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Filed 01-07-20

Sponsored by Ollis

First Reading _____

Second Reading _____

COUNCIL BILL 2020-010

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 one new job title to the Crafts,
3 Trades and Labor (“CTL”) salary schedule; by adding seven new job titles
4 to the Professional, Administrative and Technical (“PAT”) salary schedule;
5 by adding three additional full-time equivalent positions; and by amending
6 the Fiscal Year 2019-2020 budget of the City of Springfield, Missouri to
7 adjust the authorized employee positions of the City.
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9

10 WHEREAS, the Department of Human Resources proposes adding several job
11 titles to address the expanded scope of responsibilities of existing positions within the
12 Law Department, the Environmental Services Department, and Risk Management; and
13

14 WHEREAS, one new job title will be established, Paralegal Coordinator, PAT-8,
15 to develop a career ladder within the Law Department; and
16

17 WHEREAS, six new job titles will be established within the Environmental
18 Services Department including Instrument Technician II, CTL-13, to develop a career
19 ladder; Environmental Field Technician, PAT-6, to address a significant increase in field
20 sampling and testing workload; Environmental Compliance Technician, PAT-6,
21 Environmental Compliance Inspector, PAT-7, and Senior Environmental Compliance
22 Specialist, PAT-9, to update existing job titles with current industry specific language;
23 and Environmental Compliance Specialist, PAT-8, to address higher-level work; and
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25 WHEREAS, three job titles will be deleted: Water Pollution Control Inspector I
26 PAT-6, Water Pollution Control Inspector II PAT-7 and Pretreatment Inspector PAT-9;
27 and
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29 WHEREAS, one new job title will be established, Senior Claims Specialist, PAT-
30 8, to develop a career ladder opportunity within the Risk Management department; and
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32 WHEREAS, the expanded scope of duties and responsibilities have been
33 reviewed by the Human Resources Department and said department has, through its

34 evaluation of all positions, determined that the respective recommended salary grade
35 assignments for these job titles are appropriate and consistent with the level of
36 responsibility associated with these recommended positions.

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

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

43
44 Section 1 – Chapter 2, Section 2-92 of the Springfield City Code, known as the
45 ‘Salary Ordinance,’ relating to salary rates and pay grades for various job titles within
46 the City service as contained in the Crafts, Trades and Labor (“CTL”) and the
47 Professional, Administrative and Technical (“PAT”) salary schedules are hereby
48 amended by adding the following eight job titles:

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

Classification	Grade
<u>Environmental Field Technician</u>	<u>PAT-6</u>
<u>Environmental Compliance Technician</u>	<u>PAT-6</u>
<u>Environmental Compliance Inspector</u>	<u>PAT-7</u>
<u>Environmental Compliance Specialist</u>	<u>PAT-8</u>
<u>Paralegal Coordinator</u>	<u>PAT-8</u>
<u>Senior Claims Specialist</u>	<u>PAT-8</u>
<u>Senior Environmental Compliance Specialist</u>	<u>PAT-9</u>
<u>Instrument Technician II</u>	<u>CTL-13</u>

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63
64 Proposed Job Title and Salary Grade
65 (Title to be Deleted)

Classification	Grade
Water Pollution Control Inspector I	PAT-6
Water Pollution Control Inspector II	PAT-7
Pretreatment Inspector	PAT-9

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73 Section 2 - The Fiscal Year 2019-20 budget for the City of Springfield, Missouri,
74 Department of Environmental Services is hereby amended by changing the number of
75 authorized job positions for said department, by adding an additional full-time equivalent
76 (“FTE”) position in the Environmental Compliance Inspector, PAT-7 title; adding one
77 FTE position in the Environmental Field Technician, PAT-6 title; and one FTE position
78 in the Instrument Technician, CTL-12 title, to the department.

79

80 Section 3 - This Ordinance shall be in full force and effect from and after
81 passage.

82
83 Passed at meeting: _____

84
85 _____
86 Mayor

87
88 Attest: _____, City Clerk

89
90 Filed as Ordinance: _____

91
92
93 Approved as to form: Rhonda Lewaden, City Attorney

94
95
96 Approved for Council action: Jason A. Hays, City Manager

EXPLANATION TO COUNCIL BILL 2020-010

FILED: 01-07-20

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 one new job title to the Crafts, Trades and Labor ("CTL") salary schedule; by adding seven new job titles to the Professional, Administrative and Technical ("PAT") salary schedule; by adding three additional full-time equivalent positions; and by amending the Fiscal Year 2019-2020 budget of the City of Springfield, Missouri to adjust the authorized employee positions of the City.

BACKGROUND INFORMATION: This Council bill addresses human resources related matters for several departments, specifically the Law Department, Environmental Services, and Risk Management.

Within the Law Department, the Paralegal Coordinator (PAT-8) job title is requested as a career progression to the existing Senior Paralegal job title. Creation of this new title would provide an additional option for job growth within the Paralegal title while better allocating supervision duties. This position, if approved, would supervise the civil paralegal staff in addition to higher-level paralegal responsibilities.

The Environmental Services Department is proposing six new job titles. Three of these titles are proposed to update existing titles to better align with current industry language. These titles include Environmental Compliance Technician (PAT-6), Environmental Compliance Inspector (PAT-7) and Senior Environmental Compliance Specialist (PAT-9), which will replace Water Pollution Control Inspector I (PAT-6), Water Pollution Control Inspector II (PAT-7) and Pretreatment Inspector (PAT-9). The Environmental Compliance Specialist (PAT-8) title is requested to address higher-level work and responsibilities that have been added to this work group. The Environmental Field Technician (PAT-6) is requested to address a significant increase in the volume of work associated with the City of Springfield Sanitary Landfill expansion and federal regulations requiring additional sampling and testing of gas emissions. A new job title of Instrument Technician II (CTL-13) is requested as a career ladder progression for a limited number of staff serving in the existing Instrument Technician (CTL-12) job title. If approved, this career ladder would have increased responsibilities.

The new title of Senior Claims Specialist (PAT-8) is being requested for the Risk Management Department. If approved, this position would create a career ladder for the Claims Specialist (PAT-7) position resulting in the assignment of a broader scope of duties, including some decision-making responsibilities which are currently handled by the Director of Risk Management.

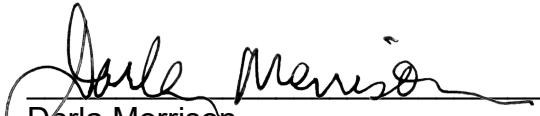
REMARKS: Human Resources has completed job evaluations for these new job titles and concluded that based on the scope of responsibility required of each position, the recommended salary grade assignments, as outlined in the attached Council bill, are

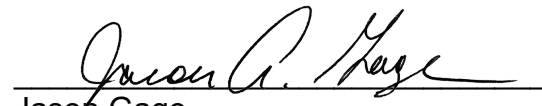
consistent with the level of responsibility.

BUDGET NOTE: Funds to implement a career ladder for the Paralegal Coordinator (PAT-8) title total \$5,186 annually. The Law Department budgeted for this cost through the Fiscal Year 2019 budget, so no budget adjustment is necessary. The cost for three additional FTEs and proposed career ladders in the Environmental Services Department is collectively \$172,675. No budget adjustment would be needed for the current fiscal year due to salary savings from vacant positions and the upcoming fiscal budget would include these costs. Funding for the Senior Claims Specialist (PAT-8) would result in an increase in cost of \$5,154, but no budget adjustment is necessary due to salary savings from a vacant position in the same department.

Submitted/Recommended by:

Approved by:


Darla Morrison,
Director of Human Resources


Jason Gage,
City Manager