



MEMORANDUM

TO: Merisa K. Bowers
Gahanna City Councilwoman, At-Large
President of Council

FROM: Heidi L. Miller, Regional Manager / Shareholder

DATE: May 8, 2024

RE: Job Audit – Clerk of Council and Deputy Clerk of Council

The City of Gahanna (hereinafter referred to as the “City”) requested that Clemans, Nelson & Associates, Inc. (hereinafter referred to as “Clemans Nelson”), conduct a job analysis and compile wage data for Clerk of Council and Deputy Clerk of Council.

There are two components to determining an appropriate pay grade for a position, (1) external equity analysis (market data), and (2) internal equity analysis (point factoring). In order to conduct the external equity analysis, Clemans Nelson compiled market data from other Central Ohio municipalities. Internal equity measures the “worth” of a position inside the organization, i.e. the placement of a position within the appropriate pay grade. To conduct the internal equity analysis, a Position Analysis Questionnaire (PAQ) has been completed by the current Clerk of Council employee, Jeremy VanMeter. A PAQ was not completed by the current Deputy Clerk of Council because the employee is new to their position and their position description was just updated prior to their hire.

Clerk of Council

The Clerk of Council facilitates the work of government in an orderly, efficient, and citizen-friendly manner; serves as the liaison between City Council and the administration to ensure a smooth work flow and timely citizen response; ensures the City’s legislative processes are open and public by providing a link between citizens and city government through the dissemination of information; and is responsible for the supervision of the Deputy Clerk of Council and Management Analyst. The position requires a bachelor’s degree and at least four (4) years of related job experience. The position is currently assigned to pay grade C20.

The market data for the Clerk of Council is provided as an attachment to this memo. Based on the data compiled, the Clerk of Council is being paid competitively when compared to the market. However, after speaking with Mr. VanMeter, the Consultant learned that he spends most of his time managing the City’s records program and performing communications-related duties on behalf of City Council, functions that are not necessarily expected of other Clerk of Council employees.

After conducting the internal equity analysis and after reviewing the market data, Clemans Nelson has determined that the Clerk of Council has been appropriately assigned to pay grade C20. However, the City might wish to take into consideration the more complex duties being performed by the current employee (e.g., records management and communications) and determine if an increase within the range is necessary.

Deputy Clerk of Council

The Deputy Clerk of Council is under the general supervision of the Clerk of Council and oversees the City's records management and disposal activities for all City departments; identifies areas of improvement with current procedures and creates and administers plans to streamline records filing organization, storage, and disposal processes; works with City departments in recommending revisions to and carrying out requirements of the City's retention schedules and records management manual; ensures the City's processes are open and public by providing high-quality customer service to citizens through the dissemination of public information and fulfillment of public records requests; develops and curates an Archives Center, identifying materials of historical value for collections that warrant long-term, permanent retention, enhanced storage, and preservation, and which raises public awareness about the history of the City of Gahanna; serves as the designated Clerk to the Planning Commission and Records Commission; coordinates with key personnel in the creation and dissemination of agendas and all related materials; records, transcribes, edits, and distributes meeting minutes as required; assists in all duties of the Council office, including serving as a backup clerk for council, board, and commission meetings as needed. The position requires an associate degree in business or public administration and two (2) years of experience in local government.

Similar to the Clerk of Council, Clemans Nelson compiled market data and the results for this position are provided as an attachment to this memo. Based on the data compiled, the pay range and current rate of pay for the Deputy Clerk of Council is low when compared to the market.

After conducting the internal equity analysis and after reviewing the market data, Clemans Nelson recommends the position be reassigned to pay grade C16.

City of Gahanna
 Job Audit – Clerk of Council and Deputy Clerk of Council
 May 8, 2024

Clerk of Council				
Jurisdiction	Min	Max	Current	Title (if different)
Canal Winchester	\$21.01	\$29.08	\$23.67	---
Columbus	\$54.07	\$90.11	\$84.03	City Clerk
Delaware	\$25.32	\$35.45	\$33.41	---
Dublin	\$46.63	\$68.89	\$51.53	Clerk of Council/Director of Legislative Services
Grandview Heights	---	---	\$28.00	PT position, works less than 30 hours/week
Grove City	---	---	\$49.75	---
Hilliard	\$35.58	\$52.88	\$50.75	---
New Albany	\$33.65	\$47.11	\$47.11	---
Pickerington	---	---	\$41.38	City Clerk
Upper Arlington	---	---	\$47.73	City Clerk
Westerville	---	---	\$42.55	---
Worthington	\$25/meeting or comp time			

Clerk of Council			
Average	\$32.44	\$46.68	\$41.59
<i>Gahanna</i>	\$38.34	\$55.59	\$42.81
Variance	\$5.90	\$8.91	\$1.22
Variance % to Average	18.19%	19.08%	2.94%

Statistical Outlier - Removed from the Average

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Deputy Clerk of Council				
Jurisdiction	Min	Max	Current	Title (if different)
Canal Winchester	no comparable position			
Columbus	\$45.00	\$67.53	\$61.29	Deputy City Clerk
Delaware	no comparable position			
Dublin	\$32.50	\$47.64	\$36.97	---
Grandview Heights	no comparable position			
Grove City	no comparable position			
Hilliard	no comparable position			
New Albany	\$28.77	\$36.32	\$36.32	---
Pickerington	---	---	\$26.30	Deputy City Clerk
Upper Arlington	\$29.27	\$41.00	\$19.79	Deputy City Clerk
Westerville	\$25.39	\$35.62	---	vacant
Worthington	no comparable position			

Deputy Clerk of Council			
Average	\$28.98	\$40.15	\$29.85
<i>Gahanna</i>	\$27.03	\$39.19	\$33.11
Variance	(\$1.95)	(\$0.96)	\$3.26
Variance % to Average	-6.73%	-2.38%	10.94%

Statistical Outlier - Removed from the Average