

Substitute Bill No. 5080

Ordinance No. _____

Requested by: Matthew Seeds

Sponsored by: Nancy Schneider

AN ORDINANCE AMENDING THE 2022 BUDGET OF THE ORDINANCES OF ST. CHARLES COUNTY, MISSOURI (“OSCCMO”), APPROVED BY ORDINANCE NO. 21-096 FOR THE ST. CHARLES COUNTY DEPARTMENT OF INFORMATION SYSTEMS, BY REMOVING ONE INFORMATION SYSTEMS COORDINATOR POSITION AND ADDING ONE INFORMATION SYSTEMS FINANCIAL SPECIALIST POSITION, AND AMENDING SECTION 115.710 CONCERNING THE PERSONNEL ADMINISTRATION PLAN, POSITION CLASSIFICATION

WHEREAS, in the recent years, the number of Information Technology (IT) services and equipment procurement contracts has increased significantly, requiring Information Systems (IS) Department staff to work with more application vendors while implementing new systems; and

WHEREAS, to help fund the increase in the IT and new systems procurement volume, it is important that IS Department expand its grant capturing efforts by adding the functions of researching, identifying, applying for, and managing federal and state grant opportunities available; and

WHEREAS, in an effort to expedite and streamline the financial work of the Department, (including the preparation of documentation for Requests for Proposals, Invitation for Bids, and other procurement methods, contract negotiations, budget management and reporting, grant

application and management, and capitalize on the efficiencies created by having a single point of contact within the IS Department that can work with the Counselor's Office and Finance Department in carrying out the functions of contracting, grant management, vendor management and purchasing) the IS Department is requesting to add one (1) new Information Systems Financial Specialist position; and

WHEREAS, the IS Coordinator position which does some contract coordination is open effective October 3, 2022, due to a retirement, creating the opportunity to increase the job duties of the IS Coordinator pay grade 205 position; and

WHEREAS, by adding the functions of Contracting, Purchasing and Finance support the position is more appropriately classified as an Information Systems Financial Specialist, paygrade 208; and

WHEREAS, with the anticipated vacancy from the retirement of the staff person currently in the position of IS Coordinator, there are sufficient funds already allocated in the budget for fiscal year 2022 to cover the cost of the new position of Information Systems Financial Specialist; and

WHEREAS, upon passage and approval, the Information Systems Coordinator will be eliminated as of October 3, 2022, and replaced by the position of Information Systems Financial Specialist, effective October 4, 2022; and

WHEREAS, the St. Charles County Human Resources Department has recommended to the County Executive amendments to the Personnel Administration Plan relating to establishing the position of Information Systems Financial Specialist in the Pay Grade Assignments; and

WHEREAS, the Merit Commission met on May 17, 2022 and concurred on the Human Resources Department's recommendation on the Amendments to the Classification Plan per Section 7.502.2 of the County Charter; and

WHEREAS, these recommendations will require the amendment of Section 115.710 Pay Grade Assignments; and

WHEREAS, the St. Charles County Charter Article VI, Section 6.208 authorizes the County Council to provide by ordinance any and all procedures for administering the Budget that are necessary and that do not conflict with the language contained in the Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The budget of St. Charles, Missouri, for fiscal year 2022 as adopted by Ordinance 21-096, in the Information Systems Department (0810) (page 35) is hereby amended as follows:

- 1) Remove one (1) full-time position of Information Systems Coordinator, paygrade 205, for an amended allocation of zero (0) full-time Information Systems Coordinator, paygrade 205 positions.

- 2) Add one (1) full-time position of Information Systems Financial Specialist, paygrade 208, for an amended allocation of one (1) full-time Information Systems Financial Specialist, paygrade 208 position.

Section 2. Section 115.710, OSCCMo. is hereby amended as follows (additions and updated information in **bold** type and deletions [~~bracketed and stricken~~):

Section 115.710 Pay Grade Assignments.

Class Code	Class Title	Pay Grade
1053	Account Clerk II	113
1055	Account Clerk III	202
1028	Address Coordinator	202
1061	Administrative Assistant — Associate	114
1062	Administrative Assistant — Intermediate	203
1063	Administrative Assistant — Senior	205
6300	Airport Maintenance Specialist	204
3901	Animal Care Attendant	110
3922	Animal Control Officer	202
2120	Applications Analyst	210
2125	Applications Engineer	210
2524	Appraisal Manager	210
2515	Assessment Data Specialist	208
2559	Assessment GIS Manager	206
2047	Assistant Assessor — Real Estate	301
2082	Assistant Auditor	210
2044	Assistant County Collector	210
2268	Assistant County Counselor	210
2041	Assistant County Engineer	303
1087	Assistant Court Clerk	113
2089	Assistant Director — Public Health	303
4137	Assistant Director — Corrections Medical Services	302
2097	Assistant Director — Corrections Security and Ops	302
2386	Assistant Director — Division of Emergency Management	301
2098	Assistant Director — Corrections Services and Supp	302
2043	Assistant Director — Elections – Voting Operations	208
2042	Assistant Director – Elections – Voter Management	208
9120	Assistant Director — Emergency Communications	303
2099	Assistant Director — Facilities Management	303

Class Code	Class Title	Pay Grade
2095	Assistant Director — Finance	304
4137	Assistant Director — Health Services Admin	302
2094	Assistant Director — Human Resources	303
2107	Assistant Director — Information Systems	304
2100	Assistant Director — Parks and Recreation	302
8190	Assistant Director — Workforce and Business Development	210
6015	Assistant District Supervisor	207
4136	Assistant Health Services Coordinator	210
2179	Assistant Facility Manager	204
2106	Assistant Project Manager	209
2251	Assistant Prosecuting Attorney I	209
2254	Assistant Prosecuting Attorney II	210
2258	Assistant Prosecuting Attorney III	303
2261	Assistant Prosecuting Attorney IV	305
2566	Assistant Real Estate Research Coordinator	203
2045	Assistant Recorder of Deeds	210
2172	Assistant Superintendent of Parks	207
4143	Assistant Supervisor — Food Services	114
2266	Associate County Counselor	305
2415	Audio Visual Engineer	205
2243	Benefits Coordinator	204
6016	Bridge Foreman	206
3102	Building Inspector I	204
3105	Building Inspector II	205
2112	Business Analyst I	208
2115	Business Analyst II	209
2116	Business Analyst Manager	210
2104	Business Applications Manager	302
4915	CALEA Manager	301
8150	Career Counselor	204
5000	Carpenter I	114
5001	Carpenter II	202
5002	Carpenter III	205
3928	Chief Animal Control Officer	205
5028	Chief Death Investigator	209

Class Code	Class Title	Pay Grade
2356	Chief Inspector	209
2287	Chief Investigator	209
6057	Chief Mechanic	207
2284	Chief Paralegal	207
2328	Chief Plan Review Engineer	210
6046	Chief Sign Technician	208
2295	Child Support Legal Assistant	203
4126	Classification and Inmate Specialist	209
1071	Clerical Supervisor I	203
1072	Clerical Supervisor II	205
3203	Code Enforcement Inspector	204
2519	Commercial Appraisal Analyst	207
2520	Commercial Appraiser	205
2373	Communications and Warning Officer	208
2389	Communications Manager	208
2339	Community Services Grant Administrator	208
4580	Computer Forensics Investigator	207
1100	Computer Operations Coordinator	207
2224	Computer Services Technician	202
2151	Construction and Restoration Specialist	206
2351	Construction Inspector I	204
2352	Construction Inspector II	206
8300	Construction Manager	303
1075	Coordinator — Collections	205
2548	Coordinator — Personal Property Assessment	203
2342	Coordinator — Recycling Center	204
4209	Corporal — Bailiff	206
4106	Corporal — Corrections	208
4208	Corporal — Prisoner Transport	208
4101	Correctional Officer	204
4105	Correctional Peace Officer	207
4120	Corrections Caseworker	205
2332	County Planner I	205
2334	County Planner II	207
2336	County Planner III	208

Class Code	Class Title	Pay Grade
2027	County Registrar	205
4202	Court Security	114
4572	Crime Scene Investigator	204
4577	Criminalistics Laboratory Director	301
5103	Custodian	109
5101	Custodian — Corrections	110
2118	Data Analytics Manager	301
4610	Death Investigator	204
4203	Deputy — Bailiff	206
4204	Deputy — Field Services	208
2029	Deputy County Counselor	307
2083	Deputy Public Administrator	114
4312	Detective	209
2220	Digital Media Specialist	206
4911	Dispatch Operations Manager	301
6018	District Supervisor	209
2048	Division Director — Building and Code Enforcement	303
2329	Division Director — Development Review	303
2015	Division Director — Emergency Management	210
2090	Division Director — Environmental Health and Protection	301
2088	Division Director — Humane Services	301
4600	Division Director — Medical Examiner	304
2019	Division Director — Planning	301
4579	Drug Chemist	204
2385	Election Assistant	203
2380	Emergency Communications Coordinator	204
4904	Emergency Dispatch Supervisor I	207
4905	Emergency Dispatch Supervisor II	208
4902	Emergency Dispatcher I	204
4903	Emergency Dispatcher II	205
2374	Emergency Management Officer	203
2375	Emergency Management Planner	207
2353	Engineering Analyst	205
3018	Environmental Public Health Plan Reviewer	206
3013	Environmental Public Health Specialist	206

Class Code	Class Title	Pay Grade
3014	Environmental Public Health Supervisor	209
2935	Epidemiologist	209
6053	Equipment Mechanic I	204
6054	Equipment Mechanic II	205
2347	Erosion Control Inspector	206
2180	Facility Manager	206
2512	Field Appraiser	203
2534	Field Auditor	114
2535	Field Auditor/Investigator	206
6405	Field/Property Maintenance Worker I	111
6407	Field/Property Maintenance Worker II	113
2200	Financial Analyst	209
2217	Financial Reporting Manager	301
1060	Financial Services Administrator	205
8249	Financial System Administrator	302
2101	Fire and EMS Division Manager	301
2202	Fiscal Manager	208
4502	Fleet Coordinator	205
4141	Food Service Worker	109
4575	Forensic Scientist I	205
4576	Forensic Scientist II	207
6042	Forensic Scientist III	208
5003	General Maintenance Technician I	202
6203	General Maintenance Technician II	204
5004	General Maintenance Technician III	205
5006	General Maintenance Technician IV	207
2557	GIS Analyst	207
2560	GIS Services Manager	210
2575	GIS Specialist	209
2564	GIS Supervisor	208
2555	GIS Technician I	203
2556	GIS Technician II	204
2563	GIS Technician III	205
1042	Government Services Representative I	110
1043	Government Services Representative II	113

Class Code	Class Title	Pay Grade
1044	Government Services Representative III	114
1045	Government Services Representative IV	203
2201	Grant Administrator	210
1059	Grant Specialist	208
2412	Graphic Design Specialist	204
1097	Financial Program Administrator	209
6006	Heavy Equipment Operator	205
2364	Highway Construction Engineer	210
2366	Highway Construction Manager	301
2331	Highway Project Manager	303
2330	Highway Projects Engineer	210
2061	Highway Superintendent	302
2365	Highway Traffic Engineer	210
2158	History Education Specialist	114
2188	Horticulture Specialist	114
2190	Horticulture Supervisor	206
2241	Human Resources Coordinator	203
2244	Human Resources Generalist I	206
2245	Human Resources Generalist II	210
2246	Human Resources Investigator	210
2242	Human Resources Training Coordinator	206
5009	HVAC Technician I	203
5010	HVAC Technician II	206
5007	HVAC Technician III	208
2238	Information Systems Coordinator	205
2239	Information Systems Financial Specialist	208
2096	Inspection Manager	210
4311	Intelligence Analyst	203
2110	Investigation Manager	210
2285	Investigator	207
3903	Kennel Supervisor	203
2091	Land Use Manager	210
2518	Lead Agricultural Appraisal	206
5104	Lead Custodian	111
5108	Lead Custodian – Corrections	113

Class Code	Class Title	Pay Grade
2558	Lead GIS Technician	206
2195	Lead Interpreter	204
2521	Lead Residential Appraisal	205
6007	Leadperson/Operator	206
2265	Legal Clerk	113
1082	Legal Secretary I	203
1083	Legal Secretary II	204
2280	Legislative Paralegal	206
4133	Licensed Practical Nurse	205
4408	Lieutenant — Corrections	210
4220	Lieutenant — Sheriff	210
2283	Litigation Assistant	207
2392	Mail Services Specialist	109
2396	Mail/Print Services Manager	207
2205	Management Analyst	210
2150	Manager of Business Operations	207
2155	Manager of Historic Sites	208
2388	Media and Community Relations Coordinator	208
3952	Mosquito Control Program Coordinator	204
1085	Municipal Court Administrator	301
1088	Municipal Court Clerk	204
2275	Municipal Prosecution Paralegal	207
2183	Natural Resources Specialist	203
2185	Natural Resources Supervisor	207
2229	Network Engineer I	207
2234	Network Engineer II	208
2807	Nurse Practitioner I	210
2808	Nurse Practitioner II	301
2904	Nursing Program Assistant	113
2914	Nutritionist	206
1065	Office Manager	207
2562	Occupancy/Market Research Technician	203
2005	Office Program Coordinator	206
2109	Operations Manager	301
3902	Outreach Coordinator	112

Class Code	Class Title	Pay Grade
2281	Paralegal	204
2169	Park Maintenance Worker I	109
2170	Park Maintenance Worker II	202
2156	Park Planner I	205
2157	Park Planner II	207
2162	Park Ranger — Non-Commissioned	205
2164	Park Ranger Supervisor	206
2177	Park Recreation Specialist	204
2163	Park Services Manager	206
2175	Park Supervisor	205
2168	Parks Construction Technician	204
2176	Parks Curator	207
2159	Parks Historian	207
2153	Parks Marketing Coordinator	206
2152	Parks Program Coordinator	204
1095	Payroll Administrator	207
1093	Payroll Coordinator	205
2545	Personal Property Administrator	205
2539	Personal Property Manager	209
2322	Plan Review Engineer I	206
2324	Plan Review Engineer II	207
2326	Plan Review Engineer III	209
4329	Police Captain	303
4310	Police Corporal	209
4308	Police Lieutenant	302
4302	Police Officer	209
4573	Police Officer — Crime Scene Investigator	209
4304	Police Sergeant	210
4131	PREA and Training Administrator	210
2393	Printer	202
2111	Program Analyst	208
8125	Program Coordinator	208
2000	Program Specialist I	113
2003	Program Specialist I — Partisan	113
2001	Program Specialist II	202

Class Code	Class Title	Pay Grade
2002	Program Specialist III	205
2108	Project Manager	301
2936	Public Health Chief Medical Officer	304
2911	Public Health Educator	206
2802	Public Health Nurse I	205
2803	Public Health Nurse II	208
2805	Public Health Nursing Supervisor	209
2006	Public Health Program Coordinator	204
2387	Public Information Officer	206
1091	Purchasing Coordinator	205
1094	Purchasing Manager	210
1090	Purchasing Technician	204
2568	Real Estate Research Coordinator	207
2181	Recreation Superintendent	210
2945	Regional Response Planner	210
4134	Registered Nurse — Corrections	210
2514	Review Appraiser	204
2363	Right-of-Way Specialist	208
2213	Risk Manager	301
2178	Security Analyst	210
1056	Senior Account Clerk	203
2338	Senior Planner	209
4107	Sergeant — Corrections	209
4215	Sergeant — Sheriff	209
2538	Special Assessments Manager	208
2208	Staff Auditor I	207
2209	Staff Auditor II	208
6002	Street Maintenance Worker I	202
6003	Street Maintenance Worker II	204
6008	Street Maintenance Worker III	205
4122	Suicide Prevention and Compliance Administrator	210
4104	Suicide Prevention Officer	205
2154	Superintendent of Parks	210
5025	Supervisor — Facilities Support	204
4147	Supervisor — Food Services	206

Class Code	Class Title	Pay Grade
5008	Supervisor — General Maintenance	209
5018	Supervisor — HVAC	301
2522	Supervisor — Residential Appraisal	206
2114	Systems Analyst I	210
2113	Systems Analyst II	301
2228	System Architect	302
2231	System Engineer I	209
2232	System Engineer II	301
2103	System Engineering Manager	304
2225	System Technician I	204
2226	System Technician II	206
2227	System Technician III	209
2105	Technical Services Manager	301
2361	Title Processor	203
2300	Traffic Signal Technician I	204
2301	Traffic Signal Technician II	205
4908	Training/Quality Assurance Officer	208
6004	Truck Driver/Laborer I	202
6005	Truck Driver/Laborer II	204
2570	Validation Specialist	203
3907	Veterinary Aide	113
3910	Veterinary Technician	114
2290	Victim Advocate	203
2293	Victim Advocate Coordinator	207
2291	Victim Assistance Counselor	206
2411	Video Production Assistant	203
2408	Video Production Coordinator	204
2410	Video Production Manager	208
6308	Voting Systems Supervisor-Partisan	206
3107	Wastewater System Inspector	206
2915	WIC/Nutrition Manager	208
2367	Wireless Communications/Network Spec I	204
2368	Wireless Communications/Network Spec II	206
2369	Wireless Communications/Network Spec III	209
8185	Workforce Program Manager	209

Class Code	Class Title	Pay Grade
2390	Writer – Public Relations Specialist	205
Classifications in Family Court and Juvenile		
7019	Casa Coordinator	207
7011	DJO — Court Services	206
7012	DJO — Court Services — Senior	207
7013	DJO — Detention	204
7003	Family Court Legal Counsel I	210
7024	Family Court Legal Counsel II	301
7022	Family Court Coordinator	205
7001	Juvenile Officer/Family Court Administrator	303
7021	Psychologist	210
7006	Superintendent — Raymond J. Grush Juvenile Justice Center	210
7004	Supervisor — Child Welfare	210
7005	Supervisor — Court Services	210
7007	Supervisor — Intake	210
7008	Teacher	203
7009	Youth Specialist	202
Classifications Exempt From the Merit System		
2011	Airport Manager	301
2040	Assistant Director of Administration	307
4910	Chief of Police	306
2037	Circuit Clerk	303
2370	Communication Systems Manager	303
2036	County Auditor	304
2026	County Counselor	308
2023	County Engineer	306
2035	County Public Administrator	301
2030	Director — Administration	308
2031	Director — Communications	303
2080	Director — Community Development	306
2024	Director — Corrections	306
9115	Director — Emergency Communications	305
2013	Director — Facilities Management	306
2020	Director — Finance*	307
2016	Director — Human Resources	306

Class Code	Class Title	Pay Grade
2017	Director — Information Systems	308
2025	Director — Parks and Recreation	304
2022	Director — Public Health	306
8195	Director — Workforce and Business Development	303
900	Election Judge	NA
2210	Executive Assistant	205
2212	Executive Assistant — Council at Large	207
2211	Executive Assistant — County Executive	207
8268	FA — Assistant Director	301
8219	FA — Box Office Manager	205
8231	FA — Executive Chef	210
8234	FA — Food and Beverage Manager	207
8236	FA — Concession/Warehouse Manager	205
8269	FA — Director	304
8226	FA — Event Services and Production Manager	206
8267	FA — General Manager	302
8222	FA — Guest Services Manager	208
8215	FA — Operations Manager	210
8250	FA — Finance Manager	210
8220	FA — General Maintenance Technician	202
8216	FA — Arena Assistant	113
8221	FA — HVAC Specialist	206
8200	FA — Intermittent Arena Attendant	101
8205	FA — Maintenance and Conversion Technician	204
8245	FA — Advertising and Booking Manager	210
8233	FA — Manager of Arena Services	208
8201	FA — Union Employee	101
2259	First Assistant Prosecuting Attorney	304
4311	Intelligence Analyst (Grant-Funded)	203
500	Intermittent Professional I	106
501	Intermittent Professional II	107
200	Intermittent Skilled Support	103
310	Intermittent Specialist	105
100	Intermittent Support	102
300	Intermittent Technical	104

Class Code	Class Title	Pay Grade
2021	Manager of Roads and Traffic	304
2034	Municipal Judge	NA
2111	Program Analyst (Grant Funded)	208
9125	System Engineer and Architecture Professional	305
2290	Victim Advocate (Grant Funded)	203
2291	Victim Assistance Counselor (Grant Funded)	206

* Removal governed by the Merit System pursuant to Sections 130.020 and 130.040 OSCCMo.

Section 3. This ordinance shall be in full force and effect from and after the date of its passage and approval.

DATE PASSED

DATE APPROVED BY COUNTY EXECUTIVE

CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:

COUNTY REGISTRAR