

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 66397, approved August 2, 2004, (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.) and adopting ten (10) new sections and containing an emergency clause.

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

SECTION ONE. Ordinance 66397, approved August 2, 2004 (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.), is hereby repealed and a new ordinance and chapter is hereby enacted, to read as follows: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	9G
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	16G
Archivist	13G
Assistant Collector I	15M
Assistant Collector II	16M
Assistant Collector III	17M
Assistant Supervisor	12G
Audit Manager	15M
Auditor I	13G
Auditor II	14G
Auditor III	14G
Buyer I	11G
Buyer II	12G
Cashier I	9G
Cashier II	10G
Cashier III	11G
Cashier Manager	13M
Chief Investigator	11G
Chief Mail Clerk	10G
Clerical Aide	5G
Clerk I	7G
Clerk II	9G

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Clerk III	10G	
Clerk IV	12G	
Clerk V	13G	
Compliance Manager	13M	
Custodian	6G	
Data Entry Operator I	6G	
Data Entry Operator II	8G	
Data Entry Supervisor	9M	
Deputy Collector	20M	
Executive Assistant I	14G	
Executive Assistant II	15G	
Executive Assistant to the Collector	17G	
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	16M	
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	13M	
Supervisor III	14M	
Supervisor IV	15M	
System Analyst I	14G	
System Analyst II	15G	
Tax Manager	14M	
Taxpayer Affairs Manager	13M	
Typist Clerk I	6G	
Typist Clerk II	8G	
Typist Clerk III	8G	

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SECTION THREE.

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 December 24, 2006.

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

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	650	975
6	708	1062
7	772	1158
8	842	1262
9	917	1375
10	999	1500
11	1090	1635
12	1188	1782
13	1314	1973
14	1512	2268
15	1738	2609
16	2000	2999
17	2300	3450
18	2644	3968
19	3042	4563
20	3499	5247
21	3778	5667
22	4080	6120
23	4406	6611

SECTION FOUR. These salaries shall be paid out of fees collected, deducted

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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 (1) shall continue in effect until the beginning of the bi-weekly pay period starting December 24, 2006 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 (1) 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 her position, without a substantial revision in the class of position shall have their current salary increased by a factor of three percent (3%), 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 (b) below.

(b) 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 (1) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule shall have their salary increased by three percent (3%) increase or to the minimum of the new pay range, whichever is the greater.

(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%).

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(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. Full-TIME classified employees paid on a bi-weekly rate basis who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on December 24, 2006, shall have eight (8) hours of compensatory time "Personal Leave" added to their balance on that date. These hours of compensatory time must be taken between December 24, 2006, and December 31, 2007, and shall be taken as paid-leave off and may not be granted as pay.

SECTION EIGHT. 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 NINE. 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 TEN. Ordinance 644945 and 65520 and all other ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

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