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Filed 04-16-19

Sponsored by Fisk

First Reading _____

Second Reading _____

COUNCIL BILL 2019-102

GENERAL ORDINANCE _____

AN ORDINANCE

1 AMENDING Chapter 2, Section 2-92 of the Springfield City Code, known as the 'Salary
2 Ordinance,' for the purpose of adding seven new job titles and deleting
3 three job titles from the Professional, Administrative and Technical Salary
4 Schedule.

5 _____
6

7 WHEREAS, the Department of Human Resources proposes adding several job
8 titles to address the expanded scope of responsibilities of existing positions within the
9 Police Department; and

10
11 WHEREAS, as a result, one new job title, Police Services Representative II,
12 PAT-6 will be established to develop a career ladder; and

13
14 WHEREAS, the reclassification of three existing positions will result in the
15 establishment of three new job titles, Police Services Supervisor, PAT-7; Investigative
16 Services Supervisor, PAT-7; and Police Services Administrator, PAT-10, to address
17 higher-level responsibilities assumed over time due to restructuring workflow and
18 increasingly complex compliance requirements and technology advancements; and

19
20 WHEREAS, the reclassification of one existing position will result in the
21 establishment of one new job title, the Planning Manager, PAT-12 position, to address
22 the transfer of responsibilities to the Planning and Development Department; and

23
24 WHEREAS, one new job title will be established, Assistant Equine Coordinator,
25 PAT-6 position, for the Valley Water Mill Equestrian Center in the Parks Department to
26 meet the increasing patron demands for events, activities, education, lessons, and
27 facility and animal care needs at the equine center; and

28
29 WHEREAS, one new job title will be established, the Environmental Specialist
30 PAT-9 position, as a result of a job study identifying increased responsibility and
31 decision-making authority regarding compliance for landfill air and ground water
32 monitoring and asbestos inspections; and
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34 WHEREAS, the expanded scope of duties and responsibilities have been
35 reviewed by the Human Resources Department and said department has, through its
36 evaluation of all positions, determined that the respective recommended salary grade
37 assignments for these job titles are appropriate and consistent with the level of
38 responsibility associated with these recommended positions.

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40 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
41 SPRINGFIELD, MISSOURI, as follows, that:

42
43 NOTE: Language to be added is underlined. Language to be removed is
44 ~~stricken~~.

45
46 Section 1 – Chapter 2, Section 2-92 of the Springfield City Code, known as the
47 ‘Salary Ordinance,’ relating to salary rates and pay grades for various job titles within
48 the City service as contained in the Professional, Administrative and Technical (“PAT”)
49 Schedule is hereby amended by adding the following seven job titles and deleting the
50 following three job titles.

51
52 Proposed Job Title and Salary Grade
53 (Titles to be Added)

54 Classification	55 Grade
56 <u>Police Services Representative II</u>	57 <u>PAT-6</u>
58 <u>Police Services Supervisor</u>	59 <u>PAT-7</u>
60 <u>Investigative Services Supervisor</u>	61 <u>PAT-7</u>
62 <u>Police Services Administrator</u>	63 <u>PAT-10</u>
64 <u>Planning Manager</u>	65 <u>PAT-12</u>
66 <u>Assistant Equine Coordinator</u>	67 <u>PAT-6</u>
68 <u>Environmental Specialist</u>	69 <u>PAT-9</u>

70
71 Proposed Job Titles and Salary Grade
72 (Titles to be Deleted)

73 Classification	74 Grade
75 Police Services Shift Leader	76 PAT-6
77 Investigative Services Supervisor	78 PAT-6
79 Police Services Administrator	PAT-10

80 Section 2 – This Ordinance shall be in full force and effect from and after
81 passage.

82 Passed at meeting: _____

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Mayor

Attest: _____, City Clerk

Filed as Ordinance: _____

Approved as to form: Rhonda Lewsader, City Attorney

Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2019-102

FILED: 04-16-19

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: Amending Chapter 2, Section 2-92 of the Springfield City Code, known as the 'Salary Ordinance,' for the purpose of adding seven new job titles and deleting three job titles from the Professional, Administrative and Technical Salary Schedule.

BACKGROUND INFORMATION: This Council bill addresses several human resources related matters for several departments, specifically Police, Planning and Development, Parks and Environmental Services.

Several new job titles are proposed for the Police Department including Police Services Representative II (PAT-6), Police Services Supervisor (PAT-7), Investigative Services Supervisor (PAT-7), and Police Services Administrator (PAT-10). Adding the Police Services Representative II position allows for a career ladder for the Police Services Representative position. This career ladder will not add any new staff but will establish a career progression to address critical needs such as training new staff and ensuring data integrity within critical law enforcement records management systems. The other recommended Police job titles reflect reclassifications for existing positions based upon having assumed higher-level responsibilities over time due to the restructuring of workflow and increasingly complex compliance requirements and technology advancements.

The Planning Manager (PAT-12) job title is recommended and is also a reclassification based upon responsibilities that have shifted from the Building Development Services Department to the Planning and Development Department.

The Assistant Equine Coordinator (PAT-6) job title is proposed for the Valley Water Mill Equestrian Center in the Parks Department. The need for this job classification has been evaluated over the past few years and will fulfill a critical role as additional equine program offerings have resulted in increased demands on the center.

The Environmental Specialist (PAT-9) job title is recommended based on additional responsibilities that have evolved in several areas for the Environmental Services Department. This job title addresses the increasingly complex EPA regulations for air and groundwater monitoring at the City landfill, as well as increased responsibilities associated with asbestos compliance inspections and code enforcement. The establishment of this position will result in a reclassification for two existing employees and will allow future employees the opportunity for career progression as they develop specialized expertise and assume higher-level job responsibilities.


REMARKS: Human Resources has completed job evaluations for these new job titles and concluded that based on the scope of responsibility required of these positions, the

recommended salary grade assignments, as outlined in the attached bill, are consistent with the level of responsibility.

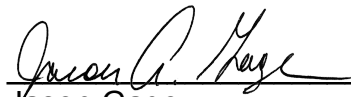
BUDGET NOTE: Funds to support all of these new job titles, except for Police Services Administrator, Police Services Supervisor, and Investigative Services Supervisor, were projected and approved in the Fiscal Year 2018-2019 Budget. The budget impact of these changes included in the Fiscal Year 2018-2019 Budget totals approximately \$16,800.00 annually. The three Police job titles noted at the beginning of this section that are not addressed in the Fiscal Year 2018-2019 Budget, reflect an annual financial impact of approximately \$80,000. However, no budget adjustment for the Fiscal Year 2018-2019 Budget is needed as departmental funding has been reallocated based upon the priority of this need.

Submitted/Recommended by:

Approved by:



Darla Morrison
Director of Human Resources



Jason Gage,
City Manager