

ORDINANCE #68542
Board Bill No. 260
Committee Substitute

An ordinance enacted pursuant to Section 56.540, Revised Statutes of Missouri to amend Ordinance No. 68119 and 68175 relating to the Office of the Circuit Attorney of the City of St. Louis, allocating the positions established by said Section 56.540, R.S.Mo. to classes with grades and a schedule setting minimum and maximum salaries for such grades by repealing Section Two and replacing said Section with provisions of this ordinance, providing that such salaries be paid bi-weekly; providing for payment of overtime wages on an hourly basis at the bi-weekly rate when such overtime is authorized as necessary by the Circuit Attorney and containing an emergency clause.

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

SECTION ONE. Ordinance No. 68119 and 68175 is hereby repealed and, in lieu thereof, the following provisions are enacted.

SECTION TWO. The following positions of the Office of the Circuit Attorney of the City of St. Louis, authorized by Section 56.540, R.S.Mo., to a grade in the following Section with the rates therein established, to wit:

| <u>Title</u> | <u>Code</u> | <u>Grade</u> |
|---------------------------------------|-------------|--------------|
| First Assistant Circuit Attorney | 1601 | 21M |
| Chief Trial Assistant | 1602 | 20M |
| Chief Warrant Officer | 1603 | 20M |
| Chief Misdemeanor Officer | 1604 | 20M |
| Special Assistant Circuit Attorney I | 1605 | 15P |
| Special Assistant Circuit Attorney II | 1606 | 17P |
| Attorney I | 2361 | 15P |
| Attorney II | 2362 | 17P |
| Attorney III | 2363 | 18P |
| Attorney IV | 2367 | 20M |
| Attorney Manager | 2364 | 20M |
| Administrative Assistant | 1622 | 14M |
| Administrative Secretary | 1614 | 14G |
| Chief Clerk | 1617 | 13G |
| Chief Investigator | 1630 | 15P |
| Clerk I | 1112 | 8G |
| Clerk II | 1113 | 9G |
| Clerk III | 1114 | 11G |
| Clerk IV | 1115 | 13G |
| Computer Operations Manager | 1361 | 15P |
| Computer Operations Supervisor | 1327 | 13P |
| Computer Operator I | 1323 | 10G |
| Computer Operator II | 1324 | 11G |
| Computer Operator III | 1325 | 12G |
| Grand Jury Stenographer | 1615 | 12G |
| Investigator IA | 1633 | 10G |
| Investigator I | 1631 | 13G |
| Investigator II | 1632 | 14G |
| Investigator III | 1634 | 15G |
| Legal Secretary | 1134 | 12G |
| Paralegal | 2365 | 12G |
| Secretary I | 1131 | 9G |
| Secretary II | 1132 | 10G |
| Secretary III | 1133 | 11G |
| Social Worker | 6141 | 13G |
| Telephone Operator | 1161 | 8G |
| Typist Clerk I | 1121 | 8G |
| Typist Clerk II | 1122 | 9G |
| Victim Services Counselor I | 1642 | 13G |

| <u>Title</u> | <u>Code</u> | <u>Grade</u> |
|------------------------------|-------------|--------------|
| Victim Services Counselor II | 1643 | 14G |
| Victim Services Supervisor | 1644 | 15P |

OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

The following is hereby adopted as the salary pay schedule for all classification grades of positions in Section Two of this ordinance, beginning with the biweekly pay period starting the effective date of this Ordinance. The following bi-weekly pay schedule for all grades shall become effective with the beginning of the first pay period following effective passage of this ordinance:

| <u>GRADE</u> | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|----------------|----------------|
| 5 | 686 | 1030 |
| 6 | 747 | 1121 |
| 7 | 816 | 1222 |
| 8 | 889 | 1332 |
| 9 | 968 | 1452 |
| 10 | 1000 | 1584 |
| 11 | 1151 | 1726 |
| 12 | 1254 | 1882 |
| 13 | 1387 | 2082 |
| 14 | 1596 | 2394 |
| 15 | 1715 | 2573 |
| 16 | 2111 | 3166 |
| 17 | 1843 | 2765 |
| 18 | 2163 | 3245 |
| 19 | 3212 | 4817 |
| 20 | 2615 | 3922 |
| 21 | 3747 | 5621 |
| 22 | 5308 | 6460 |
| 23 | 4651 | 6979 |

SECTION THREE: The Circuit Attorney, in making appointments to the positions authorized by Section 56.540 R.S.Mo., shall make said appointments within the classes and grades set out in Section Two of this ordinance, and to an amount of pay within a grade; provided further that the Circuit Attorney may, in her sole discretion, change the classification, grade and amount paid to a person appointed as she determines to be required. The Circuit Attorney may establish probationary rates of pay for classes of positions established in this pay ordinance. Such probationary rates may be less than the rate paid to a regular employee.

SECTION FOUR: The salary for grades of positions shall be paid bi-weekly.

SECTION FIVE: The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of pay for the grade applicable to the employee’s position. No employee shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the grade to which his/her class has been allocated. Nothing in this section shall be construed as preventing the Circuit Attorney from paying less than the maximum provided in this ordinance.

SECTION SIX (A): Employees occupying positions allocated in Section Two to a grade of 15G or lower, or to a grade of 18P or lower, may be eligible to receive, in addition to the regular salary, pay for overtime hours authorized by the Circuit Attorney. The rate of such overtime pay shall be subject to the requirements of the Fair Labor Standards Act of 1938, as applicable, and shall be allowed on the basis of hours worked and the bi-weekly rate of pay. Compensatory time may be allowed in lieu of overtime pay as provided by law. Employees occupying positions allocated to a management grade designated by the letter “M” following the grade number are ineligible to receive additional compensation for time worked over that 24 ordinarily required.

(B): When a fiscal crisis has been declared by the Board of Estimate and Apportionment, the Circuit Attorney shall have the right, in her sole discretion, to create and implement a work furlough program, containing such policies as the Circuit Attorney 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: Emergency Clause. This being an ordinance for the preservation of public peace, health and safety, it is hereby

declared to be an emergency measure within the meanings of Sections 19 and 20 of article IV of the Charter of the City of St. Louis and therefore shall become effective immediately upon its passage and approval by the Mayor.

Approved: December 15, 2009