



CITY OF LIMA, OHIO

CIVIL SERVICE BOARD

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

04/09/2025

Lima City Council
50 Town Square
Lima, OH 45801

Re: LPD Account Clerk I Reclassification

Dear Council:

Please be advised that the Lima Civil Service Board, at April 3, 2025, regular meeting approved a request from the Human Resource Director to reclassify the Account Clerk I position within the Lima Police Department. The duties and functions of this position have, over time, increased to a higher-level classification.

The Board recommends to Council the following for the Account Clerk I position in the Police Department:

1. Create the classification of LPD – Administrative Services Specialist in the Authorized Employment Positions, Section 246.11 Police Department.
2. Establish the pay grade for this classification at pay grade 14.
3. Appoint incumbent employee Krista Sprouse to LPD-Administrative Services Specialist.

Sincerely,

Approved By:

Debra Vobbe
Civil Service Director/Secretary

Sharetta T. Smith, JD, MBA
Mayor