



TO: Members of Gahanna City Council
Clerk of Council

FROM: Miranda Vollmer, Director of Administrative Services
Mayor Laurie A. Jadwin

Cc: Raymond J. Mularski, City Attorney
Joann Bury, Director of Finance

DATE: September 14, 2022

SUBJECT: Request for Council Action

ACTION ITEMS

ACTION ITEM # 1: ORDINANCE: SALARY ORDINANCE FOR THE PERSONNEL OF THE CITY OF GAHANNA

Over the last four years, the Department of Human Resources has been working to ensure the City's compensation program for the unclassified personnel is competitive for recruitment and retention. The city engaged Clemans, Nelson, and Associates, Inc. (CNA) in 2021 to complete a review of the unclassified employee compensation program. Phase I of the compensation program was implemented in the 2022 budget. Phase I included three (3) parts: (1) 10% shift in the wage scale; (2) market-driven/internal adjustments; and (3) collective bargaining driven adjustments. Phase I also included changes to pay grades after a job audit analysis was complete.

The city's Consultant began work on phase II of the compensation study mid-2022. Phase II includes the implementation of a step wage scale, including step plan alignment, and market-driven wage adjustments. The step wage scale includes steps, start – 5 and a maximum rate for each pay grade. To implement a step wage scale, current employees not effected by the market-drive adjustments need to be aligned into the step plan to the step closest to current pay without reducing pay. The market-driven wage adjustments will complete pay rate adjustments from the 2021 and 2022 study. The total cost for the 2022 compensation program implementation is approximately \$28,000 without benefits or \$32,500 with estimated benefits, for the last five (5) pay periods of 2022.

Amendments to the 2022 salary ordinance (0089-2021) are respectfully requested to implement the 2022 compensation program and departmental realignments.

The modifications requested to implement the 2022 compensation program include changes in table 2 to change pay grades and new wage scale in section 2.

- Modification to table 2 in pay grades:
 - o Recreation Coordinator I to C10
 - o Recreation Superintendent to C19
 - o Parks Superintendent to C19
 - o Fleet Superintendent to C19
 - o Recreation Supervisor to C15
 - o Systems Administrator to C19
 - o Planning and Zoning Administrator to C18

The following modifications are the result of departmental realignments in table 2.

- Additions:
 - o Economic Development Administrator at C17
 - o Project Administrator I at C17
 - o Engineer- Senior Civil at C20
- Change in class title:
 - o Engineering Program Technician to Engineering Program Coordinator
 - o Project Administrator to Project Administrator II
 - o Director of Public Service & Engineering to Director of Public Service
- Deletions:
 - o City Planner & Zoning Administrator
 - o Engineer- Assistant City
 - o Engineer- Development
 - o Engineer – Water Resources

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency**
- Supplemental/Transfer:

Attachments

- HR ATT 2022 Salary Ordinance Amended 10.2022 RED LINE
- HR ATT 2022 Salary Ordinance Amended 10.2022

ACTION ITEM #2: ORDINANCE AMENDING CITY OF GAHANNA PAY ADMINISTRATION POLICY (0091-2021)

As part of the compensation study performed by CNA, the Pay Administration Policy was reviewed and edited. The Pay Administration Policy is the formal system for classifying positions

and compensating non-union employees in the City. Revisions have been added to implement a step wage scale.

For the updated policy to align with the amended salary ordinance, the Administration is respectfully requesting that the legislation be passed with **Emergency**.

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Emergency**
- Supplemental: None

Attachments

- HR ATT Pay Plan Administration Amended RED LINE
- HR ATT Pay Plan Administration Amended