



Oak Grove Job Description Committee  
Special Session Meeting Minutes  
Thursday, October 2, 2025  
Oak Grove Council Chambers

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### CALL TO ORDER

The Special Session of the Oak Grove Job Description Committee (JDC) was called to order by Chairperson/Committee Member Janet Edwards at 9:30 a.m. on Thursday, October 2, 2025, in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

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### 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
- City Clerk Lorelynn Fisher

Also in attendance were Assistant Police Chief/Major Victor Lynch, Assistant Public Works Director Clint Anderson, Field Operations Manager Brandy Moore, and Accounting Support Specialist AJ Lewis. No citizens were present.

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### REVIEW OF MINUTES-SEPTEMBER 16, 2025

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

**Second:** Committee Member Richard Baker

**Vote:** Voice vote-motion passed

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### 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 recommends retaining this position as is and keeping it at pay band 40.
- **Code Enforcement Officer/Zoning Inspector** – The committee discussed the pay band of this position and decided to keep the position in the current pay band of 38. Will review this position pay grade again in the future.
- **Employee Evaluations** – Employee evaluations were discussed. The committee requested that when an employee leaves a position, the classification of that position should be reviewed to ensure it remains accurate.
- **Accounts Payable and Accounts Receivable (Payables & Receivables)** – The committee discussed the educational requirements of these position. As is, they currently require different degrees with both positions at the same pay grade and both with similar job duties. The committee recommends that both positions list “Associate’s degree and/or relevant work experience” as the educational requirement.

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#### ADJOURNMENT

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

**Second:** Chairperson/Committee Member Janet Edwards

**Vote:** Voice vote-motion passed

**Adjournment:** Approximately at 10:24 a.m.

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#### APPROVED:

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Chairperson/Committee Member Janet Edwards

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DATE

#### ATTEST:

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Lorelynn Fisher, MMC, CKMC, City Clerk

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DATE