

ORDINANCE #68541
Board Bill No. 259
Committee Substitute

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

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

SECTION ONE. Ordinance 68125, approved October 2, 2009, (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby repealed and a new ordinance and chapter is hereby enacted, to read as follows: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	15M
Accounting Supervisor	14G
Administrative Assistant	13G
Assistant Collector	17M
Assistant Collector, Finance	18M
Cashier Manager	15M
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
Deputy Collector of Revenue	20M
Human Resources Manager	16M
IRS Auditor	15M
Mail Clerk	8G
Office Coordinator	13G
Paralegal	12G
Payroll Clerk	10G
Processing Clerk	8G
Purchasing Support Services	11G
Revenue Clerk I	8G
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
Supervisor Tax Revenue Auditors	15M
Tax Revenue Auditor	14G
Taxpayer Cashier	9G

<u>Title</u>	<u>Grade</u>
Taxpayer Customer Service Representative	13G
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 concurrent with the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

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

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

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

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 outstand qualifications may, advance the employee by not more than ten percent (10%).
- (2) Substandard performance 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.
- (b) The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period.
- (c) 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.

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.

- (d) When a fiscal crisis has been declared by the Board of Estimate and Apportionment, the Collector of Revenue shall have the right, in his sole discretion, to create and implement a work furlough program, containing such policies as the Collector of Revenue may deem appropriate, under which employees may be placed on temporary furlough status where the employees would perform no services and would receive no pay.

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

Approved: December 15, 2009