

October 13, 2022

PERSONNEL COMMITTEE

October 17, 2022

Council Chambers

Following Capital Improvements Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 22-42** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF _____ Safety _____, DIVISION OF Police _____ BY CREATING THE POSITION OF Criminalist, ABOLISHING THE POSITIONS OF 2 Communications Operator(s), 3 Communications Operator 1(s), 7 Communications Operator 2 (s), 1 Crime Prevention Coordinator, 2 Data Entry Coding Specialist(s), 1 Forensic Scientist, 2 Parking Enforcement Attendant(s), 1 Parking Meter Repair Worker and 1 Police Communication Supervisor AND SETTING THE COMPENSATION THEREFORE
2. Other items at the discretion of the chair.

ORDINANCE NO: 22-42

BY: _____

AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Safety, DIVISION OF Police BY CREATING THE POSITION OF Criminalist, ABOLISHING THE POSITIONS OF 2 Communications Operator(s), 3 Communications Operator 1(s), 7 Communications Operator 2 (s), 1 Crime Prevention Coordinator, 2 Data Entry Coding Specialist(s), 1 Forensic Scientist, 2 Parking Enforcement Attendant(s), 1 Parking Meter Repair Worker and 1 Police Communication Supervisor AND SETTING THE COMPENSATION THEREFORE

WHEREAS, the Division of Police 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 Personnel Committee considered this matter on _____, 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:

SECTION 1: The position of Criminalist is hereby created within the Department of Safety Division of Police

SECTION 2: The position of Criminalist shall receive compensation at Pay Range 57 in the amount of \$32.61hr/\$67,828.80 annually and receive benefits as set forth in the current Hourly Non-Bargaining Unit Personnel Statement of Policy. This position is in the classified service of the City of Newark.

SECTION 3: The following positions are hereby abolished: 2 Communications Operator(s), 3 Communications Operator 1(s), 7 Communications Operator 2 (s), 1 Crime Prevention Coordinator, 2 Data Entry Coding Specialist(s), 1 Forensic Scientist, 2 Parking Enforcement Attendant(s), 1 Parking Meter Repair Worker and 1 Police Communication Supervisor

SECTION 4: The authorization table of the Newark Police Non-Uniform Division is amended to reflect the following changes:

**Strength authorization table*

203 - Police Non-Uniform		
	3.203.600.01	Account Clerk 1
	3.203.600.02	Account Clerk 1
	3.203.601.03	Account Clerk 1
	3.203.805.01	Animal Control Officer
	3.203.620.01	Clerk Typist 1
	3.203.621.02	Clerk Typist 1
<i>Abolish</i>	<i>3.203.642.10</i>	<i>Communications Operator</i>
<i>Abolish</i>	<i>3.203.642.11</i>	<i>Communications Operator</i>
<i>Abolish</i>	<i>3.203.640.03</i>	<i>Communications Operator 1</i>
<i>Abolish</i>	<i>3.203.640.04</i>	<i>Communications Operator 1</i>
<i>Abolish</i>	<i>3.203.640.06</i>	<i>Communications Operator 1</i>
<i>Abolish</i>	<i>3.203.640.01</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>3.203.640.02</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>3.203.640.05</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>3.203.641.07</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>3.203.641.08</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>3.203.641.09</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>3.203.641.10</i>	<i>Communications Operator 2</i>
<i>Abolish</i>	<i>8.203.698.01</i>	<i>Crime Prevention Coordinator</i>
<i>Abolish</i>	<i>3.203.630.01</i>	<i>Data Entry Coding Specialist</i>
<i>Abolish</i>	<i>3.203.630.02</i>	<i>Data Entry Coding Specialist</i>
	3.203.635.01	Detective Bureau Clerk/Analyst
	3.203.631.01	Evidence Custodian
<i>Abolish</i>	<i>3.203.250.01</i>	<i>Forensic Scientist</i>
	3.155.623.01	Impound Clerk
	3.203.679.01	Information System Coordinator
	4.203.678.01	Information Tech Specialist
<i>Abolish</i>	<i>3.203.632.01</i>	<i>Parking Enforcement Attendant</i>
<i>Abolish</i>	<i>3.203.632.02</i>	<i>Parking Enforcement Attendant</i>
<i>Abolish</i>	<i>3.203.633.01</i>	<i>Parking Meter Repair Worker</i>

<i>Abolish</i>	<i>2.203.240.01</i>	<i>Police Communication Supervisor</i>			
	3.203.634.01	Public Safety Officer			
	3.203.634.02	Public Safety Officer			
	3.203.634.03	Public Safety Officer			
	3.203.634.04	Public Safety Officer			
	3.203.634.05	Public Safety Officer			
	3.203.635.06	Public Safety Officer			
	4.203.663.01	Secretary 2			
	3.203.811.01	Vehicle Maintenance Worker 2			
	<i>Create</i>	<i>4.203.699.01</i>	<i>Criminalist</i>		
<i>Grand Totals Positions 39</i>					
<i>Grand Totals as Amended Positions 20</i>					

SECTION 5: 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

CITY OF NEWARK POSITION DESCRIPTION

An equal opportunity employer

POSITION TITLE

Criminalist

DEPARTMENT/DIVISION

Division of Police

APPOINTING AUTHORITY

Director of Public Safety

REPORTS TO

Detective Bureau Sergeant

FLSA STATUS

Non-Exempt

PART-TIME/FULL-TIME

Full-Time

AFFILIATION

Hourly Non-Bargaining Unit Personnel

PAY RANGE/SALARY RANGE

Pay Range 57

SUPERVISORY RESPONSIBILITIES

No

POSITION DESCRIPTION APPROVAL

Wm. Spurgeon, Human Resources Director

PURPOSE

Criminalist aids law enforcement in uncovering criminal acts through the use of applying scientific techniques in a laboratory to identify, analyze, and interpret physical evidence from a crime scene to identify suspects, and testify objectively about their findings in court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Retrieve, document, and preserve evidence according to laboratory standards.
- Apply scientific and chemical techniques to analyze, compare, and test physical evidence.
- Ensure the proper handling and maintenance of laboratory equipment and instruments.
- Prepare detailed reports of test results /findings.
- Communicate results to criminal investigators.
- Confer and collaborate with laboratory personnel.
- Provide expert testimony and objective analyses of findings in court.
- Comply with established quality control procedures and safety precautions when dealing with dangerous chemicals and objects.
- Assisting crime scene Investigators in examining and analyzing evidence such as blood, hairs, fingerprints, and firearms.
- Collecting evidence or conducting field tests at crime scenes.
- Recording and documenting findings from tests.
- Advising law enforcement and judges based on findings

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to the position. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given. Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks.

- Ensuring that laboratory tools are cleaned and maintained.
- Appearing as a witness in court.
- Fingerprint processing and comparisons.
- Any other duties and/or responsibilities deemed appropriate for the position.

POSITION REQUIREMENTS

- Minimum Qualifications
 - An Associate's degree in Criminalistics, Forensic Science, or a related field in addition to Forensics training and experience
 - Strong research skills
 - Detail-oriented, analytically-minded, and strong organizational skills
 - Excellent communication skills (written and verbal)
 - Excellent team working skills
 - Critical thinking and problem-solving skills
 - Impartial and confidential
 - Ability to work shifts, over weekends, and holidays
 - Satisfactorily complete the approved Forensics Evidence Basic Training Program within the 120-day probationary period
 - Valid Ohio driver's license, or ability to obtain by date of hire; must pass driving records check and, if hired, maintain a driving record that meets the City's standard. Ohio law requires that an out-of-state license holder must obtain a valid Ohio license (with appropriate endorsements) within 30 days of becoming domiciled in the state
- Preferred Qualifications
 - Bachelor's or Master's degree in Criminalistics, Forensic Science, or a related field
 - 3 years' experience in law enforcement crime scene investigations or similar technical and support capacity with basic familiarity with law enforcement functions and operations
 - Must be able to travel to maintain training and proficiency in assigned disciplines
 - Satisfactory completion of department approved basic and advanced training courses (Assignment specific)

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