

AGENDA FOR A PERSONNEL COMMITTEE
MEETING FOR TUESDAY, OCTOBER 2, 2018
6:30 PM, MEEKS CONFERENCE ROOM
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Mercer, Barber, Stanley, Carpenter)

- I. CALL TO ORDER – Chairman, Councilwoman Sharon Kuhl
- II. ROLL CALL
- III. MINUTES – meeting held May 9, 2018
- IV. NEW BUSINESS
 1. Discussion and/or action on a request to increase police wages.
- V. ADJOURNMENT

The Personnel Committee of City Council met Wednesday, May 9, 2018 at 5:45 PM in the Meeks Conference Room on the second floor of the Municipal Building at One Government square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilwoman Sharon Kuhl. Members attending included Councilmen Bob Mercer, Eric Barber, Zach Stanley, and Sharon Kuhl. Councilman Carpenter was absent.

Others attending included Joe Santer, Everett Shears, John Reed, and Jeff Fox.

MINUTES – Mr. Stanley moved, seconded by Mr. Mercer, to approve the minutes from the meeting held March 29, 2018, and the motion was adopted by unanimous vote.

NEW BUSINESS – request to reclassify code technician.

Personnel Director, Sondi Wallace, stated that the administration was asking for this reclassification from an H-6 to H-7 classification, after they compared the duties to other administrative assistants, and said this employee has been misclassified for a long time. The job description is clerical and administrative, and Ms. Wallace said she agreed with the request and brought it forward. This employee has taken on additional duties concerning vehicle violations for both the Development Department and Police Department, and these are additional duties.

City Attorney, Joe Santer, stated that the employee was working for the Code Department, and the other duties are in conjunction with the Police Department.

Chairman Kuhl stated that during the budget session this year, they discussed hiring an outside agency to do a survey on employees and departments to see if we are in line with our job descriptions. City Council has not voted on the survey yet, but she thinks since we are working on it, she feels that if we did each employee, there are several who are not paid what they should be paid. They did not give raises across the board, and she would like to wait for that study, and hopes we can get it done.

If Council wants a thorough job analysis, it will take up to nine months, Ms. Wallace stated. Ms. Kuhl suggested they table the request for now.

Public Works Director, Everett Shears, said that he has looked at all the job descriptions in his division and this employee is clearly out of classification and it should be addressed. Moving forward, there needs to be something done City-wide, but this request needs to be addressed immediately, he said.

Councilman Barber stated that he thought the court clerks were also misclassified, and Ms. Wallace said that a lot of people were misclassified.

Mr. Shears stated that he has lost several employees because of money, and he is afraid it will continue. All of our truck drivers are going to the oil fields, he said. Mr. Barber asked how we could pick one or two for action now.

There is a difference, Mr. Santer stated. You may be classified incorrectly. A lot of people may be underpaid, but that is not the same as being incorrectly classified. We

should not wait on this one. It is the administration's opinion that this request, and another one later, should be addressed.

Ms. Wallace said she was taking steps reaching out to companies who do salary surveys. She has talked to Charleston and has a meeting next week. The committee reviewed the job description for this position with high-lighted areas of additional duties.

Mr. Stanley asked if the H-7 position was the same as other assistants, and Ms. Wallace said it was. When Ms. Kuhl asked if the employee would still be the code technician and not an assistant, Ms. Wallace said the employee does administrative work for the code department.

We have talked about uniforms for City employees, Mr. Reed stated, and the whole thing is out of whack. To single out one employee because she put in the request will make the others request reclassifications. He asked if we wanted to consider those individually. This one should be changed, but there are a lot of employees out of their classification. He said he was thinking about the feelings of all the other employees, and this one is an exception.

Ms. Wallace said she has not received an official directive to do the study at this time. Ms. Kuhl said she thought that Council said this was something we needed to do during the budget sessions, and she thought it was approved at that point. Ms. Wallace asked where the money would come from, and Mr. Reed said it would be under contractual services, and he suggested we start moving forward with the study.

If this reclassification to an H-7 position is incorrect after the study, Ms. Kuhl asked how that would be effected, and Ms. Wallace said they will tell us if it's wrong. Again, Mr. Reed said that we should treat all the employees fairly and not just one, and thought they would be getting calls from other employees.

Mr. Santer stated that we had done comparisons with other cities in the past, and a lot of the job descriptions are different. He thinks that there are properly classified, but some are not. These two they are discussing this evening are not properly classified and action should be taken. Ms. Wallace added that she has reviewed the jobs and these two are clear.

The City allows employees to do their own job descriptions, and we should not, Mr. Santer sated.

Anyone can fill out the form for reclassification, Mr. Fox stated, and they are trying to fix something for one person. Ms. Kuhl stated that in light of what we have heard this evening from Ms. Wallace and the Administration, the employees have to go through their supervisor and department head. Before it reaches the Personnel Director, the department head asked for the reclassification. Ms. Wallace then meets with the Mayor.

This recommendation comes from the Administration, Mr. Santer stated. If City employees try to go through Council, Council should ignore them.

Mr. Stanley understood this request to be open and shut, if it is not classified correctly, they should fix it, he said.

Mr. Reed stated that the classifications got out of line because Council did it one at a time individually and we should look at it comprehensively and treat everybody fairly.

City employees should not be going to City Council, Mr. Santer stated, and they should be told to go to their supervisor first. The City has done comprehensive plan in the past, he said. City Council should be doing the plan, Mr. Reed stated. In the meantime, Ms. Kuhl said this one is clearly misclassified.

MOTION – Mr. Stanley moved, seconded by Mr. Mercer, to recommend that Council approve the reclassification of the Code Technician from an H-6 classification to an H-7 classification, and the motion passed with Mr. Mercer, Mr. Stanley and Ms. Kuhl voting “yes” and Mr. Barber voted “no”.

Mr. Barber said they should all be done at once.

MEMORIAL BRIDGE OFFICE MANAGER

Chairman Kuhl left the room on this matter as she has a conflict, and turned the chair over to Mr. Mercer as vice chairman.

Ms. Wallace explained that the office manager at the Memorial Bridge is a supervisor the same as other supervisors in the Public Works Department, but she is classified as an H-8 position. Administration is requesting that this be a salaried position. There is a significant amount of overtime because it is hourly at this time.

Mr. Stanley asked why the position received overtime, and Ms. Wallace said that the employee gets called out to re-set computers, or if someone does not show up for work. One year the overtime was \$5,734.00; one year \$6,303.00; and it will be close to \$7,000.00 this year. The employee supervises 34 part-time employees. There is a three hour minimum overtime if you are called out to work, even though sometimes the work is only 15 minutes. That is out call-out procedure, Ms. Wallace stated. If the employee does not live in the City limits, the drive could be an hour, Mr. Fox stated.

MOTION – Mr. Stanley moved, seconded by Mr. Barber, to recommend to City Council the reclassification of the Memorial Bridge Office Manager from an H-8 classification to an S-1 (salary) position, and the motion was adopted by unanimous vote. (Ms. Kuhl not present or voting).

The meeting adjourned at 6:15 PM.

Respectfully submitted,

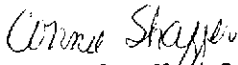

Connie Shaffer, City Clerk

TABLE III
POLICE CIVIL SERVICE NON-EXEMPT POSITION CLASSIFICATIONS
Effective 01/01/2019

<u>GRADE</u>	<u>POSITION TITLE</u>	<u>CURRENT</u>	<u>PROPOSED</u>
CS-2	Police Officer	\$17.47	\$19.30
CS-5	Police Sergeant	\$19.49	\$21.32
CS-8	Police Lieutenant	\$21.00	\$22.83
CS-9	Police Captain	\$22.52	\$24.35

COLLEGE INCENTIVE:


ASSOCIATES DEGREE = \$312.00 PER YEAR
BACHELORS DEGREE = \$624.00 PER YEAR
MASTERS DEGREE = \$936.00 PER YEAR

Mayor Tom Joyce



CITY OF PARKERSBURG
ONE GOVERNMENT SQUARE
P.O. BOX 1627
PARKERSBURG, WV 26102

Memorandum

TO: Sharon Kuhl Personnel Committee Chair
FROM: Tom Joyce, Mayor 
DATE: August 27, 2018
RE: Police Officer Recruitment and Retention Wage Adjustment

Since 2014, The Police Civil Service Commission has held testing and application opportunities on 8 occasions; the average number of applicants during this period is 44. The number of certified applicants for consideration has also dropped to levels, which make recruitment extremely difficult.

Additionally the Police Department has begun to experience turnover at a rate that if not addressed will compromise the public safety our community deserves.

This is a national trend and some communities across West Virginia have already begun to address the issue of pay to attract applicants.

I believe the proposed pay increase and salary considerations (See Attached) will serve as a necessary first step in mitigating the loss of sworn, certified officers to other law enforcement agencies.

Failure to address the alarming turnover within the police department will result in further depletion of our personnel. This is not only a public safety concern but also one that affects the physical, mental and emotional health of our officers.

I appreciate your consideration and I am asking that you convene your committee for action and look forward to cooperative efforts to keep the Parkersburg Police Department healthy, safe and ready for service. I would recommend that any motion to proceed include a referral to the Finance committee for further review and discussion and subsequent budget revision.

TTJ:pm