

December 1, 2022

PERSONNEL COMMITTEE

December 5, 2022

Council Chambers

Following Service Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 22-50** AN ORDINANCE SETTING COMPENSATION AND STATING POLICY WITH RESPECT TO CERTAIN POSITIONS WITHIN THE OFFICE OF THE CLERK OF THE LICKING COUNTY MUNICIPAL COURT OF THE CITY OF NEWARK, OHIO AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT
2. Consider **Ordinance No. 22-51** AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE LICKING COUNTY MUNICIPAL COURT ADULT PROBATION DEPARTMENT AND ABOLISHING THE POSITION OF SENIOR PROBATION OFFICER FROM HOURLY NON-BARGAINING PERSONNEL UNIT CLASSIFICATIONS AND CREATING A SENIOR PROBATION OFFICER IN THE MANAGEMENT AND SUPERVISORY EXEMPT UNIT CLASSIFICATIONS AND SETTING THE COMPENSATION THEREFORE
3. Other items at the discretion of the chair

ORDINANCE NO. 22-50

BY: _____

**AN ORDINANCE SETTING COMPENSATION AND STATING POLICY WITH
RESPECT TO CERTAIN POSITIONS WITHIN THE OFFICE OF THE CLERK OF
THE LICKING COUNTY MUNICIPAL COURT OF THE CITY OF NEWARK, OHIO
AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT**

WHEREAS, by virtue of Newark City Charter Article 3.07 the Newark City Council has the authority by ordinance or resolution to determine and fix the salaries and compensation of municipal employees and elected officials; and,

WHEREAS, the Clerk of the Municipal Court has conducted a review of salaries for certain positions in the Office of the Clerk in other jurisdictions and has determined it is necessary to revise the annual compensation structure for such employees within the office of the Clerk of the Licking County Municipal Court in order to provide for appropriate compensation for services performed and to stem the tide of turnover in critical positions as a result thereof; and,

WHEREAS, this matter was addressed by the Personnel Committee at a regularly scheduled meeting thereof which recommended consideration of passage by full Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL
OF THE CITY OF NEWARK, OHIO THAT:**

SECTION ONE: This legislation affects those individuals and positions as listed in Exhibit A only and shall include any replacements for those individuals listed, including any new hires.

SECTION TWO: With respect to the positions of Deputy Clerk, Senior Deputy Clerk, and Office Manager, the annual salary table as set forth on the attached Exhibit A shall apply as of the effective date of this legislation unless otherwise noted.

SECTION FOUR: The positions of Deputy Clerk, Senior Deputy Clerk, and Office Manager shall be entitled to all the rights and benefits as well as the group medical, dental, vision, and other insurance coverage as currently in effect under the same conditions as now or hereafter stated in the applicable Employee Policy Statement previously adopted by this Council which coverage shall be available to any appointee or replacement for the current person(s) occupying such position(s).

SECTION FIVE: This ordinance shall become effective at the earliest time permitted pursuant to Article 4.07 of the Charter of the City of Newark, Ohio.

ADOPTED this _____ day _____, 2023.

President of Council

ATTEST: _____
Clerk of Council

Date filed with Mayor: _____

Date approved by Mayor: _____

Mayor

Approved as to form: _____
Law Director

Prepared by the Office of the Director of Law

EXHIBIT "A"
WAGE SCHEDULE

<u>POSITION #</u>	<u>Title</u>	<u>Strength Authorization</u>	<u>Current</u>	<u>Pay Range Proposed</u>
4.107.672.01	Office Manager	1	35	42
4.107.671.01 -4.107.671.03	Senior Deputy Clerk	3	28	32
4.107.670.01 - 4.107.671.14	Deputy Clerk	14	27	31

BY: _____

AN ORDINANCE AMENDING THE DEPARTMENT AUTHORIZATION TABLES OF THE LICKING COUNTY MUNICIPAL COURT ADULT PROBATION DEPARTMENT AND ABOLISHING THE POSITION OF SENIOR PROBATION OFFICER FROM HOURLY NON-BARGAINING PERSONNEL UNIT CLASSIFICATIONS AND CREATING A SENIOR PROBATION OFFICER IN THE MANAGEMENT AND SUPERVISORY EXEMPT UNIT CLASSIFICATIONS AND SETTING THE COMPENSATION THEREFORE

WHEREAS, the Director of the Adult Probation Department, in cooperation with Administrative Judge Matthew George and Judge David Stansbury, have reviewed the staffing needs within the Licking County Municipal Court Adult Probation Department and have determined that a modification is needed; and,

WHEREAS, the Director of the Adult Probation Department has determined that a second supervisor is needed within the department to more effectively manage and supervise employees; and,

WHEREAS, the current Senior Probation Officer has the capacity and experience to manage and supervise the secretarial staff and to provide a more direct and timely approach to assisting and managing said roles within the department which will allow the Director more time to focus and prioritize tasks which require his attention; and,

WHEREAS, due to the addition of supervisory duties, the Director requests that the position of Senior Probation Officer be abolished in the Hourly Non-bargaining personnel unit classifications and created in the Management and Supervisory Exempt personnel unit classifications.

WHEREAS, this matter was addressed by the Personnel Committee at a regularly scheduled meeting thereof which recommended consideration of passage 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: With respect to the position abolished and created, the changes set forth in the current legislation shall take effect contemporaneously per Section 4.07 of the City Charter unless otherwise noted.

SECTION 2: The full-time senior probation officer position within the Licking County Municipal Court Adult Probation Department is hereby abolished from the hourly non-bargaining personnel unit classifications and created in the management and supervisory exempt personnel unit classifications. This position shall receive compensation and benefits set forth in the current City of Newark Statement of Policy for Management and Supervisory Exempt Personnel.

SECTION 3: The created position of Senior Probation Officer shall receive compensation and benefits as set forth in the current Management and Supervisory Exempt Personnel Statement of Policy-\$63,558.56 yearly/ \$30.557 hourly. This position is in the unclassified service of the City of Newark.

SECTION 4: The position classification/pay range table for position number 4.116.211.01 Senior Probation Officer in the Licking County Municipal Court Adult Probation Department is hereby amended as follows:

Position Number	Description	Benefit Group	Current	Proposed	Pay Range
NEW	Senior Probation Officer	Management and Supervisory Exempt	1	1	Salary

SECTION 4: This legislation shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day _____, 2023.

 PRESIDENT OF COUNCIL

ATTEST: _____

CLERK OF COUNCIL

DATE FILED WITH MAYOR: _____

DATE APPROVED BY MAYOR: _____

MAYOR

FORM APPROVED: _____

TRICIA MOORE, DIRECTOR OF LAW

Prepared by the Office of the Director of Law