

AGENDA
SPECIAL MEETING OF VILLAGE COUNCIL
JUNE 29, 2017
6:30 P.M.

1. Mayor Smith calls the meeting to order.
2. Roll Call:

Randall Atkins	Bill Madison
James Boerio	Steve Riley
Sue Johnson	George Teasdale
3. Guests:
4. Floor open to the public:
5. New Business:

Emergency Resolution 2017-38 Creating Permanent Position in Public Works and Establishing Compensation
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6. Old Business:
7. Communications and reports from Village Officials and Committees
 - a. Mayor
 - b. Fiscal Officer
 - c. Solicitor
 - d. Administrator
 - e. Sgt.
 - f. Council Members
8. Adjournment



Village of South Lebanon
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MEMORANDUM

To: Mayor & Village Council
CC: Nicole Armstrong, Fiscal Officer
From: Jerry Haddix, Village Administrator
Date: June 28, 2017
Subject: Special Meeting 6/29/17

The Mayor has called a Special Council Meeting for Thursday, June 28, at 6:30 p.m. The purpose of the meeting is to consider creating the position of Assistant Superintendent and appointing Jimmy Coomer to that position.

Let me know if you have any questions or need additional information.

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 3

Position Title: Assistant Superintendent **Name:**

Employment Status: Full-time

Dept./Div.: Utilities

FLSA Status: Exempt

Reports To: Superintendent & Administrator

Pay Status:

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education or equivalent, plus five (5) years experience in street maintenance and repair and water and sewer operations, including two (2) years supervisory experience; or equivalent combination of training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; Ohio Commercial Driver's License.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Assists in organizing and overseeing the operation of the street and water and sewer divisions; supervises personnel, including Laborer I, Laborer II, Water Specialist, and Skilled Maintenance; plans and supervises work assignments; trains and instructs personnel, including safety training; evaluates performance of personnel; hears and resolves employee complaints as required.
2. Maintains the water and sewer systems; ensures compliance with Ohio Environmental Protection Agency regulations; monitors and solves problems in the systems.
3. Maintains equipment and documents maintenance and repairs.
4. Assists in scheduling contractor maintenance and overseeing contractors.
5. Attends Village construction meetings in the absence of the Superintendent; follows up on Village complaints.
6. Lifts and carries objects weighing up to one hundred (100) pounds.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; Monitors and ensures compliance with safety standards.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{12/3/2007 PDSLBVI00049881.DOC}

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: village policies and procedures; department policies and procedures*; safety practices and procedures; supervisory principles and practices; general construction, maintenance, and repair; street maintenance and repair; water and sewer monitoring and maintenance; tool and vehicle use and maintenance; basic plumbing; building inspection.

Skill in: light equipment operation; use of bench and/or hand tools; use of office equipment.

Ability to: make decisions in accordance with applicable regulations and established policies; plan, organize, and supervise subordinate personnel; train or instruct others; resolve complaints; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Backhoe, bobcat, plow truck, dump truck, tractors, mowers, jackhammer, saws, and other related hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Portable metal ladders.
2. Fixed ladders.
3. Noisy operations or activities.
4. Compressed gasses (including acetylene).
5. Flammable and combustible liquids.
6. Personal protective equipment.
7. Confined spaces.
8. Portable fire extinguisher.
9. The handling of materials and supplies.
10. Hand operated power truck.
11. Portable jacks.
12. Air contaminants.

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VILLAGE OF SOUTH LEBANON

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POSITION DESCRIPTION

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13. Hazardous chemicals.
14. Trenching and shoring activities.
15. Construction type equipment.
16. Construction activity.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. May be exposed to potentially dangerous situations.
2. Is frequently exposed to hot, cold, wet, humid, and windy weather conditions.
3. Is occasionally exposed to hazardous driving conditions.
4. Is occasionally exposed to shaking objects or surfaces.
5. Is exposed to dust and dirt.
6. May occasionally encounter hostility from the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{12/3/2007 PDSLBVI00049881.DOC}

VILLAGE OF SOUTH LEBANON, OHIO
RESOLUTION NO. 2017-____

A RESOLUTION CREATING A PERMANENT POSITION IN THE PUBLIC WORKS DEPARTMENT AND ESTABLISHING COMPENSATION, AND DECLARING AN EMERGENCY

WHEREAS, due to the expanding responsibilities of the Village Public Works Department, the Village requires an additional supervisory position in said Department; and,

WHEREAS, it is necessary to create a position of Assistant Superintendent and establish compensation for said position; and,

WHEREAS, Council approval is required for a pay rate which exceeds the pay range established for the approved pay grade for a position ; and

WHEREAS, immediate action is required to ensure the continuity of trained personnel in the Village Public Works Department in order to preserve the public peace, health, or safety of the Village.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of South Lebanon, Ohio, at least two-thirds of all members elected hereto concurring:

Section 1. That the position of Assistant Superintendent in the Public Works Department is hereby created.

Section 2. That compensation pay range for said position shall be equal to Pay Grade 4 (\$14.36/hour to \$19.39/hour) as set forth in the Village of South Lebanon Compensation Plan, as attached hereto and made a part hereof.

Section 3. That this Council hereby approves the promotion of Lonnie Coomer to the position of Assistant Superintendent at a pay rate of \$26.00 per hour effective the pay period starting on July 3, 2017.

Section 4. That the Council is acting in its administrative capacity in accordance with Ohio Rev. Code § 733.48.

Section 5. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 6. That this Resolution is hereby declared to be an emergency measure in accordance with Ohio Rev. Code § 731.30 for the immediate preservation of the public peace, health, safety and general welfare; and, this Resolution shall be in full force and effective immediately upon its passage.

Section 7. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of June, 2017.

Attest: _____
Nicole Armstrong, Fiscal Officer James D. Smith, Mayor

Rules Suspended: / /2017 (if applicable)	Effective Date – / /2017
Vote - ____ Yeas ____ Nays	
First Reading – / /2017	Effective Date – / /2017
Second Reading – / /2017	
Third Reading– / /2017	
Vote - ____ Yeas ____ Nays	

Prepared by and approved as to form:

PAUL R. REVELSON
VILLAGE SOLICITOR
SOUTH LEBANON, OHIO

By: _____

Date: ____ / ____ /2017

COMPENSATION STUDY
FOR THE
VILLAGE OF SOUTH LEBANON

Prepared By:

CLEMANS, NESLON & ASSOCIATES, INC.
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**COMPENSATION STUDY:
PLAN STRUCTURE AND ADMINISTRATION FOR THE
VILLAGE OF SOUTH LEBANON**

**TAB 1
2010**

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INTRODUCTION

The Village of South Lebanon (hereinafter, the "Village"), in an effort to provide fair and equitable compensation for employees, enlisted Clemans, Nelson & Associates (the "Consultant") to perform a study for the Village's compensation plan.

The study included eight positions in the Village's current compensation plan. Whenever existing classifications are significantly revised or new classifications are introduced, it will be necessary to ensure that these new and revised classifications are properly incorporated into the plan.

PLAN STRUCTURE

Each classification currently utilized by the Village has been assigned to a pay range. Within each pay range, a minimum rate, mid-point rate, and a maximum rate have been identified. Employees normally will be hired at the minimum rate for the pay grade to which their job classification is assigned. Each classification has been assigned to a pay range based upon the results of the wage survey and point factor analysis. Employees shall advance through the assigned pay grade by way of receiving periodic increases at the discretion of the Village.

The Consultant recommends that each position maintain rigid ranges of thirty-five percent (35%) between the minimum and maximum rates for full-time employees. Each pay grade will include a minimum, a midpoint, and a maximum rate of pay. The advantage of this type of structure is that it provides a firm structure of competitive fair-market wages that incorporate the positions' duties and responsibilities both internally and externally, and also allows the Village flexibility in the granting of pay increases—unlike a step system. With a wide variance within each wage range, employees are incented to develop in their current roles with the Village, and motivated to achieve promotion.

Each classification is assigned to a pay grade based upon the results of a wage survey, point factor analysis, external factors and pay philosophy. Employees shall advance through their assigned pay grade by way of receiving periodic increases.

In order to better illustrate the system, the following discussion will examine each of its components.

MINIMUM RATE, MID-POINT RATE, AND MAXIMUM RATE

The minimum rate for each pay grade for the classifications assigned to that pay grade is the base, or starting, rate. New employees shall normally be hired at the minimum rate for their classification. Exceptions may be made for new employees who possess

outstanding qualifications and experience. It is recommended, however, that no new employee be hired at a rate which exceeds the mid-point of the pay grade. The maximum is the top rate for the classification. No employee should be paid at a rate which exceeds the maximum rate for his/her classification. (The exception to this rule is any employee who is making more than the maximum rate at the time the new salary schedule is implemented.) The maximum rate must, of course, increase whenever the salary schedule is adjusted upward.

An employee will advance through his/her pay grade by way of a combination of periodic general increases and performance increases. The Village may authorize a percentage increase to be provided to employees each year, as the Village sees fit. A percentage increase may be given to employees in the form of a general increase (across the board) to the existing rates of pay (provided that said increase does not result in a rate of pay exceeding the current maximum rate for the classification), and/or a portion of the allocated amount may be awarded to employees as performance increases based upon exceptional performance.

GENERAL INCREASES

The amount and frequency of general pay increases to the pay schedule will be determined annually by the Village. Employees who are at rates of pay that exceed the maximum rate for their pay grade shall receive no increase until their rates of pay no longer exceed the maximum rate (i.e., until such time the Village increases the maximum rate to an amount greater than their pay rate).

A couple of notes regarding general pay increases: (1) the employer must remember to revise the salary schedule to reflect any general pay adjustments that are granted, and (2) a wage survey should be conducted periodically in order to reassess the labor market value of benchmark classifications.

MERIT INCREASES

The amount of money available for merit increases shall be determined following the granting of general pay increases. Merit increases may be awarded to employees based upon exceptional performance as identified through a performance evaluation system.

LUMP SUM PAYMENTS

Employees who are at rates of pay that exceed the maximum rate for their pay grade shall receive no increase until their rates of pay no longer exceed the maximum rate. In other words, they will receive no general increases until the Village adjusts the pay grades higher as a result of wage surveys. However, an employee who is at a rate of pay that exceeds the maximum rate for his/her pay grade may receive an increase in a lump sum

amount that is not intended to increase his/her base rate of pay. Said lump sum payments shall only be available to those employees who have demonstrated exceptional service as determined by the Village. Lump sum payments should be established as a percentage of the annualized eligible increase, as decided by the Village.

MOVEMENT BETWEEN PAY GRADES

Promotions

A promotion is the act of placing an employee in a classification which requires greater skills, knowledge, and abilities to perform more complex and responsible work than the employee was required to perform in his/her previous position. When an employee is promoted, he/she will be advanced to whichever is the greater of the following: (1) the minimum rate for his/her new classification, or (2) a rate of pay which is five percent (5%) greater than his/her current rate of pay, provided that said increase does not exceed the maximum rate of pay established for the classification.

Demotion

A demotion is the act of reducing an employee to a classification which requires the performance of less complex or less responsible work than the employee was required to perform in his/her previous position. A demotion is also the reduction of an employee to a lower pay grade. If a demotion occurs for any reason, the employee's wages will be reduced accordingly to the position percentage as to which he/she is situated in the current pay grade.

Transfer

A transfer is the act of moving an employee from a position in a department or division to a position with the same classification title in another department or division. A transfer may also result in a change in work location and/or supervisor, but not a change in significant job duties. An employee's rate of pay will not change as a result of this type of action.

Lateral Movement

A lateral movement is when an employee is assigned to a position which is in a different classification than his/her former position, but the classifications are assigned to the same pay grade and schedule. An employee's rate of pay will not be affected by such change.

Temporary Assignments

A temporary assignment is the act of assigning an employee to a job classification different than his/her own for a temporary period of time. Such assignments normally occur because of vacancies, illness, emergencies, or other special circumstances.

An employee temporarily assigned to a classification with a lower rate of pay will not be reduced in pay. An employee temporarily assigned to a classification with a higher rate of pay should be advanced to whichever is the greater of the following: (1) the minimum rate for the classification to which he/she has been temporarily assigned; or (2) a rate of pay which is at least five percent (5%) greater than his/her current rate of pay. However, no temporary increase will exceed the maximum rate of pay established for the classification assumed.

Note: In order to receive a temporary increase, an employee must be temporarily assigned by the Village the full duties and responsibilities of the higher level classification for two (2) weeks or longer. Temporary assignment of partial duties and responsibilities of the higher level classification will not qualify an employee for a temporary increase. Also, an employee who is temporarily assigned partial duties and responsibilities of a lower level classification will not be eligible for additional compensation.

PLAN MAINTENANCE

Maintenance of the compensation system is an important task which cannot be neglected. Failure to properly maintain the plan may eventually result in recruitment problems, pay inequities between positions, lowered employee morale, higher employee turnover, and other related organizational problems.

A. Changes in Classification Functions and Responsibilities

There are numerous factors and influences which may contribute to the erosion of a compensation plan's validity. Common factors and influences generating change include:

1. Addition of new functions or responsibilities to a classification;
2. Abolishment or elimination of a classification's functions or responsibilities;
3. Reorganization of an organizational function, resulting in the consolidation of work activities;

4. Gradual change of a classification by addition, deletion, or modification of duties and responsibilities; or
5. New or revised licensure or certification requirements dictated by law.

B. Changes in Market Conditions

In addition to the above factors, ever changing market conditions may dictate that the compensation plan be upgraded in order for the Village to remain in a competitive posture with comparable and nearby jurisdictions.

C. Updates of Compensation Plan

Since it has been pointed out that the compensation plan needs to be updated on a periodic basis in order to remain internally equitable and externally competitive, the following general procedures should be followed in order to achieve these results.

The Consultant recommends that the Village conduct a wage survey of benchmark positions on a periodic basis. (It is recommended that such a survey be conducted at least every two [2] years.) The wage survey will help to ensure that wage rates paid to employees are competitive and continually reflective of changing labor market conditions.

**POINT FACTOR MANUAL
FOR THE
VILLAGE OF SOUTH LEBANON
TAB 2
2010**

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POINT FACTOR VALUES

FACTORS	NUMBER OF DEGREES	POINTS AVAILABLE	1	2	3	4	5	6
Education	5	150	15	49	82	116	150	—
Experience	4	75	8	30	52	75	—	—
Supervision Exercised	6	125	0	12	40	69	87	125
Personal Contacts	4	75	8	30	52	75	—	—
Responsibilities for Assets	4	75	8	30	53	75	—	—
Independence of Work	4	150	15	60	105	150	—	—
Responsibility for Policies and Procedures	6	125	12	34	57	79	102	125
Work Environment/Physical Demands	3	75	8	41	75	—	—	—
Responsibility for Accurate Records/Reports	3	100	10	55	100	—	—	—

1. EDUCATION

This factor refers to the minimum level of education that is needed in order to permit an employee to effectively perform the duties and responsibilities of his position, or to comply with legal educational requirements.

Degree	Points	Degree Definition
1	15	Less than high school education
2	49	Completion of high school education or GED
3	82	Completion of high school education or GED plus post-secondary education and/or training
4	116	Completion of bachelor's degree
5	150	Completion of graduate degree

2. EXPERIENCE

This factor refers to the amount of experience that is needed working in the appropriate field or profession to permit an employee to effectively perform the duties and responsibilities of his position, or to comply with legal experience requirements.

Degree	Points	Degree Definition
1	8	<1 year experience
2	30	1 year experience
3	52	2 - 3 years experience
4	75	4+ years experience

3. SUPERVISION EXERCISED

This factor refers to the position's responsibility for exercising supervision over others. Take into account the kind of supervision exercised, the level of those supervised, and the complexity of the work performed by subordinate positions. The primary responsibility of supervision involves determining which employee will do what, when, and how.

Degree	Points	Degree Definition
1	0	No supervisory responsibilities
2	12	Responsible for immediate supervision of a single or limited work function work unit. May supervise a small number (two [2] or fewer) of employees of a lower classification. Ensures that employees perform work in accordance with established procedures or standards and that deadlines and schedules are met. The amount of creative or unstructured work performed by subordinates is limited.
3	40	Responsible for immediate supervision of a work unit of small to medium size (three [3] - five [5]). Ensures that employees perform work in accordance with established procedures and methods; takes corrective action according to established policy, and ensures that project deadlines are met.
4	69	Requires planning, organizing, directing, and controlling the work activities of a multi-function work unit. Supervises a medium size (six [6] - ten [10]) group of employees who generally perform unstructured work activities. May recommend staffing patterns and levels. Coordinates flow of work between work units. Supervision may be exercised through one (1) level of supervisory personnel.
5	87	Requires supervision and coordination of major and varied work groups and coordination of work programs. Exercises direction over a large group of subordinates who are performing unstructured work. Supervision may be exercised through supervisory personnel. Requires the establishment of standards, overall checking of progress, formulation of policies, etc.
6	125	Requires supervision and coordination of a major organization unit with coordinating contacts that extend to a number of other departments and outside agencies. Exercises general direction through at least two (2) levels of supervisory personnel. A large number of subordinates are engaged in unstructured work requiring minimum guidance and direction.

4. PERSONAL CONTACTS

This factor refers to the requirement of responsibility for securing cooperation and agreement, meeting, dealing with, and maintaining contacts with management and legislative officials, representatives of the general public, outside organizations, and other organization units.

The determination of the degree and point rating for personal contacts responsibility is based on the extent, frequency, and regularity of establishing and maintaining contacts; the purpose and importance of contacts; the importance of resulting actions; and the level or importance of persons contacted. (Contacts with co-workers in the same unit, direct subordinates, and direct supervisors are not included.)

Degree	Points	Degree Definition
1	8	Requires limited responsibility for making routine contacts regarding non-specialized matters with employees of other work units, the general public, and outside agencies in performing duties of the position.
2	30	Requires some responsibility for making occasional responsible contacts with the general public, other departments or divisions, or with persons at all levels outside of the organization for the purpose of furnishing or obtaining information on non-specialized matters; or for making regular routine contacts with the general public.
3	52	Requires responsibility for making regular contacts with the general public, persons in other organization units, or outside organizations and representatives for the purpose of furnishing or obtaining information, explaining semi-specialized matters, or explaining procedures and regulations relating to the duties of the position; or occasional contacts with officials at the higher levels of outside agencies and in other organization units on situations requiring cooperation and explanation of services and activities of the division or department.
4	75	Requires considerable responsibility for making regular contacts with the general public, persons in other organization units, or outside organizations and representatives for the purpose of discussing, explaining, and/or interpreting rules, regulations, policies, and information of a specialized nature; or for securing cooperation or agreement from members of the general public, employees, or officials.

5. RESPONSIBILITY FOR ASSETS

This factor refers to the position's accountability for actual monies, receipts, budgets, expenditures, and disbursements; and/or for the effective and economical use, operation, maintenance, safeguarding, processing, purchase, or storage of machinery, equipment, materials, or products; or for the planning or engineering in connection therewith; or other activities involving the accountability for assets. This factor also incorporates the effects of the employee's errors in judgment on the operations, programs, and services of the organization.

The determination of the degree and point rating for assets responsibility is based upon the extent of opportunity for achieving economies and preventing losses, the value of items or money involved, and whether the responsibility is limited or full and independent.

Degree	Points	Degree Definition
1	8	<p>May handle small amounts of funds on a periodic basis in collection of payments or direct disbursement of funds.</p> <p>Amount of funds to be collected or disbursed is pre-determined by policy and requires little or no employee discretion. Errors are usually detected before their consequence becomes serious, or the possibility of loss through errors is low. Little opportunity for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money; or through the operation of simple equipment; or through the safeguarding of supplies, equipment, or facilities of moderate value.</p>
2	30	<p>May handle moderate to large amounts of funds in performing job. May calculate or determine amount of funds to be collected or disbursed. Provides opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small unit or division; the handling of materials and supplies; the handling of large amounts of money; through the operation, repair, or overhaul of machinery and equipment; through planning, engineering or inspection of assets; or through safeguarding of supplies, equipment, or facilities of high value; or through legal processes. Errors may cause a noticeable amount of confusion or lost time although they are usually detected before serious consequences result. Probable errors may involve several areas of work.</p>

3

53

Requires responsibility and provides opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large unit or division, or a small department; through authorizing the expenditure of large amounts of money; through the handling of very large amounts of money; through purchasing materials, supplies, and equipment; through complex planning or engineering or through the supervision of inspection in connection with construction of the preceding; through legal processes; through public property protection activity. Errors are difficult to detect and may have a significant effect on internal programs and operations.

4

75

Requires responsibility and provides opportunity for achieving major economies and/or preventing major losses through the management of a large department; through authorizing the expenditure of very large amounts of money; through complex purchasing of materials, supplies, and equipment; through engineering of extensive construction or other projects; or through supervision of public property protection activity. Errors may not be detected in time for corrective action to be taken. Errors may result in considerable financial loss and/or legal action.

6. INDEPENDENCE OF WORK

This factor refers to the degree to which the work is supervised or guided by practice or precedent, and the requirements of the job for problem solving and decision making.

<u>Degree</u>	<u>Points</u>	<u>Degree Definition</u>
1	15	Requires general supervision. Tasks may require occasional use of judgment. Employee may determine work sequences or make procedural decisions. Some dependence is
2	60	Requires direction. Employee may receive general assignments and time frames but uses independent judgment to determine details and work sequences. Employee may be required to supervise, plan, organize, coordinate, and evaluate the work of a small work unit.
3	105	Requires general direction. Supervision is generally received in the form of bulletins, memos, staff conferences, or verbal instruction. Requires regular use of initiative and independent judgment to solve varied problems. Employee may be required to supervise, plan, organize, coordinate, and evaluate the work of a work unit.
4	150	Requires administrative direction. Supervision is generally received in the form of program objectives and target dates. Tasks require the development and interpretation of guidelines for subordinates and supervising, planning, organizing, coordinating, and evaluating the work of a large size work unit. Requires consistent use of initiative and independent judgment to solve difficult, unique, and varied problems.

7. RESPONSIBILITY FOR POLICIES AND PROCEDURES

This factor covers the degree of involvement in developing work policies and methods and the extent to which the employee is involved in or responsible for developing, approving, and enforcing work policies and methods.

The determination of degree must take into account the kind of responsibility, i.e., providing input into the development, implementation, interpretation, enforcement, origination, etc., or approving or executing any existing or new policies or methods, or participating and assisting in the development and enforcement of policies and methods, the importance and level of policy involved, and/or the complexity of the methods involved.

Degree	Points	Degree Definition
1	12	Requires responsibility in carrying out established policy and following the methods and procedures relating to the duties of the position.
2	34	Requires some responsibility for carrying out and explaining existing policy, methods, and/or procedures relating to the duties of the position or of subordinate or lateral positions.
3	57	Requires responsibility for carrying out, interpreting, and enforcing existing policy and methods or for assisting in developing intra-unit policy and methods.
4	79	Requires considerable responsibility for carrying out, explaining, interpreting, coordinating, and enforcing existing intra-unit policy and methods, and for assisting in originating and developing inter-unit policy and methods.
5	102	Requires major responsibility for developing, coordinating, originating, and executing intra-unit policy and methods in a large organization unit; or for assisting in development of overall administrative policy or methods in an organization-wide staff function; or for determining the legal basis for policy.
6	125	Requires major responsibility for developing, coordinating, approving, and executing policy and methods in a very large organization unit; or for the development, coordination, and functional supervision over the execution of policy and procedures in an organization-wide staff function.

8. WORK ENVIRONMENT/PHYSICAL DEMANDS

This factor refers to the surroundings and/or physical conditions under which the job must be performed and the extent to which those conditions make the job disagreeable and/or uncomfortable, the necessity for physical exertion in performing the duties of the position, and the hazards present on the job.

Degree	P oints	Degree Definition
1	8	The work environment involves everyday risks or discomforts with little or no hazards and requires normal safety precautions typical of such places as offices and commercial vehicles. The work area is adequately lighted, heated, and ventilated. No special physical demands are required to perform the work. Typically, the employee may sit comfortably or perform routine walking, standing, bending, carrying of light items, driving an automobile, etc.
2	41	The work involves occasional exposure to moderate risks or discomforts which require special safety precautions. Employees are on occasion required to use protective devices. The work occasionally involves a moderate amount of effort, dexterity, and exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; the work occasionally requires above average agility and dexterity.
3	75	The work environment involves frequent exposure to disagreeable or potentially hazardous working conditions where illness or injury may be encountered, and the work often requires periods of strenuous activity; or the employee is occasionally exposed to dangerous situations which require a range of safety precautions, and where the work may infrequently require strenuous physical exertion such as the climbing of tall ladders, the lifting and moving of heavy objects, or defending oneself against physical attack.

9. RESPONSIBILITY FOR ACCURATE RECORDS/REPORTS

This factor refers to the requirement to be responsible for gathering, recording, and preparing informational data for records, reports, or for other purposes and for maintaining and preparing operational, personal, financial, technical, and/or scientific records.

The determination of the degree and point rating for records and reports responsibility is based upon the extent, volume, and importance of the work involved in the processing of such records and reports. Consideration is also given to the confidential nature and complexity of the records and/or reports and the impact of disclosure of such information.

Degree	Points	Degree Definition
1	10	Requires relatively little responsibility for keeping and/or handling records and/or reports. The position may require such simple work tasks as tallying or reviewing data for accuracy.
2	55	Requires responsibility for processing routine records and reports such as entering data into computers, recording payments, issuing receipts, or maintaining records that are of an insignificant or limited time value.
3	100	Requires responsibility for gathering and maintaining operating, personnel, financial, and/or technical records. The position will normally require the gathering and completing of simple statistical or other data for operational, personnel, financial, technical, or related reports.

10. CONSEQUENCE OF ERRORS

This factor measures the probability of making errors and the responsibility for preventing errors from occurring. Consideration is given to the probable effect of errors based upon the degree to which work is verified or checked and the likelihood of errors being discovered in subsequent operations by the employee or at supervisory levels. Consideration is also given to the economic loss and/or material loss, equipment damage, and costs associated with the correction of the error, and/or overall impact upon the client, the general public, and the image of the agency within the community. This factor also incorporates the employee's errors in judgment and the effect on the operations, programs, and services of the agency.

The determination of the degree and point rating is based upon the extent of the opportunity to prevent errors from occurring and whether this responsibility is limited or full and independent.

Degree	Points	Degree Definition
1	15	Probable errors are easily and quickly detected, usually by the incumbent, and would result only in minor confusion or limited expense for correction.
2	49	Probable errors are usually detected in succeeding operations and generally confined to a single work unit. Most details of the work are verified or checked. Correction may involve back-checking or redoing the work of others or some limited monetary losses.
3	82	Probable errors may be serious involving such losses as incorrect balances, additional costs or charges, faulty document preparation, loss of monies to the agency, overpayments, loss or delay of production or services, clients not having access to agency services, material waste, equipment misuse or damage. The effects are usually confined within the organization. Most of work is not verified or checked in detail but control is possible.
4	116	Probable errors would be difficult to detect, such as inappropriate processing or utilization of assets or recommendation of inappropriate equipment or facilities, resulting in excess costs or a period of inadequate services. May have an adverse effect on clients or community relationships. Work is not subject to immediate audit or check except for periodic review of reasonableness of results. Involves considerable accuracy and responsibility.

Probable errors may involve major expenditures for equipment, facilities, or materials, or serious loss of client and/or community good-will. Duties may involve the effective recommendations of important methods and policies such as those affecting outside relations in general and/or the direct and final preparation and presentation of data upon which top management or community leadership bases important decisions.

**POINT FACTOR MANUAL
WORK SHEET (EXAMPLE)**

CLASSIFICATION: VILLAGE ADMINISTRATOR

FACTORS	DEGREE	NUMBER OF POINTS
Education	3	82
Experience	4	75
Supervision Exercised	6	125
Personal Contacts	3	52
Responsibilities For Assets	4	75
Independence Of Work	4	150
Responsibility For Policies and Procedures	6	125
Work Environment/Physical Demands	1	8
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	4	116
TOTAL POINTS		818

**WAGE SURVEY OF BENCHMARK POSITIONS
FOR THE
VILLAGE OF SOUTH LEBANON
TAB 3
2010**

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A. Wage Survey Results

1. Village Administrator
2. Fiscal Officer
3. Superintendent
4. Assistant Superintendent
5. Tax Commissioner
6. Clerk of Courts
7. Laborer III
8. Laborer I/II

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Village Administrator

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	25.00	Arcanum	25.00
Bethel	26.92	Bethel	26.92
Camden	NA	Camden	NA
Cleves	NA	Cleves	NA
Morrow	20.12	Morrow	20.12
New Richmond	30.61	New Richmond	30.61
Versailles	28.65	Versailles	38.68

<u>All Jurisdictions</u>			
Average	26.26	Average	28.27
<i>South Lebanon</i>	<i>39.24</i>	<i>South Lebanon</i>	<i>39.24</i>
Client Variance from Average	49.43%	Client Variance from Average	38.83%

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Fiscal Officer

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	14.00	Arcanum	14.00
Bethel	19.23	Bethel	19.23
Camden	14.42	Camden	14.42
Cleves	17.14	Cleves	17.14
Morrow	14.61	Morrow	14.61
New Richmond	18.36	New Richmond	18.36
Versailles	18.92	Versailles	24.59

<u>All Jurisdictions</u>			
Average	16.67	Average	17.48
<i>South Lebanon</i>	<i>29.82</i>	<i>South Lebanon</i>	<i>29.82</i>
Client Variance from Average	78.90%	Client Variance from Average	70.61%

*This position appears to have less responsibility than the comparable South Lebanon position.

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Superintendent (Utilities)

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	25.00	Arcanum	25.00
Bethel	18.00	Bethel	24.00
Camden	19.23	Camden	19.23
Cleves	38.22	Cleves	38.22
Morrow	NA	Morrow	NA
New Richmond	22.82	New Richmond	22.82
Versailles	19.68	Versailles	25.58

<u>All Jurisdictions</u>			
Average	23.83	Average	25.81
<i>South Lebanon</i>	<i>24.14</i>	<i>South Lebanon</i>	<i>24.14</i>
Client Variance from Average	1.32%	Client Variance from Average	-6.46%

*This position appears to have less responsibility than the comparable South Lebanon position.

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Assistant Superintendent

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	13.00	Arcanum	16.00
Bethel	11.06	Bethel	15.20
Camden	13.00	Camden	13.00
Cleves	NA	Cleves	NA
Morrow	NA	Morrow	NA
New Richmond	NA	New Richmond	NA
Versailles	12.45	Versailles	16.19

<u>All Jurisdictions</u>			
Average	12.38	Average	15.10
<i>South Lebanon</i>	<i>16.88</i>	<i>South Lebanon</i>	<i>16.88</i>
Client Variance from Average	36.38%	Client Variance from Average	11.81%

*This position appears to have less responsibility than the comparable South Lebanon position.

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Tax Commissioner

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	13.00	Arcanum	13.00
Bethel	NA	Bethel	NA
Camden	NA	Camden	NA
Cleves	NA	Cleves	NA
Morrow	14.34	Morrow	14.34
New Richmond	NA	New Richmond	NA
Versailles	14.00	Versailles	17.50

<u>All Jurisdictions</u>			
Average	13.78	Average	14.95
<i>South Lebanon</i>	<i>17.73</i>	<i>South Lebanon</i>	<i>17.73</i>
Client Variance from Average	28.66%	Client Variance from Average	18.62%

*This position appears to have less responsibility than the comparable South Lebanon position.

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Clerk of Court

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	NA	Arcanum	NA
Bethel	NA	Bethel	NA
Camden	300/mo †	Camden	300/mo †
Cleves	14.75	Cleves	14.75
Morrow	14.34	Morrow	14.34
New Richmond	11.15	New Richmond	11.15
Versailles	NA	Versailles	NA

<u>All Jurisdictions</u>			
Average	13.41	Average	13.41
<i>South Lebanon</i>	<i>16.88</i>	<i>South Lebanon</i>	<i>16.88</i>
Client Variance from Average	25.84%	Client Variance from Average	25.84%

*This position appears to have less responsibility than the comparable South Lebanon position.

†The Camden Clerk of Court is paid \$300 per month and works approximately 10 hours/month.

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Laborer III

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	12.86	Arcanum	12.86
Bethel	NA	Bethel	NA
Camden	NA	Camden	NA
Cleves	16.50	Cleves	19.75
Morrow	11.49	Morrow	11.49
New Richmond	10.93	New Richmond	12.52
Versailles	13.61	Versailles	16.19

<u>All Jurisdictions</u>			
Average	13.08	Average	14.56
<i>South Lebanon</i>	<i>20.32</i>	<i>South Lebanon</i>	<i>20.32</i>
Client Variance from Average	55.38%	Client Variance from Average	39.54%

*This position appears to have less responsibility than the comparable South Lebanon position.

VILLAGE OF SOUTH LEBANON

2010 COMPENSATION SURVEY

Laborer I/II

<u>Jurisdiction</u>	<u>Minimum</u>	<u>Jurisdiction</u>	<u>Maximum</u>
Arcanum	12.86	Arcanum	12.86
Bethel	NA	Bethel	NA
Camden	NA	Camden	NA
Cleves	11.30	Cleves	14.50
Morrow	10.93	Morrow	10.93
New Richmond	10.93	New Richmond	12.52
Versailles	13.61	Versailles	16.19

<u>All Jurisdictions</u>			
Average	11.93	Average	13.40
<i>South Lebanon</i>	<i>17.50</i>	<i>South Lebanon</i>	<i>20.10</i>
Client Variance from Average	46.74%	Client Variance from Average	50.00%

*This position appears to have less responsibility than the comparable South Lebanon position.

**POINT FACTOR ANALYSIS RESULTS AND
PROPOSED WAGE RANGES
FOR THE
VILLAGE OF SOUTH LEBANON
TAB 4
2010**

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- A. Point Factor Analysis Worksheets
 - 1. Village Administrator
 - 2. Fiscal Officer
 - 3. Superintendent
 - 4. Assistant Superintendent
 - 5. Tax Commissioner
 - 6. Clerk of Courts
 - 7. Laborer III
 - 8. Laborer I/II
- B. Point Factor Scores, as Ordered by Point Factor Manual Worksheets
- C. Summary of Current and Proposed Minimum and Maximum Rates

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: VILLAGE ADMINISTRATOR

FACTORS	DEGREE	NUMBER OF POINTS
Education	3	82
Experience	4	75
Supervision Exercised	6	125
Personal Contacts	3	52
Responsibilities For Assets	4	75
Independence Of Work	4	150
Responsibility For Policies and Procedures	6	125
Work Environment/Physical Demands	1	8
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	4	116
TOTAL POINTS		818

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: FISCAL OFFICER

FACTORS	DEGREE	NUMBER OF POINTS
Education	2	49
Experience	3	52
Supervision Exercised	2	12
Personal Contacts	2	30
Responsibilities For Assets	4	75
Independence Of Work	3	105
Responsibility For Policies and Procedures	3	57
Work Environment/Physical Demands	1	8
Responsibility For Accurate Records/Reports	3	100
Consequences of Errors	4	116
TOTAL POINTS		604

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: SUPERINTENDENT

FACTORS	DEGREE	NUMBER OF POINTS
Education	2	49
Experience	4	75
Supervision Exercised	3	40
Personal Contacts	2	30
Responsibilities For Assets	2	30
Independence Of Work	3	105
Responsibility For Policies and Procedures	3	57
Work Environment/Physical Demands	3	75
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	2	49
TOTAL POINTS		520

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: ASSISTANT SUPERINTENDENT

FACTORS	DEGREE	NUMBER OF POINTS
Education	2	49
Experience	4	75
Supervision Exercised	2	12
Personal Contacts	2	30
Responsibilities For Assets	2	30
Independence Of Work	2	60
Responsibility For Policies and Procedures	3	57
Work Environment/Physical Demands	3	75
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	2	49
TOTAL POINTS		447

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: TAX COMMISSIONER

FACTORS	DEGREE	NUMBER OF POINTS
Education	3	82
Experience	2	30
Supervision Exercised	1	0
Personal Contacts	2	30
Responsibilities For Assets	2	30
Independence Of Work	3	105
Responsibility For Policies and Procedures	1	12
Work Environment/Physical Demands	1	8
Responsibility For Accurate Records/Reports	3	100
Consequences of Errors	2	49
TOTAL POINTS		446

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: CLERK OF COURTS

FACTORS	DEGREE	NUMBER OF POINTS
Education	2	49
Experience	1	8
Supervision Exercised	1	0
Personal Contacts	2	30
Responsibilities For Assets	1	8
Independence Of Work	3	105
Responsibility For Policies and Procedures	1	12
Work Environment/Physical Demands	1	8
Responsibility For Accurate Records/Reports	3	100
Consequences of Errors	2	49
TOTAL POINTS		369

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: LABORER III

FACTORS	DEGREE	NUMBER OF POINTS
Education	2	49
Experience	2	30
Supervision Exercised	1	0
Personal Contacts	1	8
Responsibilities For Assets	1	8
Independence Of Work	2	60
Responsibility For Policies and Procedures	1	12
Work Environment/Physical Demands	3	75
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	1	15
TOTAL POINTS		267

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: LABORER I/II

FACTORS	DEGREE	NUMBER OF POINTS
Education	2	49
Experience	1	8
Supervision Exercised	1	0
Personal Contacts	1	8
Responsibilities For Assets	1	8
Independence Of Work	1	15
Responsibility For Policies and Procedures	1	12
Work Environment/Physical Demands	3	75
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	1	15
TOTAL POINTS		200

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: WATER SPECIALIST

FACTORS	DEGREE	NUMBER OF POINTS
Education	3	82
Experience	3	52
Supervision Exercised	1	0
Personal Contacts	1	8
Responsibilities For Assets	2	30
Independence Of Work	2	60
Responsibility For Policies and Procedures	1	12
Work Environment/Physical Demands	3	75
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	3	82
TOTAL POINTS		411

**POINT FACTOR MANUAL
WORKSHEET**

CLASSIFICATION: SKILLED MAINTENANCE

FACTORS	DEGREE	NUMBER OF POINTS
Education	3	82
Experience	3	52
Supervision Exercised	1	0
Personal Contacts	1	8
Responsibilities For Assets	2	30
Independence Of Work	2	60
Responsibility For Policies and Procedures	1	12
Work Environment/Physical Demands	3	75
Responsibility For Accurate Records/Reports	1	10
Consequences of Errors	2	49
TOTAL POINTS		378

VILLAGE OF SOUTH LEBANON

2010 POINT FACTOR ANALYSIS POINT FACT SCORES, AS ORDERED BY POINT FACTOR MANUAL WORK SHEETS

	Employment Status	Education	Experience	Supervision Exercised	Personal Contacts	Responsibility For Assets	Independence Of Work	Policies/ Procedures	Work Environment	Records/ Reports	Consequence Of Errors	Point Factor Total
Village Administrator	Full	82	75	125	52	75	150	125	8	10	116	818
Fiscal Officer	Full	49	52	12	30	75	105	57	8	100	116	604
Superintendent	Full	49	75	40	30	30	105	57	75	10	49	520
Assistant Superintendent	Full	49	75	12	30	30	60	57	75	10	49	447
Tax Commissioner	Full	82	30	0	30	30	105	12	8	100	49	446
Water Specialist	Full	82	52	0	8	30	60	12	75	10	82	411
Skilled Maintenance	Full	82	52	0	8	30	60	12	75	10	49	378
Clerk of Courts	Full	49	8	0	30	8	105	12	8	100	49	369
Laborer III	Full	49	30	0	8	8	60	12	75	10	15	267
Laborer I	Full	49	8	0	8	8	15	12	75	10	15	200

VILLAGE OF SOUTH LEBANON

2010 SUMMARY OF CURRENT AND PROPOSED MINIMUM AND MAXIMUM RATES

	Current Actual Pay	Point Factor Total	Recomm. Minimum	Recomm. Midpoint	Recomm. Maximum	Currently w/in Recomm. Range?
Village Administrator	39.24	818	27.26	32.03	36.80	NO
Fiscal Officer	29.82	604	22.09	25.96	29.82	YES
Superintendent	24.14	520	20.54	24.13	27.73	YES
Assistant Superintendent	16.88	447	14.36	16.87	19.39	YES
Tax Commissioner	17.73	446	14.36	16.87	19.39	YES
Water Specialist	20.32	411	14.36	16.87	19.39	NO
Skilled Maintenance	17.50	378	13.41	15.76	18.10	YLS
Clerk of Courts	16.88	369	13.41	15.76	18.10	YLS
Laborer III	20.32	267	13.08	15.37	17.66	NO
Laborer I	17.50	200	11.93	14.02	16.11	NO

VILLAGE OF SOUTH LEBANON
Compensation Plan

Pay Grades and Wages				
Pay Grade		Minimum	Midpoint	Maximum
1	Hourly	11.93	14.02	16.11
2	Hourly	13.08	15.37	17.66
3	Hourly	13.41	15.76	18.10
4	Hourly	14.36	16.87	19.39
5	Hourly	20.54	24.13	27.73
6	Hourly	22.09	25.96	29.82
7	Hourly	27.26	32.03	36.80

VILLAGE OF SOUTH LEBANON
Compensation Plan

Pay Grade Assignments		
Pay Grade	Points	Position
1	249	Laborer I/II Seasonal Employees
2	250-349	Laborer III
3	350-399	Skilled Maintenance
4	400-499	Water Specialist Tax Commission Utility Clerk
5	500-599	Superintendent
6	600-799	Fiscal Officer
7	800+	Village Administrator