



TO: Members of Gahanna City Council  
Clerk of Council

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

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

DATE: May 18, 2022

SUBJECT: Request for Council Action (May 23, 2022 Committee of the Whole Meeting)

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#### ACTION ITEMS

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

This is a requested amendment to the 2022 Salary Ordinance for the City of Gahanna (0089-2021). The modifications, which are identified below.

The requested modifications result from the establishment of the Department of Engineering and an independent review of roles in the Department of Finance and in Marketing & Communications. Specifically, the City's employment consultant reviewed the following positions for FLSA overtime status: Management Analyst, Finance Coordinator, and Marketing and Communications Specialist. As a result of the FLSA audit, these positions are exempt from overtime payment. The City's consultant also recommended a change in job titles for the Finance Coordinator to Finance Analyst, and Payroll Coordinator to Payroll Analyst.

It also is recommended to increase the pay grade from C10 to C12 for the position of Recreation Coordinator II. There are currently two vacancies in this job classification. These positions have been difficult to fill, as three qualified candidates have declined job offers for these open positions because of the related pay levels. Based upon a review of the compensation study conducted in 2021, the increase in pay grade moves the Recreation Coordinator II position in better alignment with comparable positions in neighboring communities. In order to timely move forward with recruitment and hiring efforts, an **Emergency and Waiver** are requested for this amendment.

Modifications to Table 2 include:

- Addition of Director of Engineering at pay grade C24
- Change in pay grade for Engineer- Water Resources from C19 to C20
- Change in pay grade for Engineer- Assistant City from C19 to C 21

- Removal of Engineer – City
- Change in the title and FLSA status for Finance Coordinator to Finance Analyst and to FLSA exempt status
- Management Analyst to FLSA exempt status
- Change in title from Marketing & Communications Coordinator to Specialist at pay grade C13. FLSA status to exempt
- Change in the title for Payroll Coordinator to Payroll Analyst
- Change in pay grade for Recreation Coordinator II to C12

Requested Legislation and Funding

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

Attachments

- HR ATT 2022 Salary Ordinance Amended 5.2022 **RED LINE**
- HR ATT 2022 Salary Ordinance Amended 5.2022