



**Oak Grove Job Description Committee
Special Session Meeting Minutes
Friday, September 6, 2024
Oak Grove Council Chambers**

CALL TO ORDER

The Special Session of the Oak Grove Job Description Committee was called to order by Chairperson Janet Edwards at 9:37 a.m. on Friday, September 6, 2024, in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

Committee Member Richard Baker moved to dispense with formalities, seconded by Committee Member John Campbell. No discussion followed, and the motion passed unanimously by voice vote.

ROLL CALL

The following members were present:

- Chairperson/Committee Member Janet Edwards
- Committee Member John Campbell
- Committee Member Richard Baker

Also present were Mayor Jacqueline Oliver, Finance Director Matt Egbert, Community Center Director Melissa Lynch, Public Works Director Brian Ahart, Police Chief Dennis Cunningham, Accountant/Human Resources Hailey Bamford, and City Clerk Lorelynn Fisher.

Approximately zero members of the public were in attendance.

REVIEW OF MINUTES

Committee Member John Campbell moved to approve the minutes from the March 21, 2024, meeting, seconded by Committee Member Richard Baker. No discussion followed, and the motion passed unanimously by voice vote.

AGENDA ITEMS

1. Job Descriptions: The committee will review job descriptions, which will encompass the job title, department, supervisor, grade, FLSA status, salary range, and job details:

The committee reviewed and discussed several job descriptions during the meeting. They recommended the following changes:

- o Remove the job title of Customer Service Manager (Utilities) from grade 37 and merge this position with Accounts Payable/Administrative Asst to PWD for a new title of Utility Office Manager/Accounts Payable/Admin Asst. to PWD and keep at grade 40
- o Update and correct the salary ranges
- o Move the Police Officer Corporal from grade 39 to grade 40
- o Move Field Training Corporal from grade 42 to grade 41
- o Change the title of Accountant/Accounts Receivable to Accounting Clerk/Accounts Receivable
- o Change the title of Accountant/Human Resources to Accounting Clerk/Human Resources

The committee also asked Finance Director Egbert to review his department’s job descriptions and pay grades.

Committee Member John Campbell moved to have this committee meet every six months, seconded by Committee Member Richard Baker. No discussion followed, and the motion passed unanimously by voice vote.

The committee scheduled a meeting for October 11, 2024, at 9:30 a.m.

ADJOURNMENT

Committee Member John Campbell moved to adjourn the meeting, seconded by Chairperson/Committee Member Janet Edwards. No discussion followed, and the motion passed unanimously by voice vote. The meeting was adjourned at approximately 10:55 a.m.

APPROVED:

_____/s/_____
Chairperson/Committee Member Janet Edwards

_____11.25.24_____
DATE

ATTEST:

_____/s/_____
City Clerk Lorelynn Fisher, MMC, CKMC

_____11.25.24_____
DATE

****Minutes were approved at the November 25 2024, Special Job Description Committee Meeting. The original signed document is available at City Hall****