

ORDINANCE #66397
Board Bill No. 106
Committee Substitute

An ordinance relating to the appointment of and the salaries of certain employees in the Collector of Revenue's office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing Ordinance 64945, approved June 8, 2000 and Ordinance 65520 approved June 15, 2002, (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.) and adopting nine (9) new sections and containing an emergency clause.

BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:

SECTION ONE. Ordinance 64945, approved June 8, 2000 and Ordinance 65520 approved June 15, 2002 (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.), are hereby repealed and a new ordinance and chapter is hereby enacted, to read as follows:

SECTION TWO. Pursuant to Section 82.610, Revised Statutes of Missouri, the Collector of Revenue is hereby authorized to appoint and employ the following officers and employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section Three of this ordinance.

<u>Title</u>	<u>Grade</u>
Account Clerk I	8G
Account Clerk II	10G
Accountant I	10G
Accountant II	12G
Accountant III	13G
Accounting Manager I	14M
Accounting Manager II	15M
Administrative Assistant I	11G
Administrative Assistant II	13G
Administrative Assistant to Collector	14G
Archivist	13G
Assistant Collector I	15M
Assistant Collector II	16M
Assistant Collector III	17M
Assistant Supervisor	12G
Audit Manager	15M
Auditor I	11G
Auditor II	13G
Auditor III	14G
Buyer I	11G
Buyer II	12G
Cashier I	9G
Cashier II	10G
Cashier III	11G
Cashier Manager	12M
Chief Investigator	11G
Chief Mail Clerk	10G
Clerical Aide	5G
Clerk I	6G
Clerk II	7G
Clerk III	9G
Clerk IV	10G
Clerk V	11G
Compliance Manager	13M
Custodian	6G
Data Entry Operator I	6G
Data Entry Operator II	8G
Data Entry Supervisor	9M
Deputy Collector	18M

<u>Title</u>	<u>Grade</u>
Executive Assistant I	14G
Executive Assistant II	15G
Executive Assistant to the Collector	16G
First Assistant Collector	17M
Fiscal Executive	17M
Fiscal Manager	17M
Intergovernmental Affairs Officer	14G
Internal Auditor	14G
Investigator I	10G
Investigator II	11G
Legal Manager	14M
Messenger	5G
Mail Clerk I	6G
Mail Clerk II	7G
Manager	15M
Office Manager	12M
Paralegal	13G
Human Resource Assistant	9G
Human Resource Manager I	15M
Human Resource Manager II	16M
Purchasing Manager	14M
Receptionist	6G
Records Manager	14M
Secretary/Stenographer to Collector	11G
Secretary I	8G
Secretary II	9G
Secretary III	10G
Security Manager I	11M
Security Manager II	12M
Security Officer	8G
Senior Assistant Collector	17M
Supervisor I	12M
Supervisor II	12M
Supervisor III	13M
Supervisor IV	14M
System Analyst I	14G
System Analyst II	15G
Tax Manager	14M
Taxpayer Affairs Manager	13M
Telephone Operator	6G
Telephone Operation Supervisor	7G
Typist Clerk I	6G
Typist Clerk II	8G
Typist Clerk III	8G

SECTION THREE.

A. GENERAL PAY SCHEDULE

(1) There is hereby adopted as the compensations schedule for all pay grades which are denoted by the suffix "G" and "M" in Section Two of this ordinance, the following ranges of salary beginning with the bi-weekly pay period starting June 13,2004.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
5	619	928
6	674	1011
7	735	1102
8	801	1201
9	873	1309
10	951	1427
11	1037	1556
12	1130	1696
13	1251	1878
14	1439	2159
15	1654	2483
16	1904	2855
17	2189	3284
18	2517	3776
19	2895	4343
20	3330	4994
21	3596	5394
22	3883	5825
23	4194	6292

(2) There is hereby adopted as the compensation schedule for all pay grades which are denoted by the suffix "G" and "M" in Section Two of this ordinance, the following ranges of salary beginning with the bi-weekly pay period starting June 12, 2005.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
5	619	928
6	687	1031
7	750	1124
8	817	1225
9	890	1335
10	970	1456
11	1058	1587
12	1153	1730
13	1276	1916
14	1468	2202
15	1687	2533
16	1942	2912
17	2233	3350
18	2567	3852
19	2953	4430
20	3397	5094
21	3668	5502
22	3961	5942
23	4278	6418

SECTION FOUR. These salaries shall be paid out of fees collected, deducted and retained by the Collector of Revenue as provided by Sections 82.650 and 82.670, Revised Statutes of Missouri.

SECTION FIVE. (a) All pay schedules in Section 3 (A) (1) shall continue in effect until the beginning of the bi-weekly pay period starting June 12, 2005 after which time the rates to be paid to employees in positions of any class for which a rate is

established or changed in Section 3 (a)(2) of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 3(A)(1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position and without a substantial revision in the class of position shall remain the same.

(b) The salary of each employee whose pay range is established in Section 3 (A)(2) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position, without a substantial revision in the class of position shall have their current salary increased by a factor of two percent (2%), rounded to the nearest whole dollar or the minimum of the salary range.

This provision shall not apply to employees whose rate is deemed to be above the maximum of their new salary range except as provided in paragraph (c) below.

(c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(2) The salary of each employee whose pay range is established in Section 3(A)(2) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule shall be increased to a rate which provides a two percent (2%) increase in addition to a five percent (5%) increase, but not less than the minimum of the pay range.

(a) Nothing in this section shall be construed as preventing the Collector from paying less than the maximum provided in this ordinance.

(b) Any employee whose salary upon effective date hereof exceeds the initial salary level for his position may be paid at the salary level that immediately exceeds his then current salary level.

SECTION SIX.

(a) An appointing authority may evaluate the performance of an employee whose salary is established in Section 3(A) of this ordinance for the purpose of a salary adjustment.

(1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may, advance the employee by not more than ten percent (10%).

(2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period.

(b) An appointing authority may approve a within-range salary adjustment in any whole dollar increment up to ten percent (10%) of an employee's bi-weekly base.

(c) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods.

SECTION SEVEN. Whenever the Collector of Revenue finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the Collector shall allocate or reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of his action.

SECTION EIGHT. The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately

upon its approval by the Mayor.

SECTION NINE. Ordinance 64945 and 65520 and all other ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Approved: August 8, 2004