

CITY OF GROVE CITY, OHIO  
COUNCIL MINUTES

January 29, 2001

Special Meeting

The special meeting of Council was called to order by President Bennett at 7:00 p.m. in the Council Chambers, City Hall, 4035 Broadway.

Roll was called and the following members were present:

*Chris Fulton Vaughn Radi Steve Bennett Budd Eversman*

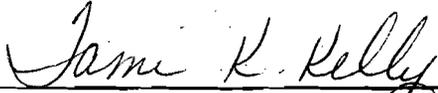
1. Mr. Eversman moved to excuse Ms. Klemack; seconded by Mr. Fulton.

Mr. Fulton	Yes
Mr. Radi	Yes
Mr. Bennett	Yes
Mr. Eversman	Yes

2. President Bennett recognized Mr. Stage, City Administrator, who explained that the City contracted with Organizational Resources for assistance in searching for a new City Administrator and, in August, for Human Resource services. He further explained that these Human Resource services were to review and make recommendations for the Administrative staff's job descriptions, as well as a the salary ranges. This meeting is to inform Council of the services completed to date. He then introduced Mr. Marty Jenkins from Organizational Resources, for a presentation.
3. Mr. Jenkins began the presentation by introducing his colleague, Mr. Douglas Plunkett. They passed out a Briefing of the classification and compensation review. Mr. Jenkins stated that this outlines what they feel are best practices for a compensation system. He explained that they reviewed job descriptions for 24 employees and then expanded their duties to include a compensation schedule for non-union employees. In reviewing the job descriptions, they found a mixture of formats. They rewrote these descriptions to make them uniform and address the Americans with Disabilities Act requirements. With regard to compensation, comprehensive market comparisons didn't appear to be done. They attempted to look at internal equity and external equity. Meaning, what the other communities were paying for a particular position and how that fit into our schedule. Also, they put together a step system for pay increases. It didn't appear that there was a uniform system for review or a means to provide for exceptional performance. So, they have designed a step system for increases and are recommending a procedure for performance reviews. Mr. Jenkins noted that the re-written job descriptions were done rather generic so they would be lasting, yet have the flexibility for the supervisor to determine specific tasks and/or duties for a position. Mr. Fulton asked who chose the titles for the different jobs. Mr. Jenkins said that is part of their recommendation. He explained that the present Code lists Secretary/Receptionist. Upon their review, it became apparent that there was a difference between several positions under this category and they are recommending that it be broken out under several titles. President Bennett asked if this included part-time, seasonal help and if so, why. Mr. Jenkins said there may an instance where you have a person who has worked for the city for 12 summers and you want to acknowledge that. However, casual labor is not in the profile. Mr. Stage pointed out that this comes in to play with lifeguards. He said that for this evening, he

would like a consensus of Council regarding the six (6) Recommendations of Organizational Resources. Mr. Fulton asked if they talked with the employees. Mr. Jenkins said yes. He then suggested a semi-annual review. He explained that the first review would deal with performance and expectations only. The end of the year review would address salary. He said the proposed system would integrate reviews with performance and have ramifications if performance is below expectations. If performance is above, they propose a one time cash award, rather than a higher percentage of increase in salary. Mr. Radi asked who will be doing the reviews and if they will be trained. Mr. Jenkins said the supervisors would be doing the reviews and yes, there would be training necessary. He stated that not everyone would be happy with this overall system. Mr. Radi asked if there would be a reduction in pay for an employee. Mr. Jenkins said in our situation, no. That is called redlining, which is someone who has outgrown the market and would be held at their current salary. There is no one in the City that is in this situation. Mr. Stage commented that they hope to start this in September for everyone. Additional questions took place of the evaluation process and assuring that there would be consistency from supervisors. Mr. Jenkins said the supervisors would be evaluated, as well, on their overall performance. He said this suggested procedure is a tough management issue and will require training, review and work. Mr. Jenkins continued with their recommendations and explained how they reviewed the compensation schedule. They began looking at internal equity, then added external equity. Based on the short notice for this work, they used Mid-Ohio Regional Planning Commission's Annual Compensation survey from their member communities. Mr. Eversman commented that some of the positions we have are also in the private industry. He asked if they only used public data. Mr. Plunkett said yes, due to time and cost. President Bennett asked if Council would receive copies of all the proposed job descriptions. Mr. Jenkins said that those could be supplied. President Bennett asked if there was flexibility. Mr. Stage said yes. President Bennett asked who would change the job descriptions. Mr. Stage said the Administrative Assistant and Department Heads. Mr. Jenkins said when a new position is added he hopes that they will use the system to develop a new description. He then reviewed the proposed pay schedule. Mr. Clark, Dir. of Law, commented that Civil Service jobs must pass a test and then there is a list of candidates. If the job descriptions are changed, how does that relate. Mr. Stage stated that Civil Service doesn't change. However, he has asked Steve Bowshier, Civil Service Commission, to conduct an audit of the past nine years. Mr. Jenkins explained that the new schedule has a step approach, except for executive or contract positions. Mr. Eversman confirmed that the upper portion of the scale doesn't have steps, only a lower and upper range. Mr. Jenkins said the lower half of the scale shows how an employee will move within the step system. Mr. Radi asked how this relates to the cost of living. Mr. Jenkins said this system should be looked at every year and changes made in the scale. Mr. Eversman asked how many employees this affects. Mr. Plunkett said around 30 - 35. Mr. Eversman asked if they had done this for any other cities. Mr. Jenkins said they have done this for Westerville, Upper Arlington and Johnstown. Mr. Eversman asked if they had done this for any private industries. Mr. Jenkins said no. President Bennett thanked Messrs. Jenkins and Plunkett for their presentation. Mr. Stage said he would like input from Council. Mr. Fulton asked Mr. Stage if he supported the proposal. Mr. Stage said yes. The Council Members commented that they would like some time to review the information provided as well as the job descriptions. Mr. Blackburn, Dir. of Service, commented that he believes the Department Heads are in agreement with the job descriptions, but some still need tweaked. Mr. Radi asked how this affects pay adjustments for this year. Mr. Stage said they would be done in two phases. First, they will give the standard 4% increase, per the Budget effective 1/1/01. Second, increases would occur per adjustment of the Plan, effective 3/1/01. The full plan would start in 2002.

There being no additional questions or comments, Council adjourned at 8:35 p.m.



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Tami K. Kelly, CMC/AAE  
Clerk of Council



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Steven M. Bennett  
President