

Bill No. 4720

Ordinance No. \_\_\_\_\_

Requested by: Christine Ramsdell and Dan Keen

Sponsored by: John White

AN ORDINANCE AMENDING SECTION 115.710 OF THE ORDINANCES OF ST. CHARLES COUNTY, MISSOURI (“OSCCMo”) CONCERNING THE PERSONNEL ADMINISTRATION PLAN AND AMENDING THE 2019 BUDGET FOR POSITIONS WITHIN THE ST. CHARLES COUNTY DEPARTMENTS OF FACILITIES MANAGEMENT AND CORRECTIONS

WHEREAS, the Department of Facilities Management seeks to modify the classification of HVAC technicians to create a series of positions, with HVAC Technician I, HVAC Technician II, HVAC Technician III, and Supervisor-HVAC, with revised pay grades; and

WHEREAS, the Department of Corrections wishes to change the pay grades of the positions of Licensed Practical Nurse and Registered Nurse in order to attract and retain qualified candidates; and

WHEREAS, the Merit Commission met on April 16, 2019 and concurs with the Department of Human Resources’ recommendation on the Amendments to the Pay Grade Assignments per Section 7.502.2 of the County Charter; and

WHEREAS, these recommendations will require amendment of Section 115.710, OSCCMo. and the 2019 Annual Budget, initially approved by Ordinance 18-117; and

WHEREAS, the Departments of Facilities and Corrections have sufficient funds in their 2019 budgets to account for these proposed changes; 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. 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.

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
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
[5007]	[ <del>Advanced HVAC Technician</del> ]	[206]
5004	Advanced Maintenance Technician	204

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
6300	Airport Maintenance Specialist	204
3901	Animal Care Attendant	110
3922	Animal Control Officer	202
2125	Application Engineer	210
2120	Applications Analyst	210
2524	Appraisal Manager	210
1096	Archives Technician	202
2559	Assessment GIS Manager	206
2047	Assistant Assessor — Real Estate	301
2082	Assistant Auditor	210
2044	Assistant County Collector	210
2268	Assistant County Counselor	209
2041	Assistant County Engineer	303
1087	Assistant Court Clerk I	109
1086	Assistant Court Clerk II	113
2089	Assistant Director — Public Health	303
4137	Assistant Director — Corrections Medical Services	302
2097	Assistant Director — Corrections Security and Ops	302
2098	Assistant Director — Corrections Services and Supp	302

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2043	Assistant Director — Elections	210
9120	Assistant Director – Emergency Communications	303
2099	Assistant Director — Facilities Management	303
2095	Assistant Director — Finance	303
2094	Assistant Director — Human Resources	302
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
2566	Assistant Market Research Coordinator	203
2251	Assistant Prosecuting Attorney I	209
2254	Assistant Prosecuting Attorney II	210
2258	Assistant Prosecuting Attorney III	303
2261	Assistant Prosecuting Attorney IV	304
2045	Assistant Recorder of Deeds	210
4143	Assistant Supervisor — Food Services	114
2266	Associate County Counselor	304
2415	Audio Visual Engineer	205

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
6016	Bridge Foreman	206
3102	Building Inspector I	204
3105	Building Inspector II	205
2112	Business Analyst	208
2115	Business Analyst Lead	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
2356	Chief Engineering Inspector	209
2287	Chief Investigator	209
6057	Chief Mechanic	205
2284	Chief Paralegal	207
2165	Chief Park Ranger	209
2328	Chief Plan Review Engineer	210
6046	Chief Sign Technician	208

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2295	Child Support Legal Assistant	203
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
1100	Computer Operations Coordinator	207
2224	Computer Services Technician	202
2151	Construction and Restoration Specialist	206
8300	Construction Manager	303
1075	Coordinator — Collections	205
2548	Coordinator — Personal Property Assessment	203
2342	Coordinator — Recycling Center	114
4209	Corporal — Bailiff/Process Server	206
4106	Corporal — Corrections	208
4208	Corporal — Prisoner Transport	208
4101	Correctional Officer	204
4105	Correctional Peace Officer	207

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
4120	Corrections Caseworker	205
4126	Corrections Services Coordinator	209
2332	County Planner I	205
2334	County Planner II	207
2336	County Planner III	208
2027	County Registrar	205
4202	Court Security Aide	114
4572	Crime Scene Investigator	204
4577	Criminalistics Laboratory Director	210
5103	Custodian	109
4610	Death Investigator	204
4203	Deputy — Bailiff	206
4204	Deputy — Prisoner Transport	208
4402	Deputy — Process Server	206
2083	Deputy Public Administrator	114
4312	Detective	209
2220	Digital Media Specialist	206
4904	Dispatch Supervisor I	207
4905	Dispatch Supervisor II	208
4902	Dispatcher I	204

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
4903	Dispatcher II	205
6018	District Supervisor	208
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
2019	Division Director — Planning	301
4579	Drug Chemist	204
2385	Election Assistant	203
5107	Electrician	207
5006	Electronics Technician	206
2380	Emergency Communications Coordinator	204
2374	Emergency Management Officer	203
2375	Emergency Management Planner	207
2353	Engineering Analyst	205
2351	Engineering Inspector I	204
2352	Engineering Inspector II	206
3018	Environmental Public Health Plan Reviewer	206



<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
3013	Environmental Public Health Specialist	206
3014	Environmental Public Health Supervisor	207
2935	Epidemiologist	208
6053	Equipment Mechanic	204
2347	Erosion Control Inspector	206
2180	Facility Manager — YAP	206
2512	Field Appraiser	203
2534	Field Auditor	114
2535	Field Auditor/Investigator	204
6405	Field/Property Maintenance Worker I	111
6407	Field/Property Maintenance Worker II	113
1060	Financial Services Administrator	205
2101	Fire and EMS Division Manager	301
2202	Fiscal Manager	207
4502	Fleet Coordinator	205
4141	Food Service Worker	109
4575	Forensic Scientist	205
5003	General Maintenance Technician	202
2557	GIS Analyst	207
2560	GIS Services Manager	210

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2575	GIS Specialist	208
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
1044	Government Services Representative III	114
1045	Government Services Representative IV	203
1097	Financial Program Administrator	209
2203	Health Fiscal Supervisor	205
6006	Heavy Equipment Operator	205
2364	Highway Construction Engineer	210
2366	Highway Construction Manager	301
2331	Highway Project Manager	301
2330	Highway Projects Engineer	210
2061	Highway Superintendent	301
2365	Highway Traffic Engineer	210
2158	History Education Specialist	114
2188	Horticulture Specialist	114

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2190	Horticulture Supervisor	206
2241	Human Resources Coordinator	203
2244	Human Resources Generalist I	205
2245	Human Resources Generalist II	208
2247	Human Resources Program Analyst	210
<del>5005</del>	<del>[HVAC Technician]</del>	<del>[204]</del>
<b>5009</b>	<b>HVAC Technician I</b>	<b>203</b>
<b>5010</b>	<b>HVAC Technician II</b>	<b>205</b>
<b>5007</b>	<b>HVAC Technician III</b>	<b>208</b>
2096	Inspection Manager	210
4311	Intelligence Analyst	203
2285	Investigator	207
3903	Kennel Supervisor	203
2091	Land Use Manager	210
2518	Lead Agricultural Appraisal	206
5104	Lead Custodian	111
2558	Lead GIS Technician	205
2195	Lead Interpreter	204
2521	Lead Residential Appraisal	205
6007	Leadperson/Operator	206

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
1082	Legal Secretary I	203
1083	Legal Secretary II	204
2280	Legislative Paralegal	206
4133	Licensed Practical Nurse	[ <del>204</del> ] <b>205</b>
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
2568	Market Research Coordinator	206
2388	Media and Community Relations Coordinator	208
3952	Mosquito Control Program Coordinator	204
1085	Municipal Court Administrator	210
1088	Municipal Court Clerk	204
2275	Municipal Prosecution Paralegal	207
2183	Natural Resources Specialist	203
2185	Natural Resources Supervisor	207

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
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
2562	Occupancy/Market Research Technician	202
4600	Office Administrator/Chief Death Investigator	210
2005	Office Program Coordinator	206
2386	Operations and Training Coordinator	208
2281	Paralegal	204
2179	Park Assistant Supervisor — YAP	204
2170	Park Maintenance Worker II	113
2156	Park Planner I	205
2157	Park Planner II	207
2160	Park Ranger	206
2175	Park Supervisor	204
2168	Parks Construction Technician	204
2153	Parks Marketing Coordinator	206
2152	Parks Program Coordinator	204

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
1095	Payroll Administrator	207
2545	Personal Property Administrator	205
2539	Personal Property Manager	207
2322	Plan Review Engineer I	206
2324	Plan Review Engineer II	207
2326	Plan Review Engineer III	208
4329	Police Captain	303
4310	Police Corporal	209
4911	Dispatch Operations Manager	301
4308	Police Lieutenant	301
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

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2002	Program Specialist III	205
2108	Project Manager	301
2911	Public Health Educator	205
2802	Public Health Nurse I	205
2803	Public Health Nurse II	208
2805	Public Health Nursing Supervisor	208
2387	Public Information Officer	206
1091	Purchasing Coordinator	205
1094	Purchasing Manager	210
1090	Purchasing Technician	204
2945	Regional Response Planner	210
4134	Registered Nurse — Corrections	<del>208</del> <b>210</b>
1058	Revenue Technician	204
2514	Review Appraiser	204
2363	Right of Way Specialist	208
2213	Risk Manager	301
1056	Senior Account Clerk	203
4576	Senior Forensic Scientist	207
2161	Senior Park Ranger	208
2338	Senior Planner	209

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
4107	Sergeant - Corrections	209
4215	Sergeant - Sheriff	209
2538	Special Assessments Manager	207
2208	Staff Auditor I	207
2209	Staff Auditor II	208
4122	Suicide Prevention Coordinator	210
4104	Suicide Prevention Officer	205
2154	Superintendent of Parks	208
5025	Supervisor – Facilities Support	204
4147	Supervisor — Food Services	206
5008	Supervisor — General Maintenance	208
5018	Supervisor — HVAC	<del>208</del> <b>301</b>
2522	Supervisor — Residential Appraisal	206
2228	System Architect	301
2231	System Engineer I	209
2232	System Engineer II	210
2103	System Engineering Manager	304
2225	System Technician I	204
2226	System Technician II	206
2227	System Technician III	209



<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2105	Technical Services Manager	301
2361	Title Processor	203
2300	Traffic Signal Technician I	202
2301	Traffic Signal Technician II	204
4908	Training/Quality Assurance Officer	208
6004	Truck Driver/Laborer I	113
6005	Truck Driver/Laborer II	202
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	114
2408	Video Production Coordinator	204
2410	Video Production Manager	208
6308	Voting Systems Supervisor-Partisan	206
3107	Waste Water System Inspector	206
2915	WIC/Nutrition Manager	208
2367	Wireless Communications/Network Spec I	204

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2368	Wireless Communications/Network Spec II	206
2369	Wireless Communications/Network Spec III	209
8185	Workforce Program Manager	209

**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	209
7024	Family Court Legal Counsel II	301
7022	Family Court Coordinator	205
7001	Juvenile Officer/Family Court Administrator	303
7021	Psychologist	210
7006	Superintendent — 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**

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
2011	Airport Manager	301
2040	Assistant Director of Administration	306
4910	Chief of Police	306
2037	Circuit Clerk	303
2370	Communication Systems Manager	303
2036	County Auditor	303
2026	County Counselor	308
2023	County Engineer	306
2035	County Public Administrator	210
2030	Director — Administration	308
2031	Director — Communications	303
2080	Director — Community Development	306
2024	Director — Corrections	306
9115	Director — Emergency Communications	304
2013	Director — Facilities Management	305
2020	Director — Finance*	306
2016	Director — Human Resources	305
2017	Director — Information Systems	308
2025	Director — Parks & Recreation	303
2022	Director — Public Health	306

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
8195	Director — Workforce & Business Development	304
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
8267	FA —General Manager	210
8231	FA —Executive Chef	210
8234	FA —Food & Beverage Manager	206
8236	FA — Concession/Warehouse Manager	205
8269	FA - Director	304
8226	FA — Event Services and Production Manager	206
8215	FA —Operations Manager	210
8250	FA — Finance Manager	208
8220	FA — General Maintenance Technician	202
8216	FA — Arena Assistant	113
8221	FA — HVAC Specialist	205
8200	FA — Intermittent Arena Attendant	101
8205	FA — Maintenance and Conversion Technician	204

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>PAY GRADE</b>
8245	FA —Advertising & 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
2021	Manager of Roads & 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 130.020 and 130.040 OSCCMo.

Section 2. The budget of St Charles County, Missouri, for fiscal year 2019 as initially adopted by Ordinance 18-117, in the Department of Facilities Management (0910), page 44 of the Budget, as amended, is hereby further amended as follows:

1. Remove three (3) full-time HVAC Technicians, for an amended allocation of zero (0) HVAC Technicians,
2. Add two (2) full-time 5009, HVAC Technician I, Pay Grade 203 positions for a total of two (2) full-time HVAC Technician I positions, Pay Grade 203; and
3. Add one (1) full-time 5010, HVAC Technician II position for a total of one (1) full-time HVAC Technician II position, Pay Grade 205; and
4. Amend the Pay Grade and Title for 5007 Advanced HVAC Technician, Pay Grade 206 to HVAC Technician III, Pay Grade 208; and
5. Amend the Pay Grade for Supervisor – HVAC from Pay Grade 208 to Pay Grade 301

Section 3. The budget of St Charles County, Missouri, for fiscal year 2019 as initially adopted by Ordinance 18-117, in the Department of Corrections (7500), page 128 of the Budget, as amended, is hereby further amended as follows:

1. Amend the Pay Grade for Licensed Practical Nurse from Pay Grade 204 to Pay Grade 205; and
2. Amend the Pay Grade for Registered Nurse – Corrections from Pay Grade 208 to Pay Grade 210.

Section 4. This ordinance shall be in full force and effect as of passage and approval.

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DATE PASSED

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DATE APPROVED BY COUNTY EXECUTIVE

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CHAIR OF THE COUNCIL

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COUNTY EXECUTIVE

ATTEST:

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COUNTY REGISTRAR