

1 **BOARD BILL NO. 259 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

2 An ordinance relating to the appointment of and salaries of certain Employees in the
3 Collector of Revenue’s Office pursuant to Section 82.610, Revised Statutes of Missouri,
4 by repealing Ordinance 68125, approved October 2, 2009, (Chapter 4.44, Rev. Code, St.
5 Louis, 1994 Anno). And adopting nine (9) new sections and containing an emergency
6 clause.

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

8 **SECTION ONE.** Ordinance 68125, approved October 2, 2009, (Chapter 4.44, Rev.
9 Code, St. Louis, Anno), is hereby repealed and a new ordinance and chapter is hereby
10 enacted, to read as follows:

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

15	<u>Title</u>	<u>Grade</u>
16	Accounting Clerk	11G
17	Accounting Manager	15M
18	Accounting Supervisor	14G
19	Administrative Assistant	13G
20	Assistant Collector	17M
21	Assistant Collector, Finance	18M
22	Cashier Manager	15M
23	Collections Manager	15M

1	Compliance Clerk	8G
2	Compliance Manager	15M
3	Compliance Officer	12G
4	Court Clerk	9G
5	Court Clerk Supervisor	13G
6	Custodian	6G
7	Data Processing Clerk	9G
8	Deputy Collector of Revenue	20M
9	Human Resources Manager	16M
10	IRS Auditor	15M
11	Mail Clerk	8G
12	Office Coordinator	13G
13	Paralegal	12G
14	Payroll Clerk	10G
15	Processing Clerk	8G
16	Purchasing Support Services	11G
17	Revenue Clerk I	8G
18	Revenue Clerk II	9G
19	Revenue Clerk III	10G
20	Revenue Clerk IV	11G
21	Revenue Clerk V	12G
22	Revenue Manager	15M
23	Senior Operations Manager	16M

1	Special Projects Coordinator	14G
2	Supervisor I	12G
3	Supervisor II	13G
4	Supervisor III	14G
5	Supervisor, Mail Processing	12G
6	Supervisor, Taxpayer Services	13G
7	Supervisor Tax Revenue Auditors	15M
8	Tax Revenue Auditor	14G
9	Taxpayer Cashier	9G
10	Taxpayer Customer Service Representative	13G
11	Taxpayer Specialist	9G
12	Tax Suit Coordinator	13G
13	Technology/Data Processing Manager	15M
14	Technology/Website Coordinator	13G
15	TIF/CID Coordinator	13G
16	Training and Development Manager	15M

17

18 **SECTION THREE. GENERAL PAY SCHEDULE**

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

23

1 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

2	GRADE	MINIMUM	MAXIMUM
3	6	785	1,250
4	7	855	1,363
5	8	933	1,485
6	9	1,015	1,618
7	10	1,106	1,766
8	11	1,207	1,924
9	12	1,315	2,098
10	13	1,455	2,322
11	14	1,675	2,670
12	15	1,925	2,932
13	16	2,215	3,369
14	17	2,547	3,876
15	18	2,737	4,107
16	19	3,010	4,518
17	20	3,621	5,431

18 **SECTION FOUR.** These salaries shall be paid out of fees collected, deducted and
19 retrained by the Collector of Revenue as provided by Section 82.650 and 82.670, Revised
20 Statutes of Missouri.

21 **SECTION FIVE.** (a) All pay schedules established in Ordinance 68125 shall continue in
22 effect until the beginning of the bi-weekly pay period effective upon passage of this
23 ordinance.

1 **SECTION SIX.**

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

5 (1) Exceptional performance of duties:

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

9 (2) Substandard performance of an employee whose level of performance
10 is significantly diminished and no longer warrants payment at the
11 current rate within the range may be decreased to a lower rate in the
12 salary range.

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

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

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

1 (d) The Collector of Revenue shall have the right, in his sole discretion, to create
2 and implement a work furlough program, containing such policies as the
3 Collector of Revenue may deem appropriate, under which employees may be
4 placed on temporary furlough status where the employees would perform no
5 services and would receive no pay.

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

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

14 **SECTION NINE.** Ordinance 68125 and all other ordinances or parts of ordinance
15 conflicting or inconsistent with the provisions of this ordinance are hereby repealed.