

PERSONNEL COMMITTEE MEETING

AUGUST 26, 2019

The meeting was called to order at 5:08 p.m. by Chairperson Becky Williams. Committee members present were Barry VanHoozen and Becky Williams. Tim McCarthy was absent. Also present were Laura Alkire, Law Director, and Kelly Chalfant, Human Resources Manager. City Administrator, Bridgette Kabat arrived at 5:22 p.m.

REVIEW PROPOSED JOB DESCRIPTION FOR IT TECHNICIAN

The Committee reviewed the job description and Ordinance, and Mr. VanHoozen asked what had changed since the last review. Ms. Alkire stated that they have narrowed the salary range from the last discussion in June to top out at \$42,000, from the original \$50,000. She added that the City will require this position to go through several different certifications over the course of a two year period. As such those certifications would cost the City a total of \$9,700 and would come out of the training budget. Mr. VanHoozen asked for approval process clarification, and Ms. Chalfant added that this position will need to go through the budget process first, and so it will be for 2020.

The Committee agreed 2-0 to recommend approval of the job description for the IT Technician position as written for the 2020 budget process.

REVIEW PROPOSED JOB DESCRIPTION FOR SAFETY COORDINATOR

Ms. Williams noted the pay range change from \$45,000 to \$65,000, and questioned whether other jurisdictions compared to Perrysburg have a similar position. Ms. Chalfant noted that Lucas County has at least one Safety Coordinator, and that she acquired the pay range information from open positions from other municipalities via www.governmentjobs.com. Ms. Williams asked about the scope of the position, and whether the coordinator would oversee police and fire safety too, and Ms. Chalfant added that there is more training to be done within police and fire. There was a brief discussion as to whether this position should be part-time or full-time, and Ms. Williams referenced Jon Eckel's recommendation from the last meeting. Ms. Chalfant added that there is the option to transition this position from part-time to full-time depending upon the scope of the position going forward. Ms. Williams confirmed that this position will be budgeted for 2020, and that a recommendation will be given to City Council. Ms. Chalfant added that the City has been spending over \$57,000 a year in outsourcing the work of the Safety Coordinator. Ms. Alkire noted that she can include an hourly part-time position (hourly wage matrix) to the job description, and then the decision can be decided by the Administration as to the ability to hire for 2020. Mr. VanHoozen stated that this position should be included in the 2020 budget as a full-time position. Ms. Alkire also noted the precedent that was set for the Construction Inspector job description, whereas outlining part-time hourly pay or full-time salary pay.

The Committee agreed 2-0 to recommend approval of the job description for the Safety Coordinator, amending Ordinance 267.01-2 by adding a part-time position.

OTHER BUSINESS

Ms. Williams asked about the interview process for open positions, and Ms. Chalfant added that there are two candidates with interviews tomorrow for the Commissioner of Public Utilities position. She also added that there are seven candidates out of twenty-eight for the Deputy Finance Director position, and that those interviews have not been set up yet. Mr. VanHoozen asked about the Lien Six Sigma and reconfiguration of job roles and titles, and Ms. Kabat added that there has not been any process mapping yet, as they await the hiring of the Deputy Finance Director. Mr. VanHoozen asked for a head count of City employment as the City grows and recedes, so that they can get a sense of a trend, and Ms. Chalfant added that there has recently been much turnover and growth, and that she has a five year personnel plan that she has been working on. She stated that she will include that spreadsheet on the agenda for the next meeting.

There being no further business, the meeting adjourned at 5:28 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, September 24, 2019 at 5:00 p.m.