



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

