

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio, 2017
April 18, 2018

There was a meeting of the Personnel Committee in Council Chambers on Monday April 16, 2018 following the Safety Committee with these members in attendance:

Ryan Bubb, Chair
Mike Mangus
Doug Marmie
Dee Hall
Jonathan Lang

We wish to Report:

1. **Ordinance No. 18-11** amending the position classification and position authorization tables of the City of Newark, Division of Engineering, by creating the position of Engineering Zoning Administrative Assistant (1), and setting compensation therefore, and abolishing one Secretary 1 position was considered.

Brian Morehead, City Engineer- thank you for looking at this legislation, for the last twenty four years Kathy Stewart has been doing the job of Secretary I and she is wanting to fully retire hopefully by the end of June. Over the years we have taken on a lot more duties than the Secretary I position as I have given you in your packet the original job description. We have taken a lot of other duties in our office like adding on all of the zoning duties and the administrative duties that go along with that. We have also taken on the Planning Commission duties and other duties such as the real estate tax payments, advertising and bidding and some of the fleet management as well as physical inventory of the properties owned by the city of Newark that has come over from the Service Department. In the end I thought that it was more appropriate to develop an Administrative Assistant position that delineates all of those additional job duties because as you see in that original 2002 job description for a Secretary I it doesn't even come close to dealing with the things that we deal with today 16 years later.

Mr. Lang- what is the net impact to your budget from moving from the Secretary I position to the Administrative Assistant?

Brian Morehead- it is a \$1.24/hour difference that we are able to absorb in our current budget, we won't need any further appropriation because we have accounted for that since the beginning of the year in the budget. It would go from a pay range 30 to a 34.

Mr. Lang- would this Administrative Assistant go into effect now or when she retires?

Brian Morehead- Kathy our current Secretary officially retired at the end of 2012, she has been part time for us since that time but she officially wants to retire at this point so my goal would be that if everybody is in favor of this I would ask you to waive the two day reading to get this

to Council on May 7th, get this passed then I can go through the advertising and get someone on here in June to spend a couple of weeks with her before she officially leaves. That is my goal.

Motion by Mr. Lang to send to full Council, second by Mr. Labutis

Motion passed by a vote of 5-0.

Ryan Bubb, Chair