



Oak Grove Job Description Committee
Special Session Meeting Minutes
Monday, September 8, 2025
Oak Grove Council Chambers

CALL TO ORDER

The Special Session of the Oak Grove Job Description Committee (JDC) was called to order by City Clerk Lorelynn Fisher at 1:00 p.m. on Monday, September 8, 2025, in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

Election of Chairperson & Vice Chairperson

Motion: Committee Member John Campbell moved to elect Janet Edwards as the Chairperson.

Second: Committee Member Richard Baker

Vote: Voice vote-motion passed
(Committee Member Janet Edwards opposed)

Motion: Committee Member Richard Baker moved to elect John Campbell as the Vice Chairperson.

Second: Chairperson/Committee Member Janet Edwards

Vote: Voice vote- motion passed

ROLL CALL

The following members were present:

- Chairperson/Committee Member Janet Edwards
- Vice Chairperson/Committee Member John Campbell
- Committee Member Richard Baker
- Human Resources and Payroll Coordinator Ariel Young
- Assistant Police Chief/Major Victor Lynch
- City Clerk Lorelynn Fisher

Two members of the audience were in attendance.

- **REVIEW OF MINUTES-NOVEMBER 25, 2024**

Motion: Vice Chairperson/Committee Member John Campbell moved to approve the minutes.

Second: Committee Member Richard Baker

Vote: Voice vote-motion passed

AGENDA ITEMS

- **Job Descriptions:** The committee will review job descriptions, encompassing the job title, department, supervisor, grade, FLSA status, salary range, and job details and Compensation/Step Plan: The committee will review the city's compensation and step plan for employees: The committee met to review and discuss several staffing positions and made the following recommendations:
- **Community Center/Parks and Recreation Director** – The committee recommended moving this position from the Executive Band to Grade 40.
- **Community Center Customer Service** – It was agreed that staffing should include one full-time Customer Service Representative and two part-time employees.
- **City Maintenance Supervisor** – The committee recommended changing the title of “Temporary Part-Time Maintenance Work (Roads and Grounds)” to “Maintenance Worker.” This role would report directly to the City Maintenance Supervisor.
- **Accounting Support Specialist** – After reviewing the responsibilities of Accounts Payable and Accounts Receivable, the committee felt these should be split into two separate positions. HR will consult with the Finance Director regarding this recommendation.
- **Utility Office Manager** – The committee recommended adding language to the job description to clearly include accounts payable and receivable duties.
- **Code Enforcement Officer/Zoning Inspector** – The prospect of moving this role up one grade was debated. The committee decided to keep the position at its current grade for now, with plans to reconsider the matter next year and explore the option of adding a part-time officer.
- **Firefighters** – The committee recommended removing “Full-Time Firefighter” from Grade 39. Part-time Firefighters will remain listed in Grade 35 as “Firefighters.”

The next committee meeting is scheduled for **September 16, 2025, at 9:30 a.m.**

ADJOURNMENT

Motion: Vice Chairperson/Committee Member John Campbell moved to adjourn the meeting.

Second: Committee Member Richard Baker

Vote: Voice vote-motion passed

APPROVED:

Chairperson/Committee Member Janet Edwards

DATE

ATTEST:

Lorelynn Fisher, MMC, CKMC, City Clerk

DATE

DRAFT