

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio, 2018
June 4, 2019

There was a meeting of the Personnel Committee in Council Chambers on Monday June 3, 2019 following the Economic Development Committee with these members in attendance:

Ryan Bubb, Chair
Mark Labutis
Sean Fennell
Dee Hall
Jonathan Lang

We wish to Report:

1. **Ordinance No. 19-13** an ordinance amending the position classification, pay range and department authorization tables of the Department of Property Maintenance, by creating the position of Account Clerk II and setting compensation therefore was considered.

Director Baum- prior to 2015 which is a year before I took my position I understand that Property Maintenance had an Account Clerk that position because the person filling it wanted to do inspections morphed into an Inspector position. George Carter moved to Engineering. You have since authorized Mark Mauter to hire another Inspector in Community Development to use in targeted areas who is working out great but for those of you who have called me about Property Maintenance problems the one complaint that I do get is that they are not in their office answering the phone which they're not supposed to be but they are also slow, slower than we would like about calling people back because they are out doing inspections. A week after George left my Property Maintenance Supervisor Joe Paul came to me said I don't need an Inspector I need an Account Clerk. He said it has become clear that we need a Clerk to answer the phone, coordinate all of this, keep up with the software and provide all the reports. That is what I am here to ask you for tonight. In my opinion we need to get out of the habit of abolishing positions when we don't fill them because that is what happened. We had this position sitting aside but it was abolished now I have to come to you to get one reconstituted so I can fill it. It is an Account Clerk II because as we all know there will be financial documents that will have to go to the County as liens on people's property taxes. It's not just answering the phone and returning phone calls there are reports that need to be generated and software that needs to be maintained.

Mr. Lang- could you give me an overview of what the cost would be on your budget?

Director Baum- the impact would be about \$6,000.00 less than the existing position. I don't have money for three people so right now instead of an Inspector I am going to add an Account

Clerk to that with the two Inspectors that I already have. This will allow the Inspectors to work more efficiently and spend more time checking in then listening to messages and calling people back and juggling property inspections.

Mr. Lang- it's just not clear, we are currently budgeted for three inspectors?

Director Baum- we are budgeted for two inspectors no Account Clerk position and Director Mauter has an inspector that works in targeted areas so I am still going to have an Inspector in Property Maintenance and an Inspector in Development and an Account Clerk II in Property Maintenance.

Mr. Lang- instead of the second Inspector.

Director Baum- correct or a third depending on how you look at it.

Motion by Mr. Lang to send to full Council, second by Ms. Hall

Motion passed by a vote of 5-0.

Ryan Bubb, Chair