

BOARD BILL #414 INTRODUCED BY ALDERMAN STEPHEN GREGALI

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 December 11, 2006, (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 67328, approved December 11, 2006 (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 Code, St. Louis, 1994, Anno), is hereby repealed and a new ordinance and chapter is hereby enacted, to read as follows: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>
Accounting Clerk	11G
Accounting Manager/IRS Auditor	15M
Administrative Assistant	13G
Assistant Collector	17M
Assistant Collector, Finance	18M
Cashier Manager	15M
Chief of Staff	20M
Collections Manager	15M
Compliance Clerk	8G
Compliance Manager	15M
Compliance Officer	12G
Court Clerk	9G
Court Clerk Supervisor	13G
Custodian	6G
Data Processing Clerk	9G
Human Resources Manager	16M
Mail Clerk	8G
Office Coordinator	13G
Paralegal	12G
Payroll Clerk	10G
Processing Clerk	8G
Purchasing Support Services	11G
Revenue Clerk I	8G

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Revenue Clerk II	9G
Revenue Clerk III	10G
Revenue Clerk IV	11G
Revenue Clerk V	12G
Revenue Manager	15M
Senior Operations Manager	16M
Special Projects Coordinator	14G
Supervisor I	12G
Supervisor II	13G
Supervisor III	14G
Supervisor, Mail Processing	12G
Supervisor Taxpayer Services	13G
Tax Revenue Auditor	14G
Taxpayer Cashier	9G
Taxpayer Customer Service Representative	14G
Taxpayer Specialist	9G
Tax Suit Coordinator	13G
Technology/Data Processing Manager	15M
Technology/Website Coordinator	13G
TIF/CID Coordinator	13G
Training and Development Manager	15M

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 23, 2007.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
6	758	1,136
7	826	1,239
8	901	1,350
9	981	1,471
10	1,069	1,605
11	1,166	1,749
12	1,271	1,907
13	1,406	2,111
14	1,618	2,427

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15	1,860	2,792
16	2,140	3,209
17	2,461	3,691
18	2,644	3,968
19	2,908	4,365
20	3,499	5,247

(2) 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 biweekly pay period starting June 22, 2008.

GRADE	MINIMUM	MAXIMUM
6	773	1,159
7	843	1,264
8	919	1,377
9	1,001	1,500
10	1,090	1,637
11	1,189	1,784
12	1,296	1,945
13	1,434	2,153
14	1,650	2,476
15	1,897	2,848
16	2,183	3,273
17	2,510	3,765
18	2,697	4,047
19	2,966	4,452
20	3,569	5,352

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 established in 67328 shall continue in effect until the beginning of the bi-weekly pay period starting December 23, 2007 after which time the rates established in 3(1) shall 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

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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 (b) below.

(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 greater.

(3) The pay schedules in Section 3(1) shall continue in effect until the bi-weekly pay period starting June 22, 2008, at 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(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(2) of this ordinance and whose class time 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 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, whichever is higher. This provision shall not apply to employees whose rate is deemed to be above the new maximum of the range as a result of demotion of reallocation.

(2) The salary of each employee whose pay range is established in Section 3(2) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three (3%) increase or to the minimum of the new pay range, whichever is the greater.

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

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

(d) 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.

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- (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) Exception 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. 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 June 22, 2008, 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 June 22, 2008 thru June 7, 2009, 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.

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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 67328 and all other ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.