

## Human Resource Committee Meeting

May 3, 2019 – 4 p.m.

- Building/Zoning Department:
  - Recommendation to Council for department structure
  - Contract with Inspection Solutions for what period
    - Contract review
  - Approval for advertisement for PT Building/Zoning Inspector
    - Area advertisements
  - PT Building/Zoning Inspector Job Description
    - To Clemans Nelson or administrative task
  - Approval of revised PT Administrative Assistant Job Description
    - Reporting structure – options
  - Current Building Adm Assist or advertise
- Job Descriptions
  - Legislation to adopt FA and new PT Bldg Dept Adm Asst and PT Bldg/Zoning
    - Inspector Need to add Fiscal Auditor – missed on legislation
    - Never received Building Department Administrative Assistant signed form
    - Part-time Building/Zoning
- Salary Schedule

## Human Resource Committee Meeting

May 3, 2019 – 4 p.m.

Present: Galicki, Romanowski, Carroll (arrived at 4:30 p.m.)

Visitor: Schloss

At 4:20 p.m. Galicki started the meeting and reported that the HR Committee was considering recommending to Council to go with the recommendation from Clemans Nelson to go with a part-time Building/Zoning Department at 24 hours per week. Schloss said the Building Committee would be meeting on 5/8/19 and would discuss the proposed HR recommendation. He said he felt it was a good recommendation.

Carroll arrived at 4:30 and was updated on the discussion. Carroll agreed with the proposed recommendation to follow the Clemans Nelson recommendation and go with a part-time Building/Zoning Department to be open 24 hours per week.

Fiscal Officer stated that Inspection Solution's (Dave Hocevar) contract expires 5/31/19 and the Village would have to take action to renew the agreement and decide on a contract term. Since Schloss was present, he said he would take that issue to the upcoming Building Committee meeting to discuss.

Fiscal Officer stated if Council acts on the Building Department structure at the 5/13/19 Council meeting, the Village should take action to place an advertisement to find an inspector. She shared sample job ads found online and on the Building Officials Conference of Northeast Ohio (BOCONEO) website. There was discussion on what the job ad should include, pay range, etc. Referring to the proposed salary schedule from Clemans Nelson, there was discussion that the pay range for the Building Inspector would be \$22.16 to 72% of \$32.14 (the top pay for that range), based on certifications and experience. There was discussion about not starting someone at the top rate because then they would have no growth increase available within the band.

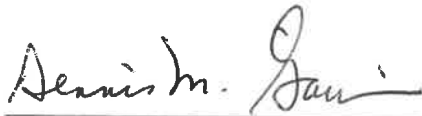
The HR Committee will look to take the following action at the 5/13/19 Council meeting.

- Make a motion to go with a part-time Building/Zoning Department to be open 24 hours per week with Council to decide on the office hours.
- Make a motion to place an advertisement for a part-time Building/Zoning Inspector for 24 hours per week in the newspapers, online, and with BOCONEO.
- Renew contract with Inspection Solutions for a term to be decided by Council
- Have Council review the part-time Building/Zoning Inspector's job description which will be the current Building Inspector's job description changing it from full-time to part-time, non-exempt position, and change office hours to part-time.
- Have Council review the amended part-time Building Department's Administrative Assistant job description drafted by Clemans Nelson with reporting to the part-time

Building Inspector. Clemans Nelson also questioned whether four years' experience was really necessary. Committee to discuss.

Fiscal Officer stated that job descriptions would have to be adopted/amended by legislation. Committee decided Council can review the job descriptions and take action at the June Council meeting. Or, if necessary, Council could hold a Special Council meeting if a candidate was found prior to then.

Fiscal Officer is to prepare minutes of meeting, draft advertisement for part-time inspector and put together packet of information for the HR Committee to share with Council in the packets for the 5/13/19 meeting.

Handwritten signature of Dennis M. Galicki in cursive script, written in black ink.

Dennis Galicki, Chair