

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

January 19, 2016

ADMINISTRATION – Marsha Hall

Legislation

Amend Personnel Policy Section 3.05

This amendment will provide for five (5) additional points for military veterans and reserve officers when ranking eligibility lists for police officer candidates.

Creation of Job Positions

As previously discussed and included in the 2016 Appropriations, adding two (2) full-time front desk staff and reducing the number of part-time staff will assist in providing better customer service at the recreation center. The position title is Recreation Center Clerk, and will have the same pay grade of 5 as the other Clerk positions in the City.

The current Operations Manager position title is being changed to Customer Service Coordinator. Several prior responsibilities were removed from the OM position when facilities staff took over much of the facility maintenance at the rec center. Current duties put more of an emphasis on the front desk and customer service. The prior pay grade reflected duties similar to other “Manager” positions at the rec center. The qualifications and licensure/certification requirements have been reduced. The Sports & Fitness Manager and Aquatics Manager positions encompass a much wider range of responsibilities, and the proposed job description more compare to the “Coordinator” positions. For those reasons the pay grade would be changed from Grade 12 to Grade 10.

Add, Change and/or Delete Certain Positions and Departments

Considering the above changes and the personnel-related items in the adopted 2016 Appropriations, the below changes are proposed for the Organization Chart:

- Change “Parks and Recreation” to “Recreation” due to Park Maintenance being under Facilities
- Add two (2) Police Officers to Police Department
- Add one (1) Administrative Assistant to Engineering (the actual job description and pay grade has not yet been finalized)
- Delete Operations Manager position in Recreation Department
- Add Customer service Coordinator position in Recreation Department
- Add two (2) full-time Clerk positions in Recreation Department

Miscellaneous

ACA (Affordable Care Act) for Part-time and Seasonal Employees

I met with affected department heads regarding their need to limit hours for part-time and/or seasonal employees. Per ACA, we must offer health insurance to employees who average 30 hours per week over an entire year. A few examples where this could be a problem: 1) lifeguards who are considered seasonal for a period of time, then part-time for a period of time; 2) seasonal park and golf staff who work 40 hours for a period of time each year. We need to make sure we schedule these employees so that they do not work the 30 hour average over the course of a year. The “look-back” period to determine health coverage

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is the previous year, so we don't have a chance to correct the situation after the fact. Should we not offer health care we should, we have to pay a penalty to the IRS.

Meetings Attended:

Jan. 12	Mtg. with Commissioner Brooks re. Eddie Bauer
Jan. 13	Mtg. re. ACA requirements regarding part-time and seasonal employees
Jan. 14	MORPC
01/20	Chamber mtg.
01/20	Mtg. with CivicPlus re. website