

Bill No. 4942

Ordinance No. _____

Requested by: Michael Hurlbert

Sponsored by: Mike Elam

AN ORDINANCE AMENDING THE 2021 BUDGET
ADOPTED BY ORDINANCE 20-094 AS AMENDED
FOR A POSITION WITHIN THE ST. CHARLES
COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT

WHEREAS, under the 2021 Annual Budget, the Department of Community Development authorized personnel includes one (1) Administrative Asst-Intermediate position; and

WHEREAS, due to a thorough review of job duties the Department of Human Resources has determined that this position is more accurately described and effectively classified as a Clerical Supervisor II; and

WHEREAS, to that end, the Department of Community Development has requested that the existing Administrative Asst-Intermediate position be eliminated and replaced by the Clerical Supervisor II position; and

WHEREAS, the Clerical Supervisor II will allow the Department of Community Development to effectively supervise the daily operation of the Division's Government Service Representatives, provide administrative support to the Division Director and to assist the general public for the Building and Code Enforcement of Community Development; and

WHEREAS, there are sufficient funds already allocated in the 2021 Annual Budget for the change of one (1) Administrative

Asst-Intermediate position to one (1) Clerical Supervisor II position; and

WHEREAS, the Director of Human Resources has reviewed the classification of the position of Administrative Asst-Intermediate, Pay Grade 203 within the Department of Community Development and has recommended the position be reclassified to a Clerical Supervisor II position, Pay Grade 205 to be more in line with the actual duties performed and in order to attract and retain a qualified candidate; and

WHEREAS, these recommendations will require amendment of the 2021 Annual Budget, approved by Ordinance 20-094, as amended; 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 County, Missouri, for fiscal year 2021 as adopted by Ordinance 20-094, as amended, in the Department of Community Development, Division of Building and Code Enforcement (3015) (page 77 of the Budget) is hereby amended as follows:

1. Delete one (1) Administrative Asst-Intermediate position, Pay Grade 203 from the allocation of one (1), for an amended allocation of zero (0) Administrative Asst-Intermediate positions; and

2. Add one (1) full-time Clerical Supervisor II position, Pay Grade 205, for an amended allocation total of one (1) Clerical Supervisor II position.

Section 2. This ordinance shall be in full force and effect as of passage and approval.

DATE PASSED

DATE APPROVED BY COUNTY EXECUTIVE

CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:

COUNTY REGISTRAR