

1 **BOARD BILL NO. 124 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

2 An ordinance relating to the appointment of and salaries of certain employees

3 In the Collector of Revenue's Office pursuant to Section 82.610, Revised
4 Statutes of Missouri, by repealing Ordinance 67808, approved
5 December 17, 2007, (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.) and
6 adopting ten (10) new sections and containing an emergency clause.

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

8 **SECTION ONE.** Ordinance 67808, approved December 17, 2007
9 (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby repealed and a new
10 ordinance

11 and a new ordinance and chapter is hereby enacted, to read as follows:

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

17	<u>Title</u>	<u>Grade</u>
18	Accounting Clerk	11G
19	Accounting Manager	15M
20	Administrative Assistant	13G
21	Assistant Collector	17M

22	Assistant Collector, Finance	18M
23	Cashier Manager	15M
24	Collections Manager	15M
25	Compliance Clerk	8G
26	Compliance Manager	15M
27	Compliance Officer	12G
28	Court Clerk	9G
29	Court Clerk Supervisor	13G
30	Custodian	6G
31	Data Processing Clerk	9G
32	Deputy Collector of Revenue	20M
33	Human Resources Manager	16M
34	IRS Auditor	15M
35	Mail Clerk	8G
36	Office Coordinator	13G
37	Paralegal	12G
38	Payroll Clerk	10G
39	Processing Clerk	8G
40	Purchasing Support Services	11G
41	Revenue Clerk I	8G
42	Revenue Clerk II	9G

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43	Revenue Clerk III	10G
44	Revenue Clerk IV	11G
45	Revenue Clerk V	12G
46	Revenue Manager	15M
47	Senior Operations Manager	16M
48	Special Projects Coordinator	14G
49	Supervisor I	12G
50	Supervisor II	13G
51	Supervisor III	14G
52	Supervisor, Mail Processing	12G
53	Supervisor, Taxpayer Services	13G
54	Supervisor Tax Revenue Auditors	15M
55	Tax Revenue Auditor	14G
56	Taxpayer Cashier	9G
57	Taxpayer Customer Service Representative	13G
58	Taxpayer Specialist	9G
59	Tax Suit Coordinator	13G
60	Technology/Data Processing Manager	15M
61	Technology/Website Coordinator	13G
62	TIF/CID Coordinator	13G
63	Training and Development Manager	15M

64 **SECTION THREE. GENERAL PAY SCHEDULE**

65 (1) There is hereby adopted as the compensations schedule

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66 for all pay grades which are denoted by the suffix "G" and "M" in Section
67 Two of this ordinance, the following ranges of salary beginning with the
68 bi-weekly pay period starting June 21, 2008.

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

70	GRADE	MINIMUM	MAXIMUM
71	6	777	1,164
72	7	847	1,270
73	8	924	1,384
74	9	1,006	1,508
75	10	1,096	1,645
76	11	1,195	1,793
77	12	1,303	1,955
78	13	1,441	2,164
79	14	1,658	2,488
80	15	1,906	2,862
81	16	2,193	3,289
82	17	2,523	3,783
83	18	2,710	4,067
84	19	2,981	4,474
85	20	3,586	5,378

86 **SECTION FOUR.** These salaries shall be paid out of fees collected,
87 deducted and retained by the Collector of Revenue as provided by Sections

88 82.650 and 82.670, Revised Statutes of Missouri.

89 **SECTION FIVE.** (a) All pay schedules established in Ordinance 67808
90 shall continue in effect until the beginning of the bi-weekly pay period starting
91 June 21, 2008 after which time the rate is established or changed in Section
92 3(1) of this ordinance shall become effective and be adjusted as follows:

93 (1) The salary of each employee whose pay range is established in
94 Section 3(a) (1) of this ordinance and whose class title remains unchanged
95 or whose class title is changed to better describe/his her position, without a
96 substantial revision in the class of position shall have their current salary
97 increased by 2.5% bi-weekly for a cost of living increase. This provision
98 shall not apply to employees whose rate is deemed to be above the
99 maximum of their new salary range except as provided in paragraph (b)
100 below.

101 (2) The salary of each employee whose pay range is established in
102 Section 3(1) of this ordinance and whose class has been allocated to a
103 higher pay grade in the appropriate pay schedule, shall have their current
104 salary increased by 2.5% bi-weekly for a cost of living increase.

105 **SECTION SIX.**

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

109 (1) Exceptional performance of duties:

110 The appointing authority of an employee who demonstrates exceptional

111 performance of duties or outstanding qualifications may, advance the
112 employee by not more than ten percent (10%).

113 (2) Substandard performance of duties:

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

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

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

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

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

133 **SECTION EIGHT.** Full-time employees paid a bi-weekly rate who are
134 regularly scheduled to work an average of eighty (80) hours bi-weekly and
135 who are employed on the effective date of this ordinance shall have eight (8)
136 hours of compensatory time added to their balance on that date. The
137 additional compensatory added to the balance of each employee shall be
138 treated as “Personal Leave” and shall be granted by the appointing authority
139 in accordance with procedures for granting compensatory time. These hours
140 of compensatory time must be taken between the effective date of this
141 ordinance and June 20, 2009.

142 **SECTION NINE.** The passage of this ordinance being deemed
143 necessary for the immediate preservation of the public peace, health and
144 safety, it is hereby declared to be an emergency measure and the same
145 shall take effect and be in force immediately upon its approval by the
146 Mayor.

147 **SECTION TEN.** Ordinance 67808 and all other ordinances or
148 parts of ordinance conflicting or inconsistent with the provisions of this
149 ordinance are hereby repealed.

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