



**Monday April 24, 2023**  
**Special Committee Meeting-Job Descriptions**  
**Oak Grove Council Chambers**  
**8505 Pembroke Oak Grove Rd Oak Grove, Kentucky 42262**

The Oak Grove Committee for Job Descriptions met in Special Session on April 24, 2023, at 9:00 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairman/Council Member Janet Edwards, Council Member John Campbell (arrived 10 minutes late), and Council Member Richard Baker. Also present for the meeting were Finance Director Bobbie Crawford, Police Chief Dennis Cunningham, Fields Operation Manager Brandy Moore, Human Resources Hailey Bamford, and City Clerk Lorelynn Fisher. There were approximately 0 individuals present at the meeting.

#### **CALL TO ORDER**

Chairman/Council Member Janet Edwards called the meeting to order at 9:00 a.m.

#### **APPROVAL OF MINUTES**

Council Member Richard Baker made a motion to approve the minutes from April 13, 2023. Chairman/Council Member Janet Edwards seconded the motion. There was no discussion. A voice vote was taken with all present in favor; the motion carried.

#### **AGENDA**

**Job Descriptions-Committee to examine job descriptions which include the job title, department, supervisor, grade, FLSA status, salary range, and job details:** The following descriptions were reviewed:

1. Finance Director: No changes or additions were made to this job description.
2. Accountant/Human Resources: The committee agreed to table this job description until HR can revamp it.
3. Accountant/Accounts Receivable: Under Essential Functions, the committee recommended that all tasks related to utility be deleted from this description. The committee recommended adding the following language- "Responsible for Bank Deposits", "Assist in building permits", and "Receive and process occupational license and renewals". Under Educational Requirements, the committee also recommended the following language/order- "Bachelor's degree in general business or accounting preferred; can be substituted for 5 years' experience", and "High School Diploma or Equivalent". Under Preferred Skills, Knowledge, or Abilities, the committee recommended adding "Interpret ordinances". Under Minimum Qualifications, the committee agreed to the following- "Bachelor's degree in general business or accounting preferred; can be substituted for 5 years' experience", "3 years' experience of accounting", and "Must be eligible for bonding".
4. Seasonal Maintenance Worker: The committee agreed to retitle the position as Temporary-Part Time Maintenance Worker. Under Preferred Skills, Knowledge, or Abilities, the committee recommended adding "Must be able to operate outdoor equipment with minimum supervision".

Under Minimum Qualifications, the committee recommended changing “Possess a valid commercial driver’s license” to “Possess a valid driver’s license” and adding “Subject to drug testing and a background check”.

5. Community Center Director: The committee discussed the idea of retitling this position to “Director of Parks and Recs”. Ultimately, the committee agreed to table this position until the next meeting.
6. Customer Service Representative Full Time: Under Essential Functions, the committee recommended adding “Maintain orderliness and cleanliness of the facility and grounds”, and “Must be able to lift a minimum of 50 lbs.” Under Minimum Qualifications, the committee recommended changing “One to three years’ experience in facility operations” to “One to three years’ experience in customer service”. The committee also agreed that it would be beneficial to add “Must be CPR Certified”.
7. Customer Service Representative Part Time: The committee recommended deleting this position since it quantifies the same duties as the full-time position and just coincides the part-time and full-time together in one description.
8. Police Chief: The committee recommended adding “12-15 years’ experience for this position, “bachelor’s degree in business management or 12-15 years’ experience”. It was discussed revamping this job description.
9. Major: The committee recommended moving this position from a grade 46 to a grade 47. This job description has been recommended to be revamped.
10. Captain: Under Educational Requirements, the committee recommended changing “640-hour basic training” to “800-hour basic training”.
11. Police Officer/Lieutenant: No additional changes or additions were made to this position.
12. Police Patrol/Cadet: Under Job Summary, the committee recommended wording the summary as follows: “Under direct supervision, perform a variety of civilian field and office work, in direct support of successful graduation of the Department of Criminal Justice Training (DOCJT)”. Under Essential Functions, the committee recommended wording the section as follows: “This position does not have any Essential Functions”. No other changes or additions were made.
13. Field Training Officer/Corporal: No additional changes or additions were made to this position.
14. Police Sergeant/Shift Supervisor: The committee recommended retitling the position as “Police Investigator/ Sergeant Supervisor”. No other changes or additions were recommended.
15. Police Officer/Corporal: No additional changes or additions were made to this position.
16. Police Patrol Officer: No additional changes or additions were made to this position.
17. Police Patrol Officer/Trainee: No additional changes or additions were made to this position.
18. Police Investigator: No additional changes or additions were made to this position.
19. Assistant Police Records Clerk: It was discussed that this position report to the Dispatch Supervisor. This position has been tabled until the next meeting.
20. Dispatch Supervisor: The committee discussed the idea of merging duties from the Police Record Clerk to this position and increasing the pay. They also discussed retitling the position as “Dispatch Supervisor/Records Clerk”. This position will be discussed with the budget committee. This position is tabled until the next meeting.
21. Police Dispatcher Trainee: No additional changes or additions were made to this position.
22. Police Dispatcher: The committee originally discussed moving this position from a grade 36 to 37. However, instead of increasing the grade, the committee discussed proposing a 6% COLA increase. This discussion will be brought to the budget committee meeting. This position was tabled until the next meeting.

23. Animal Control Officer: Under Educational Requirements, the committee recommended wording the following language “High School Diploma or GED, three years’ experience with animals”. No other additions or changes were made.

The committee scheduled another meeting on May 2, 2023, at 9:00am.

**ADJOURN**

Chairperson/Council Member Janet Edwards made a motion to adjourn the meeting. Council Member John Campbell seconded the motion. There was no discussion. The meeting was adjourned at approximately 12:00pm.

**APPROVED:**

\_\_\_\_\_  
/s/  
Chairman/Council Member Janet Edwards

\_\_\_\_\_  
DATE

\_\_\_\_\_  
/s/  
Council Member John Campbell

\_\_\_\_\_  
DATE

\_\_\_\_\_  
/s/  
Council Member Richard Baker

\_\_\_\_\_  
DATE

**ATTEST:**

\_\_\_\_\_  
/s/  
Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

\_\_\_\_\_  
DATE

**\*\*Minutes were approved at the May 2, 2023, Special Job Description Committee Meeting. Original signed document is available at City Hall\*\***