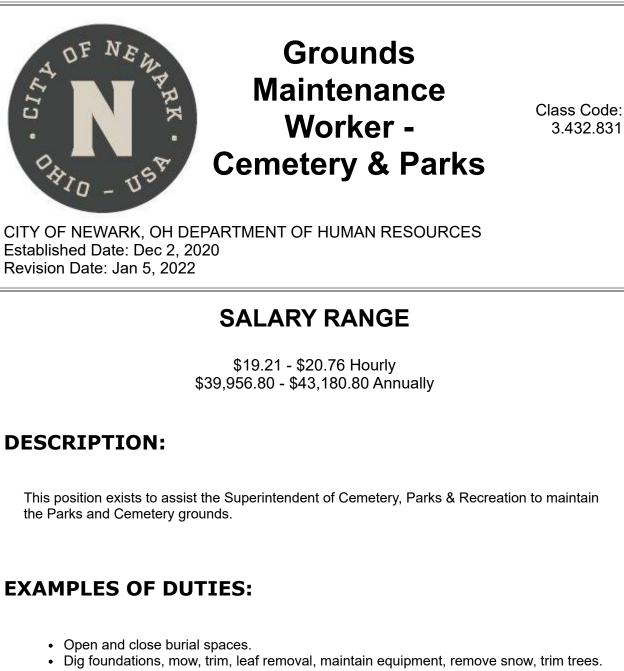
MAYOR

APPROVED AS TO FORM

Director of Law

## \*Strength authorization table

Active	Position Number	Description	Department	Benefit Group	Position Status
			Cemetery &	Management &	<u>.</u>
Yes	2.432.210.01	Superintendent	Parks	Supervisory Exempt	Single
	2 422 244 24		Cemetery &	Management &	c: 1
Yes	2.432.211.01	Assistant Superintendent	Parks	Supervisory Exempt	Single
Maria	2 422 220 04		Cemetery &	Management &	
Yes	2.432.230.01	Operations Manager	Parks Cemetery &	Supervisory Exempt	Vacant
Yes	3.432.830.01	Equipment Operator	Parks	AFSCME - Full Time	Vacant
105	5.152.050.01		Cemetery &		Vacant
Yes	3.432.830.02	Equipment Operator	, Parks	AFSCME - Full Time	Vacant
			Cemetery &		
Yes	3.432.830.03	Equipment Operator	Parks	AFSCME - Full Time	Single
		Grounds Maintenance	Cemetery &		
Yes	3.432.831.01	Worker	Parks	AFSCME - Full Time	Single
Yes	3.432.831.02	Grounds Maintenance Worker	Cemetery & Parks	AFSCME - Full Time	Single
103	5.452.051.02	Office Manager/Account	Cemetery &		Single
Yes	4.432.666.01	Clerk	Parks	Non-Bargaining Full Time	Single
			Cemetery &		
*New	3.432.831.03	Grounds Maintenance Worker	Parks	AFSCME - Full Time	*New
			Totals	Current	9
				Proposed	10



- Flower planting, wreath placements, setting of Veterans stones, trash removal from downtown.
- Set up and tear down of all parks and cemetery events, custodial duties at shelter houses and parks.

- · Maintain buildings and shelter houses in parks and cemetery.
- Repair water leaks at park areas.
- Performs other duties as required.

# **TYPICAL QUALIFICATIONS:**

- Minimum age of 18 years old;
- High School diploma or equivalent;
- Must have valid Ohio Drivers' License;
- Ability to operate a zero turn mower, dump truck and miscellaneous hand and power tools; and applies these in performing daily activities and tasks;
- May require employee to work overtime during the week and weekend;
- One (1) year work experience or equivalent.

# SUPPLEMENTAL INFORMATION:

AFSCME Local 2963 Full-time position, Pay Range 25 (not hourly rate) Appointing Authority - Service Director Department/Division - Service/Cemetery & Parks Reports to - Cemetery & Parks Superintendent