



# CITY OF LIMA, OHIO CIVIL SERVICE BOARD

202 E. HIGH STREET – 2<sup>ND</sup> FLOOR  
LIMA, OHIO 45801  
PHONE: (419) 223-7271

06/18/2024

Lima City Council  
50 Town Square  
Lima, OH 45801

Re: Secretary II Reclassification

Dear Council:

Please be advised that the Lima Civil Service Board, at the June 13, 2024 special meeting approved a request from the Human Resource Director to reclassify two Secretary II positions within the Authorized Employment Positions, one Secretary II position in the Lima Police Department and one Secretary II position in the Lima Fire Department. The duties and functions of these positions have, over time, increased to a higher level classification.

The third Secretary II position, in the Department of Housing & Neighborhoods, is currently filled but will not be reclassified at this time as it is undergoing assessment with a proposed reorganization of the Housing & Neighborhoods Department, scheduled to commence in the first quarter of 2025.

**The Board recommends to Council the following for the Secretary II position in the Lima Police Department:**

1. Amend the classification specification for the Secretary II (LPD);
2. Amend the title in the Authorized Employment Positions, Section 246.11 Police, from Secretary II to LPD Office Manager;
3. Establish the pay grade for this classification at pay grade 17;
4. Recommend appointment of current employee Margie Glenn to LPD Office Manager.

**The Board recommends to Council the following for the Secretary II position in the Lima Fire Department:**

1. Amend the classification specification for the Secretary II;
2. Amend the title in the Authorized Employment Positions, Section 246.12 Fire, from Secretary II to Fire Department Office Manager;
3. Establish the pay grade for this classification at pay grade 17;

4. Recommend appointment of current employee Jean Conrad to Fire Department Office Manager.

Sincerely,

Approved By:



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Debra Vobbe  
Civil Service Director/Secretary

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Sharetta T. Smith, JD, MBA  
Mayor