

1 An ordinance relating to the appointment of and salaries of certain Employees in the Collector of
2 Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing
3 Ordinance 68541 (Chapter 4.44, Rev. Code, St. Louis, 1994 Anno), and adopting eleven (11)
4 new sections and containing an emergency clause.

5

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

7

8 **SECTION ONE.** Ordinance 68541 (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby
9 repealed and a new ordinance and chapter is hereby enacted, to read as follows:

10

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

15

| 16 | Title | Grade |
|----|--------------------------|-------|
| 17 | Accounting Clerk | 11G |
| 18 | Accounting Manager | 15M |
| 19 | Accounting Supervisor | 14G |
| 20 | Administrative Assistant | 13G |

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Board Bill # 102

Sponsor: Alderman Schmid

BOARD BILL # 102**INTRODUCED BY ALDERMAN CRAIG SCHMID**

| | | |
|----|------------------------------|------------|
| 1 | Assistant Collector | 17M |
| 2 | Assistant Collector, Finance | 18M |
| 3 | Cashier Manager | 15M |
| 4 | Chief of Staff | 20M |
| 5 | Collections Manager | 15M |
| 6 | Collections Specialist | 12G |
| 7 | Compliance Clerk | 8G |
| 8 | Compliance Manager | 15M |
| 9 | Compliance Officer | 12G |
| 10 | Court Clerk | 11G |
| 11 | Court Clerk Supervisor | 13G |
| 12 | Custodian | 6G |
| 13 | Data Processing Clerk | 9G |
| 14 | Human Resources Manager | 16M |
| 15 | IRS Auditor | 15M |
| 16 | Mail Clerk | 8G |
| 17 | Office Coordinator | 13G |
| 18 | Paralegal | 12G |
| 19 | Payroll Clerk | 10G |
| 20 | Processing Clerk | 8G |
| 21 | Revenue Clerk I | 8G |

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Board Bill # 102

Sponsor: Alderman Schmid

BOARD BILL # 102**INTRODUCED BY ALDERMAN CRAIG SCHMID**

| | | |
|----|--|------------|
| 1 | Revenue Clerk II | 9G |
| 2 | Revenue Clerk III | 10G |
| 3 | Revenue Clerk IV | 11G |
| 4 | Revenue Clerk V | 12G |
| 5 | Revenue Manager | 15M |
| 6 | Special Projects Coordinator | 14G |
| 7 | Supervisor I | 12G |
| 8 | Supervisor II | 13G |
| 9 | Supervisor III | 14G |
| 10 | Supervisor, Cashier | 13G |
| 11 | Supervisor, Mail Processing | 12G |
| 12 | Supervisor, Taxpayer Services | 13G |
| 13 | Supervisor Tax Revenue Auditors | 15M |
| 14 | Support Services Manager | 15M |
| 15 | Tax Revenue Auditor | 14G |
| 16 | Taxpayer Cashier | 9G |
| 17 | Taxpayer Customer Service Representative | 13G |
| 18 | Taxpayer Specialist | 9G |
| 19 | Technology/Data Processing Manager | 15M |
| 20 | Technology/Website Coordinator | 13G |
| 21 | TIF/CID Coordinator | 13G |

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Sponsor: Alderman Schmid

1 Training and Development Manager 15M

2

3 **SECTION THREE. GENERAL PAY SCHEDULE**

4 (1) There is hereby adopted as the compensations schedule for all pay grades which are denoted
5 by the suffix "G" and "M" in Section two of this ordinance, the following ranges of salary
6 beginning with the bi-weekly pay period concurrent with the effective date of this ordinance.

7

8 **BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

9

| 10 | GRADE | MINIMUM | MAXIMUM |
|----|-------|---------|---------|
| 11 | 6 | 785 | 1,275 |
| 12 | 7 | 855 | 1,390 |
| 13 | 8 | 933 | 1,515 |
| 14 | 9 | 1,015 | 1,650 |
| 15 | 10 | 1,106 | 1,801 |
| 16 | 11 | 1,207 | 1,962 |
| 17 | 12 | 1,315 | 2,140 |
| 18 | 13 | 1,455 | 2,368 |
| 19 | 14 | 1,675 | 2,723 |
| 20 | 15 | 1,925 | 2,991 |
| 21 | 16 | 2,215 | 3,436 |

BOARD BILL # 102

INTRODUCED BY ALDERMAN CRAIG SCHMID

| | | | |
|---|----|-------|-------|
| 1 | 17 | 2,547 | 3,954 |
| 2 | 18 | 2,737 | 4,189 |
| 3 | 19 | 3,010 | 4,608 |
| 4 | 20 | 3,621 | 5,540 |

5

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

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10 **SECTION FIVE.** (a) All pay schedules established in Ordinance 68541 shall continue in effect
11 until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

12 **(1) The maximum of all salary ranges have been increased by 2%.**

13 **(2) The City of St. Louis is authorizing a 2% increase for the fiscal year 2012-2013 which**
14 **begins on July 1, 2012, per State Statute 52.015 the fiscal year of the Collector of Revenue**
15 **for 2012-2013 began on March 5, 2012 which differs from the fiscal year of the City of St.**
16 **Louis.**

17 **(3) At the discretion of the Collector of Revenue employees may receive a 2% salary**
18 **increase effective as of March 5, 2012 upon the date of their service anniversary.**

19 **SECTION SIX.**

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

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(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 an employee whose level of performance **or assigned duties** 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 range. 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 periods.

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

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7 **SECTION NINE. HOLIDAYS**

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9 The Collector of Revenue shall grant holiday leave with pay, holiday pay, or
10 compensatory holiday time off in lieu of pay to employees working full-time who are paid a bi-
11 weekly rate on the following days:

12

| 13 | <u>DATE</u> | <u>HOLIDAY</u> |
|----|-----------------------------|---------------------------------|
| 14 | January 1 | New Years Day |
| 15 | Third Monday in January | Rev. Martin Luther King Jr. Day |
| 16 | February 20 | President's Day |
| 17 | Last Monday in May | Memorial Day |
| 18 | July 4 | Independence Day |
| 19 | First Monday in September | Labor Day |
| 20 | November 12 | Veterans' Day |
| 21 | Fourth Thursday in November | Thanksgiving Day |

1 The Collector of Revenue shall determine the manner of granting holidays. When full-
2 time employees are required to work on a holiday they shall be entitled to compensation for the
3 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
4 proportionate to the number of hours an employee is regularly scheduled to work in a day or
5 shift.

6
7 Except as otherwise provided in this section, when a City holiday falls on an employee's
8 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
9 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
10 or shift.

11
12 The holiday compensation procedures established by this section shall apply to full-time
13 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
14 holidays in proportion to the percentage of time they are regularly scheduled to work.
15 Employees paid on an hourly or per performance basis shall not be entitled to holiday
16 compensation.

17
18 In the event that the holiday schedule established in this section is revised, employees
19 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
20 accordingly.

1 **SECTION TEN.** The passage of this ordinance being deemed necessary for the immediate
2 preservation of the public peace, health and safety, it is hereby declared to be an emergency
3 measure and the same shall take effect and be in force immediately upon its approval by the
4 Mayor.

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6 **SECTION ELEVEN.** Ordinance 68541 and all other ordinances or parts of ordinance
7 conflicting or inconsistent with the provisions of this ordinance are hereby repealed.