



Thursday June 29, 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 June 29, 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, and Council Member Richard Baker. Also present for the meeting were Police Chief Dennis Cunningham, Finance Director Bobbie Crawford, Accountant/Human Resources Hailey Bamford, Fields Operation Manager Brandy Moore, and City Clerk Lorelynn Fisher. There was approximately 1 individual present at the meeting.

CALL TO ORDER

Chairman/Council Member Janet Edwards called the meeting to order at 9:02 a.m.

APPROVAL OF MINUTES

Council Member John Campbell made a motion to approve the minutes from June 20, 2023. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to pass.

AGENDA

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

1. Major-Grammatical corrections
2. Police Shift Supervisor- Grammatical corrections, change "Minimum" with "Waiver" and add "One year in policing or military", Include hourly rate
3. Police Patrol/Cadet- Include hourly rate
4. Field Training Officer- No changes or additions
5. Police Investigator- Take "Mayor appoints" out of the description
6. Police Patrol Officer- No changes or additions
7. Police Officer.LT- Add "Minimum of 5 years' experience and associate degree or 2-3 years' supervisory experience"
8. Police Chief- Add "Executive level" in the description and include the language of "This is a nonelected office position per KRS and this position is appointed by the mayor and approved by the city council"
9. Police Dispatcher- Change language under Preferred Skills and Ability to say "Lift 50 pounds"
10. Police Dispatcher/Police Records Clerk- Add "Responsible for daily records keeping"
11. Animal Control-No changes or additions
12. City Clerk- Add "This is a nonelected office position per KRS and this position is appointed by the mayor and approved by the city council"
13. Deputy City Clerk- Add the whole section of "Essential Functions" back into the description
14. Administrative Assistant- Remove "Part time", under Minimum Qualifications add "Must be bonded" and "Ability to obtain a Notary Certification"
15. Public Works Director- Add "Executive level" to the description and "Appointed by the mayor and approved by city council"
16. Assistant Public Works Director- No changes or additions

17. Field Operations Manager-No changes or additions
18. Water Operator III- Add "Ability to obtain a Commercial Driver's License if needed"
19. Water Operator II- Add "Ability to obtain a Commercial Driver's License if needed"
20. Water Operator I- Add "Ability to obtain a Commercial Driver's License if needed"
21. Crew Leader- Add "Ability to obtain a Commercial Driver's License if needed"
22. Heavy Equipment Operator- Add "Ability to obtain a Commercial Driver's License if needed"
23. Finance Director- Add "Position is responsible for the collection of revenue for the city" Delete the sentence containing "six million dollars". Take out "Department" and add "Positions" under Supervisory Responsibility, add "Appointed by the mayor and approved by city council"
24. Accountant/Human Resources- Take out "Master's degree preferred", take out "Director" under Job Summary, take out "HR Department" under Essential Duties, add "Proficiency in software and tools utilized by the city" under Reasoning Ability, take out "Implement and maintain internal controls" under Essential Duties, add "Responsible for performing all aspects of HR and payroll accountant functions within the city" under Job Summary
25. Administrative Assistant to the Public Works Director/Accounts Payable- No changes or additions
26. Customer Service Manager- Add a supervisory role
27. City Maintenance Supervisor- Add "Assist Code Enforcement" and "Ensure preventative maintenance" in the description
28. Temporary-Part Time Maintenance Worker-Roads and Grounds-No changes or additions
29. Customer Service Representative (Community Center)- Add "Maintain a clean and orderly facility"
30. Customer Service Representative (Utilities)- Take out "Employee" and replace with "This position" under Job Summary, take "Learn" out of this entire description. The committee asked that this description be rewritten.
31. Accounts Receivable- Take "Clerk" out of the description and rewrite the Job Summary

The committee scheduled another meeting for July 12, 2023, at 9:00am.

ADJOURN

Council Member John Campbell made a motion to adjourn the meeting. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to pass. The meeting was adjourned at approximately 11:27am.

APPROVED:

Chairman/Council Member Janet Edwards

DATE

Council Member John Campbell

DATE

Council Member Richard Baker

DATE

ATTEST:

Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

DATE