

1. Human Resources Committee Report of March 17, 2025.

CITY OF LIMA  
HUMAN RESOURCES COMMITTEE  
SPECIAL MEETING MINUTES  
MARCH 17, 2025 @ 6:00 PM  
Council Chambers

**CALL TO ORDER**

Councilor Glenn called the meeting to order at 6:00 p.m.

**ROLL CALL**

The roll call showed the following members present: Todd Gordon, Jeannine Jordan, Derry Glenn

Others in attendance were: Anthony Wilkerson, Thomas Jones, Jon Neeper, Jamie Dixon, Mariah Cunningham, Della Bradford, Pilate Bradley, Deb Vobbe, Amy Harpster, Randy Bartels, Jacalyn Owens, Shawn Russell

**ITEM OF DISCUSSION**

1.     Reclassifications

Pilate Bradley, Civil Service Board President, explained the purpose of his request to meet with the HR Committee is not to hold up any reclassification requests but is to ensure that going forward, as the Civil Service considers a reclassification, that they have completed the appropriate vetting process so there is no need for additional questions when it gets to Council. He explained the purpose of a reclassification of a position which can come from administration or from an employee and can be requested for various reasons. He advised the Committee that Civil Service considers reclassification requests in executive session and each request can take up to 30-45 minutes up to 2-3 weeks to review based on the activity that needs to happen . He described the process the Civil Service goes through when considering a reclassification. He referred to the Job Analysis Questionnaire and the Job Analysis Tally Sheet. He advised the Civil Service Board can either agree with the information as submitted or adjust the reclassification either up or down.

Mr. Bradley advised there have been instances in the past where the Civil Service Board has denied a reclassification request and within 48hrs to 2 weeks later another reclassification request is submitted for the same position and includes information that was not included in the previous request. He explained his assumption when a reclassification is submitted to the Board, is that all of the information is included. He expressed that some of the reclassification requests seem as though they are not about the specific position but more about the person in the position and is an attempt to get that person additional

resources from an overall wage perspective. He understands the concern that there are no other ways to give an employee a wage increase without using the reclassification process. He used the example of an employee obtaining a degree and to receive additional compensation, the position is reclassified, which is not the intended purpose of a reclassification.

Mr. Bradley explained the intent is to find out how the City can give an employee a wage increase or a bonus in regards to an evaluation process in order to recognize the employee without going through the reclassification process. He further explained the goal is not to put the City in any type of liability and wants everyone to be accountable to the work that they are doing as they move forward. He referenced the historical reclassification requests which have increased. He explained the potential domino effect of reclassifying a position. He expressed the City is competing against private sector wages which is significant in order to get positions filled. He expressed the importance of considering reclassification requests based on the Civil Service Board Rules, based on what Council wants to see, and based on working with the Legal Dept. to reduce the liability of the City as a whole. He clarified he is not expecting Council to make a decision as this is a decision that needs some discussion and there is a need to implement some structure around what the City wants to do and see.

Councilor Jordan referenced her lack of understanding of the process and expressed her willingness to learn. Councilor Wilkerson inquired about the Union positions and what role they play in the reclassification process. Della Bradford confirmed a reclassification of a Union position does not have to go through the Union for approval. Wilkerson referenced the possibility of job responsibilities increasing which would be more legitimate reason for a reclassification. Pilate agreed that increase job responsibilities is a reason for the reclassification, but that is not what the Civil Service Board is seeing.

Della Bradford, Human Resources Director, expressed the responsibility of the Civil Service Board and the Human Resources Department is to ensure the City has a fair and equitable hiring process and compensation process. She advised in 2023, they saw an uptick in reclassification requests which concurred with the Mayor's realization that many employees were forced to work second jobs to meet their financial needs. She advised the Mayor devised a plan to compensate City employees fairly. She explained the cost of a wage study would have been astronomical so they decided to examine each class of positions to better align compensation with job responsibilities and market standards. She advised the City started with Secretary 2 positions in 4<sup>th</sup> quarter of 2023 and the 1<sup>st</sup> quarter of 2024. She explained the 2 Secretary 2 positions that were reclassified were in the Fire Dept. and the Police Dept. and they were changed to Office Manager.

Mrs. Bradford advised in the fall of 2024, the City contracted with PEM Consulting Services to look at the City's organizational structure. She referenced PEM Consulting Services final report which made it clear the City needed to revisit and update job descriptions due to upgraded job responsibilities.

She advised based on the consultants recommendations, the City focused on restructuring key departments including the IT Department and Dept. of Housing & Neighborhoods. She further advised now in 2025, they are focusing on the classes as those are the positions that are working two jobs. She explained there are currently five reclassifications have been submitted to the Civil Service Board for consideration. She explained they are fully aware and value the work the Civil Service Board and work well with the Civil Service Board, however the issue of reclassification seems to get ahead of them. She advised she has a Mayor that is aggressive in her endeavors and when she wants to move in a direction, they move in that direction. She referenced the current reclassification requests the Civil Service currently has which two are for Account Clerk II positions and one is a Clerk-Typist position and two administrative positions. She advised she has restructured her HR Department to include a Secretary and has upgraded her HR Generalist to a HR Administrator which has increased that positions job duties.

Mrs. Bradford expressed the importance of adding every duty and every type of increased work load to the job descriptions. She reassured the Committee that none of the position reclassification requests are coming from personal interest or has anything to do with someone's appetite for a pay increase. She reiterated Mayor Smith is an advocate for her employees and her intention is to compensate employees competitively. Mrs. Bradford explained she has no regret in doing the work the Mayor has put before her in increasing the pay ranges, pay grades where they can with what they have.

Councilor Wilkerson expressed the battle of losing good employees is real and he supports the effort. Councilor Neeper expressed the need to look at the financial aspect and look at where the extra money will come from. Pilate Bradley expressed his appreciation to the HR Department for the work that they do. He explained his intent was not to point a finger as his intention was to start the discussion because from the evaluation standpoint, that is what it feels like to the Civil Service Board. He advised he is aware of the Mayor's directives, which he loves, because we have a Mayor who is about moving forward. He explained HR Director stated the Mayor did not like that people had to work two jobs to make ends meet when the City is their primary employer which took him back to his original point about a reclassification being used to provide an increase in pay. He explained if this is the path that the City wants to go, then there is no need for the discussion to go beyond this Committee meeting. He reiterated the Civil Service will do what the Mayor and Council wants them to do. He explained the purpose of requesting the meeting was to look at whether there is a better way to achieve some of the goals that the current administration wants. Councilor Glenn advised the Finance Director should look at the finances and ensure the money is available. Councilor Jones expressed the importance of the Civil Service and the HR Department working together and expressed that things do need to change in order for the City to be progressive. Councilor Wilkerson explained giving scrutiny is okay because the City is trying to move forward and do it right.

## **ADJOURNMENT**

Gordon moved, seconded by Jordan, to adjourn. Motion carried.

Respectfully submitted,

Dr. Derry Glenn  
Chair of the Human Resources Committee

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