

## Personnel Committee Minutes

Honorable Council  
City of Newark, Ohio  
January 13, 2015

There was a meeting of the Personnel Committee in Council Chambers on Monday January 12, 2015 following the Service Committee with these members in attendance:

Carol Floyd, Chair	Bill Cost Jr for Marc Guthrie
Ryan Bubb	Alex Rolletta
Doug Marmie	

We wish to Report:

1. **Ordinance No. 15-02** amending the position classification, pay range and department authorization tables of the City of Newark, Division of Water and Wastewater, by creating the classification of Financial Secretary, and setting the compensation therefore, and abolishing one Secretary Position was considered.

**Roger Loomis-** this is changing a current position it is not adding additional personnel. We have had a significant change in the job duties this person has been doing and they have been doing this job now for a couple of years, it is a collections process for the Division of Water and Waste Water. We have tried collecting bad debt various ways over the last 10-15 years. We used a collections agency which charged us money and we used employees on a part time basis. These were not very successful. We have had significant success in our collections process now. The person in this position has done an excellent job at this; we reduced our bad debt from about \$375,000.00 down to \$250,000.00. This person spends about 80-85% of their time on collections. This position was originally the Secretary to the Utilities Superintendent but that work has changed over the years; I do a lot of my own clerical work. This was an ideal fit for us to move this work on to her. The reason that I am asking for the change in pay is because it is a significant change in the work that she does. This is not a couple of added duties, this 80-85% of her job being changed to another type of work the other 15-20% is clerical work. It is a significant benefit to the City because we are collecting a lot more money on time and past due bills that in the past we just could not collect. This takes a lot of time. This is a Non-Bargaining Union position with the City.

**Motion by Mr. Bubb to send to full Council, second by Mr. Marmie**

**Mrs. Floyd-** we have had several other times recently where we have had someone who has taken on considerable additional duties and their pay has not changed. You feel this is a considerable difference?

**Roger Loomis**- my opinion is that this is a significant change in job duties and responsibilities. They are taking on all the responsibility of tracking these people down and doing this work. It is a bigger job than it was before. I am only asking for it to go from a 30 to a 32 that's not a significant jump. Most of our clerical staff in the City is now at a pay range 31 and this is only slightly above that. I think that it is proper to pay people for the work.

**Motion passed by a vote of 5-0.**

**Carol Floyd, Chair**