



To: Gahanna City Council
Raymond Mularski, City Attorney

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

Date: December 9, 2021

Re: Department of Human Resources Report (December 13, 2021 Committee of the Whole)

UPDATES

See 12/6/21 Mayor's Report.

ACTION ITEM(S)

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

Each year, prior to the adoption of the following year's budget, the Department of Human Resources presents a proposed Salary Ordinance to Council for adoption. This ordinance sets forth the salaries for the non-union personnel of the City of Gahanna.

Attached is the proposed Salary Ordinance for 2022. The following adjustments have been incorporated into the proposed 2022 Ordinance:

- 2% wage increase for unclassified personnel
- 10% shift in the wage scale in Section 2 as recommended by CNA
- Market-driven adjustments in pay grades for the following positions:
 - Engineer – Assistant City Pay Grade 18 to Pay Grade 19
 - Engineer – City Pay Grade 21 to Pay Grade 23
 - Engineering Program Technician Pay Grade 13 to Pay Grade 14
 - Human Resources Assistant Pay Grade 9 to Pay Grade 11
 - Recreation Coordinator I Pay Grade 6 to Pay Grade 8
 - Recreation Coordinator II Pay Grade 8 to Pay Grade 10
 - Engineer – Water Resources Pay Grade 18 to Pay Grade 19
 - Director level positions assigned to pay grade C24
- Collective Bargaining Driven Adjustments
 - Chief of Police – 12% differential between the Step 2 rate for the Police Lieutenant
 - Deputy Chief of Police – 8% differential between the Step 2 rate for the Police Lieutenant
- Change to pay grades as a result of a job audit analysis for the following positions:
 - Director of Court Services Pay Grade 19 to C20
 - Manager – Public Service Pay Grade C20 to C21
 - Project Administrator Pay Grade 17 to C18
 - Golf Course Supervisor Pay Grade C14 to C15



- Manager – IT Pay Grade C20 to C22
- Manager- Communications C19 to C20
- The following were added to Table 2 to reflect the new positions in the 2022 budget:
 - Marketing & Communications Coordinator at C10
 - Engineer- Development at C17
 - Manager – Police at C20
 - Manager – Finance at C21
 - Manager – Human Resources at C20
 - Public Information Officer at C17

The adjustments above are included in the proposed 2022 budget and reflect the results of the compensation study performed by Clemans, Nelson, and Associates, Inc. (CNA) (a summary of which was presented to Council at the Committee meeting held on 11/22/21).

In addition, the following edits were made:

- Article 1: Definitions – removal of intermittent employee; revised workweek to Monday - Sunday
- Updated pay rates in Table 1: Seasonal, Variable Hour, and Temporary non-exempt classifications
- Reorganization of Table 2
- Updated language in Article 6: Non-Discrimination

The Department of Human Resources respectfully requests Council to issue legislation adopting the 2022 Salary Ordinance as proposed. In order for the salary adjustments to align with the 2022 budget in the new year, the Department is requesting that the Ordinance be adopted with **Emergency and Waiver**.

Legislation Needed: Ordinance
Emergency/Waiver: **Emergency and Waiver**

Attachments: HR ATT 2022 Salary ORD redline; HR ATT 2022 Salary ORD

ACTION ITEM #2: 2022 BENEFITS ORDINANCE

Each year, prior to the adoption of the following year's budget, the Department of Human Resources presents a proposed Benefits Ordinance to Council for adoption. This ordinance includes the fringe benefits for the non-union personnel of the City of Gahanna.

Modifications to the 2022 proposed Ordinance include:

- General text cleanup
- Article 1: Definitions updates
- Article 2: Non-Discrimination, updated language
- Article 5: Holidays, addition of Juneteenth (June 19)
- Article 12: Uniforms updates

The Department of Human Resources respectfully requests Council to issue legislation adopting



the 2022 Benefits Ordinance as proposed. In order for the salary adjustments to align with the 2022 budget in the new year, the Department is requesting that the Ordinance be adopted with **Emergency and Waiver**.

Legislation Needed: Ordinance
Emergency/Waiver: **Emergency and Waiver**

Attachments: HR ATT 2022 Benefits ORD red-lined; HR ATT 2022 Benefits ORD

ACTION ITEM #3: ORDINANCE ADOPTING CITY OF GAHANNA PAY ADMINISTRATION POLICY

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. The following revisions have been made to the Policy, based upon recommendations of CNA:

- General language cleanup, including table of contents and replacement of Director of Human Resources to HR Manager and/or Director of Administrative Services.
- Section 4 edits:
 - o Section 4(B)(4) – new subsection defining the pay rates for the Chief and Deputy Chief of Police at 12% (Chief) and 8% (Deputy Chief) higher than the highest wage provided under the FOP collective bargaining agreement for Lieutenant.
 - o Clarification language in Section 4(B)(5) on movement of pay wages to midpoint following 5-7 years of service.
 - o Section 4(B)(9) – (10), returning to language from 2018
- Re-establishing Section 7 on positions held concurrently
- Section 11 – clarification language on compliance with US Department of Labor regulations

The Administration respectfully requests Council to issue legislation to adopt the revised policy with an effective date of January 1, 2022. In order for the updated policy to align with the new year, the Administration is respectfully requesting that the legislation be passed with **Emergency and Waiver**.

Legislation Needed: Ordinance
Emergency/Waiver: **Emergency and Waiver**

Attachments: HR ATT 2022 Pay Administration Policy redlined; HR ATT 2022 Pay Administration Policy