



MUNICIPAL BUILDING  
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[www.groveport.org](http://www.groveport.org)

**City Administrator Report to Council**  
**BJ King, City Administrator**  
**July 19, 2021**

**Legislation**

- **Ord 2021-029 – Creation of Director of Technology Position**

Approval of this ordinance would create a Director of Technology staff position. As our reliance on technology has increased, it has become apparent that the City would benefit from having an on-staff IT employee. This employee will assist with day-to-day issues and larger scale technology needs. The position, if approved, would fall into pay grade 21 (\$71,858 - \$115,499). The goal is to get this position approved and advertise for applications and resumes later this year, with the chosen applicant beginning employment in early 2022.

- **Ord. 2021-031 – Amending pay grade for Economic Development Director and Human Resources Clerk**

Approval of Ordinance 2021-031 would reclassify the pay grades for the Human Resources Clerk (part-time position) from Pay Grade 5 to 7 and the Economic Development Director from Pay Grade 19 to 21.

The Human Resources Clerk reclassification was a recommendation from the wage study conducted by Clemans Nelson & Associates completed in 2019/2020. The reclassification was recommended due to the increased complexity of duties being performed by this position. This reclassification was postponed in 2020 due to the uncertainty that the Covid pandemic would have on our revenue.

The reclassification of the Economic Development Director is being requested to align the actual pay being earned with the wage scale. Additionally, reclassifying the position to Grade 21 makes it competitive with similar positions in other municipalities. Provided below is a comparison with several other Central Ohio communities:

**Town Hall** 648 Main Street, Groveport, OH 43125  
**Groveport Recreation & Aquatic Center** 7370 Groveport Road, Groveport, OH 43125  
**Public Works Facility** 7400 Groveport Road, Groveport, OH 43125  
**Groveport Municipal Golf Course** 1005 Richardson Road, Groveport, OH 43125  
**Police Department** 5690 Clyde Moore Drive, Groveport, OH 43125

|                 |           |              |               |               |
|-----------------|-----------|--------------|---------------|---------------|
| Pickerington    |           | \$ 79,518.00 |               | \$ 107,577.00 |
| Hilliard        |           | \$ 81,308.00 |               | \$ 141,996.00 |
| Westerville     |           | \$ 83,033.00 | \$ 103,833.00 | \$ 124,558.00 |
| Upper Arlington |           | \$ 87,482.00 | \$ 104,979.00 | \$ 122,475.00 |
| Gahanna         |           | \$ 91,518.00 | \$ 109,821.00 | \$ 128,125.00 |
| Delaware        |           | \$ 93,170.00 |               | \$ 130,437.00 |
| Grove City      |           | \$ 96,033.00 |               | \$ 138,715.00 |
|                 |           |              |               |               |
| Groveport       | current   | \$ 66,321.00 | \$ 86,455.00  | \$ 106,589.00 |
|                 | prosposed | \$ 71,858.00 | \$ 93,668.00  | \$ 115,499.00 |

• **Ord. 2021-031 – Create and classify positions of Engineering Coordinator and Director of Transportation & Senior Services**

The wage study completed by Clemans Nelson & Associates in 2019/2020 recommended that the Administrative Assistant in the Engineering Department be reclassified from pay grade 7 to pay grade 11 due to the increased duties of the position. Additionally, re-titling the position to Engineering Coordinator reflects the increased responsibilities of the position and provides a higher level of professionalism. Additionally, the wage study recommended that the Director of Transportation be reclassified from pay grade 14 to pay grade 17. This ordinance also includes re-titling the Director of Transportation position to the Director of Transportation & Senior Services to reflect the duties associated with the Senior Center that have been assigned to this position.

**Attended Meetings and Events**

- July 12 – Trees and Decorations Committee
- July 12 – City Council
- July 13 - Main Street buildings update
- July 14 – Police Sergeant interviews
- July 16 – Monthly Mid-Ohio Managers Association meeting

**Upcoming Meetings and Events**

- July 19 – Committee of the Whole
- July 20 – GREAT service in Obetz
- July 20 - July 13 - Main Street buildings update
- July 21 – FOP union negotiations
- July 21 – Meeting with tenants for Main Street buildings
- July 22 – Main Street buildings preconstruction meeting
- July 23 – July 4<sup>th</sup> wrap-up meeting