



**Oak Grove Job Description Committee
Special Session Meeting Minutes
Monday, November 25, 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 9:32 a.m. on Monday, November 25, 2024, in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

ROLL CALL

The following members were present:

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

Also present were 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 September 6, 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:

During the meeting, the committee reviewed and discussed various job descriptions. They recommended adding the following language to all job descriptions, with the exception of Police and Fire positions, which are subject to different standards:

- Must be able to lift 50 pounds.
- Must obtain CPR and AED certification within one year.
- Must be at least 21 years of age.
- Must have no felony convictions.
- Must possess and maintain a valid driver's license.
- Must pass a background check and drug screening.
- Must be able to read, write, and speak English.

2. Compensation/Step Plan-Committee will review the city's compensation plan and step plan for the employees:

- The committee requested the compensation plan be sent to the city council for passing contingent upon the city attorney's answer regarding effective date of said plan.

ADJOURNMENT

Chairperson/Committee Member Janet Edwards moved to adjourn the meeting, seconded by Chairperson/Committee Member John Campbell. No discussion followed, and the motion passed unanimously by voice vote. The meeting was adjourned at approximately 12:09 p.m.

APPROVED:

Chairperson/Committee Member Janet Edwards

DATE

ATTEST:

City Clerk Lorelynn Fisher, MMC, CKMC

DATE