

**CITY OF JOPLIN
COUNCIL AGENDA ITEM**

ITEM

Council Bill No. 2022-606 – Reorganization of the Human Resources/Risk Management Department.

MEETING DATE

June 20, 2022.

REVIEWED BY

Director of Human Resources and Risk Management-, Director of Finance-Leslie Haase, City Attorney-Peter Edwards, City Manager-Nicholas Edwards.

SUMMARY

Human Resources is reorganization two positions in the department to balance workloads, streamline processes and effectively manage internal and external responsibilities to City departments and citizen services. Human Resources Assistant position will be reclassified as a Human Resources Specialist position and the Assistant Director of Human Resources will be changed to Human Resources-Safety Manager.

BACKGROUND

A resolution from City Council in support for restructuring positions in the department will align department duties to provide service needs of the organization and general public.

FUNDING SOURCE

No additional funding is required. The changes will provide a net savings of \$18,376.

RECOMMENDATION

Staff recommends approval of this Council Bill.

ATTACHMENTS

Council Bill 2022-606

CITY OF JOPLIN
HUMAN RESOURCES REORGANIZATION

Current Budget:

POSITION	BUDGET GRADE	BUDGET STEP	BUDGET WAGES	BUDGET FRINGES	TOTAL BUDGET	GENERAL FUND	WC FUND	LIABILITY FUND
HR Director	370	22	102,849	29,113	131,962	105,570	13,196	13,196
Administrative Assistant	130	2	27,020	12,624	39,644	39,644	-	-
Assistant Director of HR	320	17	65,706	29,242	94,948	75,959	9,495	9,495
Human Resources Assistant	140	3	29,333	12,898	42,232	33,785	4,223	4,223
Human Resources Specialist	160	7	36,483	21,044	57,527	57,527	-	-

Total Budget by Fund

366,313 312,484 26,914 26,914

Reorganization:

POSITION	BUDGET GRADE	BUDGET STEP	BUDGET WAGES	BUDGET FRINGES	TOTAL BUDGET	GENERAL FUND	WC FUND	LIABILITY FUND
HR Director	370	21	100,556	27,553	128,109	102,487	12,811	12,811
Administrative Assistant	130	2	27,020	12,624	39,644	39,644	-	-
HR Manager	320	8	55,245	25,242	80,487	64,390	8,049	8,049
Human Resources Specialist	160	2	33,203	12,898	46,101	46,101	-	-
Human Resources Specialist	160	1	32,552	21,044	53,596	53,596	-	-

Total Budget by Fund

347,937 306,218 20,860 20,860

Cost/(Savings)

(18,375) (6,266) (6,055) (6,055)



Job Description

Job Title:	Human Resources Specialist	Classification:	Classified
Department:	Human Resources	Grade:	160
Occupational Group:	Human Resources	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision, performs a variety of professional and paraprofessional level human resource functions in the areas of employment, payroll, benefits, training, and compliance. May perform a variety of general safety and risk management functions in loss control, safety, and claims management.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Manages hiring requisitions for all position vacancies; develops and posts advertisements and for external and internal recruitment and promotional processes on professional association, school and university and business job sites.
2. Attends recruiting events; assembles/disassembles and oversees recruiting booths during recruiting events; engages with schools, community partners and potential applicants about careers.
3. Reviews and screens incoming employment applications and resumes and forwards to hiring manager.
4. Coordinates, schedules, and participates in interviews; Prepares reports, including interview summaries, for the hiring department.
5. Completes and/or assigns to HR Administrative Assistant new hire on-boarding processes:
 - a. orders external background checks for new hires and reviews results; provides Fair Credit Reporting Act notices to candidates
 - b. Schedules and verifies pre- and post-offer skills and/or physical testing is successfully completed before employee hire/start date; may proctor skills testing, as needed by department request
 - c. Completes employment work authorization (I-9 form, e-verify and state reports)
 - d. Verifies education and certifications
 - e. Writes offer letters; communicates the official employment date and benefit summary to new hires
 - f. Notifies supervisors, managers and IT of new employee start and orientation dates
 - g. Enters new hire information into computer system, creates and ensures completion of employee computer sign-on information and calendar notifications before employment commences
 - h. Creates employee identification badge and requests building access cards from IT
 - i. Drafts pay status sheets, obtains department head signatures; submits to finance for payroll processing
 - j. Processes new hire and benefits enrollment documentation; submits to finance and enters in health provider portals; ensures employees receive insurance cards
6. Conducts new hire orientation and assists with staff trainings.

7. Tracks and reports monthly new hires and employee terminations/retirements to Director.
8. Facilitates monthly random drug/alcohol testing with third party administrator and prepares compliance reports for FTA/DOT; updates eligibility list; notifies employees or supervisors of testing orders; monitors results. Notifies supervisors of concerns with timely submission or positive test results and appropriate action
9. Manages the eligibility, enrollment, utilization, tracking, termination, and reporting for City benefit programs such as health, dental, vision, and life insurances, retirement programs, flexible spending, FMLA, Military Leave, Return to Work, Care Leave, EAP, and Tuition Reimbursement programs, gym reimbursements and other programs
10. Serves as staff and vendor liaison for resolving employee benefit questions or issues
11. Completes payroll data entry; maintains and files records to ensure compliance with record retention policies
12. Maintains the confidentiality of information and records as required by law, City policy, and procedures
13. Assists Director with State and Federal employment reports, liability claims, open records requests
14. Assists Director with unemployment claims and workers' compensation claims
15. Coordinates employee service awards program, assists with employee events, and retiree awards
16. Provides guidance to employees on applying city policies

Other Duties

- May assist with a variety of general safety and risk management tasks
- Sets up and oversees employee banquets, picnics, and special activities/events
- Participates in employee and community committees as assigned
- Attends and participates effectively at departmental staff meetings
- Punctuality and regular attendance to ensure adequate services to departments and public
- Performs other duties as assigned

Minimum Qualifications

Knowledge of: Federal and State employment laws, policies, regulations, and guidelines; City's Charter and Personnel Rules and Regulations; City of Joplin's employment, compensation, and benefits practices; effective communication strategies and techniques for adult learners; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees/officials and the public; understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; providing quality customer service; written and verbal communication; accurately entering data into computers for payroll and reporting purposes; Microsoft Office Suite.

Education: Graduation from an accredited college or university with an Associate's or Bachelor's degree in Human Resources, Personnel Management, Business Management, or related discipline is preferred. HR or Benefits/Payroll certification preferred.

Experience: a Minimum of three years of progressive Human Resources responsibilities in recruiting, payroll and benefits experience is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. SHRM, ICMA-HR, IFEBP, CEBS or other such HR and/or benefits certification is a plus.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	



Job Description

Job Title:	Human Resources/Safety Manager	Classification:	Classified
Department:	Human Resources/Risk Management	Grade:	320
Occupational Group:	Human Resources	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision, manages staff and operations relating to employment, employee relations, compliance, compensation, benefits administration, and risk management. Serves as the Director of Human Resources and Risk Management Director when the Director is absent or not available.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides oversight for recruiting and retention, and the City's safety and loss prevention programs; administer and track performance for HR and Safety strategic action plans; manage HR/Safety dashboard.
2. Facilitates conducting employee surveys in partnership with vendors.
3. Serves as office manager for the department – purchase orders, preparing check requests, ordering supplies, service and retiree awards, equipment maintenance, employment compliance posters/materials, and first aid kit replenishment, in compliance with City policies, state and federal laws. Ensure compliance posters are in a location visible to employees, prepare communications and secure employee acknowledgements.
4. Supervises onboarding, benefits enrollment, orientation and provide support to City departments. Ensures compliance with policies related to recruitment, hiring, and promotional processes.
5. Administers and enforces all City policies and procedures; serves as employee and supervisor policy advisor.
6. Oversees employee benefits to ensure employees are properly educated, enrolled, and appropriate payroll deductions are executed as needed.
7. Administers, tracks on time, and ensures compliance with State and Federal employment laws, including but not limited to, FLSA, FMLA, COBRA, City Drug and Alcohol programs, and ADA programs and regulations.
8. Administrator for City's learning management system; assigns compliance training to city employees at least twice annually (seasonal and regular).
9. Manages responses to unemployment claims; represents the department during unemployment claims appeal hearings.
10. Conducts exit interviews; identify and report trends/issues to Director.
11. Develops and submits quarterly and annual State and Federal reports for safety and workers compensation. Assists Director with annual general liability insurance renewals.

12. Investigates disciplinary matters and advises supervisors and employees on policies. Meets with employees and supervisors to resolve employee concerns timely, fairly and consistently. Provides recommendation and documentation to Director for determination.
13. Administers City's safety loss prevention and control initiatives, policies and compliance training; chairs City safety committee meetings, develops safety policies; work with TPA and department managers to conduct safety audits of City departments, equipment, vehicles, tools and operations; creates workplace safety and loss prevention plan.
14. Provides timely communication with employees and/or the public about claims process and status. Prepare and close claims file documentation and notarize claims agreement; provide legal department with claims documents; process claims payments or coordinate with insurance broker.
15. Works with department managers to assure all areas of the operation are free from hazardous and unsafe to conditions for employees and citizens, and to identify and quickly address/remove safety hazards.
16. Works with City departments and legal counsel to conduct accident investigations and develop corrective action plans; file and manage workers compensation and general liability claims with Third Party Administrator (TPA).
17. Works with state and federal agencies, and community colleagues to deliver and or develop training that assist departments with maintaining safety practices while on duty.
18. Keep Director, department heads and supervisors regularly informed of safety issues and progress towards solutions. Prepare quarterly safety report for presentation to Management Team.
19. Coordinate with the City's Emergency Manager to review and update emergency action plans, and train employees through drills, videos, or other appropriate emergency education.
20. Prepare plans that outline operating procedures to be used in response to disasters or emergencies.
21. Ensures confidentiality and manages records storage and retention per federal and state laws.
22. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
23. Assists with developing and revising job descriptions, per City policy.
24. Facilitates City's performance evaluation process and department notifications; preparing analysis report of evaluation scores and partnering with departments to assist employees assigned to performance improvement plans.
25. Assists Director with budget planning and oversight; reviews and recommends budget expenditures for department in compliance with the City's purchasing policies and procedures.
26. Contributes effectively to the Human Resources and Risk Management Department, communicates effectively with co-workers, both within Human Resources as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Professional communications with employees and the public.
- Represent the organization at community meetings and conferences.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Public sector personnel administration principles and practices including the principles of classification, compensation, benefits, employment, employee relations, safety, loss prevention and risk management; Federal and State employment laws, policies, regulations, and guidelines; City of Joplin's employment, compensation, and benefits practices; City's Charter and Personnel Rules and Regulations; principles and practices of employee supervision; effective communication strategies and techniques for adult learners; computer software applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City employees/officials and the public; managing the day-to-day operations of a human resources office; administering safety programs; claims investigation and management; strong, positive verbal and written communications; understanding and interpreting complex laws, regulations, policies, procedures, and guidelines; coordinating/managing a variety of risk management functions; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Safety Management, Public or Business Administration or related discipline.

Experience: Three years full-time professional experience in multiple program areas in Human Resources and Safety is required. Prior supervisory experience is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. SHRM, ICMA, and/or Safety/Risk Management certification is preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 06/20/2022	Type of Change: Reclassify Duties/Title Change
Revision details: Job reclassification from Assistant Director of Human Resources/Safety Manager. Update required duties in safety/risk/emergency management.	

CITY OF JOPLIN
EXHIBIT "A"-SALARY ADMINISTRATION PLAN
FOR CLASSIFIED AND UNCLASSIFIED POSITIONS
EFFECTIVE JUNE 21, 2022

* - unclassified position according to city charter (E) - exempt according to FLSA

Grade	Position (* - unclassified according to city charter)	Step 1 (hrly/annual)	Step 2 (hrly/annual)	Step 3 (hrly/annual)	Step 4 (hrly/annual)	Step 5 (hrly/annual)	Step 6 (hrly/annual)	Step 7 (hrly/annual)	Step 8 (hrly/annual)	Step 9 (hrly/annual)	Step 10 (hrly/annual)	Step 11 (hrly/annual)	Step 12 (hrly/annual)	Step 13 (hrly/annual)	Step 14 (hrly/annual)	Step 15 (hrly/annual)	Step 16 (hrly/annual)	Step 17 (hrly/annual)	Step 18 (hrly/annual)	Step 19 (hrly/annual)	Step 20 (hrly/annual)	Step 21 (hrly/annual)	Step 22 (hrly/annual)
100	Cook	\$10,594 \$22,036	\$10,806 \$22,476	\$11,022 \$22,926	\$11,242 \$23,383	\$11,467 \$23,851	\$11,697 \$24,330	\$11,931 \$24,816	\$12,169 \$25,312	\$12,413 \$25,819	\$12,661 \$26,335	\$12,914 \$26,861	\$13,172 \$27,398	\$13,436 \$27,947	\$13,704 \$28,504	\$13,979 \$29,076	\$14,258 \$29,657	\$14,543 \$30,249	\$14,834 \$30,855	\$15,131 \$31,472	\$15,433 \$32,101		
110	Custodian Laborer I Facilities Worker WIC Certifier	\$11,678 \$24,290	\$11,912 \$24,777	\$12,150 \$25,272	\$12,393 \$25,777	\$12,641 \$26,293	\$12,893 \$26,817	\$13,151 \$27,354	\$13,414 \$27,901	\$13,683 \$28,461	\$13,956 \$29,028	\$14,235 \$29,609	\$14,520 \$30,202	\$14,811 \$30,807	\$15,107 \$31,423	\$15,409 \$32,051	\$15,717 \$32,691	\$16,031 \$33,344	\$16,352 \$34,012	\$16,679 \$34,692	\$17,013 \$35,387		
120	Airport Operations Worker Court Assistant I Transit Dispatcher Transit Driver I	\$12,263 \$25,507	\$12,508 \$26,017	\$12,758 \$26,537	\$13,014 \$27,069	\$13,274 \$27,610	\$13,539 \$28,161	\$13,810 \$28,725	\$14,086 \$29,299	\$14,368 \$29,885	\$14,655 \$30,482	\$14,949 \$31,094	\$15,247 \$31,714	\$15,552 \$32,348	\$15,863 \$32,995	\$16,181 \$33,656	\$16,504 \$34,328	\$16,834 \$35,015	\$17,171 \$35,716	\$17,515 \$36,431	\$17,865 \$37,159		
130	Administrative Assistant Automotive Service Worker Breastfeeding Peer Counselor Coordinator Laborer II Recreation Leader Tourism Assistant Transit Driver II Wastewater Laboratory Assistant Wastewater Plant Utility Worker	\$12,875 \$26,780	\$13,133 \$27,317	\$13,395 \$27,862	\$13,663 \$28,419	\$13,936 \$28,987	\$14,215 \$29,567	\$14,499 \$30,158	\$14,789 \$30,761	\$15,085 \$31,377	\$15,387 \$32,005	\$15,695 \$32,646	\$16,008 \$33,297	\$16,329 \$33,964	\$16,655 \$34,642	\$16,988 \$35,335	\$17,328 \$36,042	\$17,675 \$36,764	\$18,028 \$37,498	\$18,389 \$38,249	\$18,756 \$39,012		
140	Court Compliance Officer I Detention Officer Engineering Assistant Equipment Operator Parks Caretaker Police Services Assistant Transit Driver III Utility Locator	\$13,518 \$28,117	\$13,788 \$28,679	\$14,064 \$29,253	\$14,345 \$29,838	\$14,632 \$30,435	\$14,925 \$31,044	\$15,223 \$31,664	\$15,528 \$32,298	\$15,838 \$32,943	\$16,155 \$33,602	\$16,478 \$34,274	\$16,808 \$34,961	\$17,144 \$35,660	\$17,487 \$36,373	\$17,837 \$37,101	\$18,193 \$37,841	\$18,557 \$38,599	\$18,928 \$39,370	\$19,307 \$40,159	\$19,693 \$40,961		
150	Animal Control Officer Court Assistant II CVB Marketing Specialist Parks Facilities Maintenance Technician Recreation Coordinator Traffic Markings and Sign Technician Transit Driver Supervisor	\$14,195 \$29,526	\$14,479 \$30,116	\$14,768 \$30,717	\$15,064 \$31,333	\$15,365 \$31,959	\$15,672 \$32,598	\$15,986 \$33,251	\$16,306 \$33,916	\$16,632 \$34,595	\$16,964 \$35,285	\$17,304 \$35,992	\$17,650 \$36,712	\$18,003 \$37,446	\$18,363 \$38,195	\$18,730 \$38,958	\$19,105 \$39,738	\$19,487 \$40,533	\$19,876 \$41,342	\$20,274 \$42,170	\$20,679 \$43,012		
160	Accounting Specialist Automotive Technician I Court Compliance Officer II Evidence Technician Heavy Equipment Operator Human Resources Specialist Legal Specialist Public Safety Communications Operator Wastewater Plant Operator	\$15,650 \$32,552	\$15,963 \$33,203	\$16,282 \$33,867	\$16,608 \$34,545	\$16,940 \$35,235	\$17,279 \$35,940	\$17,624 \$36,658	\$17,977 \$37,392	\$18,336 \$38,139	\$18,703 \$38,902	\$19,077 \$39,680	\$19,459 \$40,475	\$19,848 \$41,284	\$20,245 \$42,110	\$20,650 \$42,952	\$21,063 \$43,811	\$21,484 \$44,687	\$21,914 \$45,581	\$22,352 \$46,492	\$22,799 \$47,422		
170	Assistant City Clerk Case Investigator/Contact Tracer Chief Wastewater Plant Operator Crime Analyst/Accreditation Coordinator Engineering Technician Executive Assistant/Secretary to City Manager Jail Shift Supervisor Lead Cemetery Caretaker Lead Parks Caretaker Neighborhood Improvement Officer Traffic Signal Technician Wastewater Laboratory Technician	\$16,434 \$34,183	\$16,763 \$34,867	\$17,098 \$35,564	\$17,440 \$36,275	\$17,789 \$37,001	\$18,144 \$37,740	\$18,507 \$38,495	\$18,878 \$39,266	\$19,255 \$40,050	\$19,640 \$40,851	\$20,033 \$41,669	\$20,434 \$42,503	\$20,842 \$43,351	\$21,259 \$44,219	\$21,684 \$45,103	\$22,118 \$46,005	\$22,560 \$46,925	\$23,012 \$47,865	\$23,472 \$48,822	\$23,941 \$49,797		

Grade	Position (* - unclassified according to city charter)	Step 1 (hrly/annual)	Step 2 (hrly/annual)	Step 3 (hrly/annual)	Step 4 (hrly/annual)	Step 5 (hrly/annual)	Step 6 (hrly/annual)	Step 7 (hrly/annual)	Step 8 (hrly/annual)	Step 9 (hrly/annual)	Step 10 (hrly/annual)	Step 11 (hrly/annual)	Step 12 (hrly/annual)	Step 13 (hrly/annual)	Step 14 (hrly/annual)	Step 15 (hrly/annual)	Step 16 (hrly/annual)	Step 17 (hrly/annual)	Step 18 (hrly/annual)	Step 19 (hrly/annual)	Step 20 (hrly/annual)	Step 21 (hrly/annual)	Step 22 (hrly/annual)
180	Airport Operations Supervisor Automotive Technician II Building Maintenance Technician Nutritionist I Recycling Coordinator (E) Wastewater Plant Technician	\$17,254 \$35,888	\$17,599 \$36,606	\$17,951 \$37,338	\$18,310 \$38,085	\$18,676 \$38,846	\$19,050 \$39,624	\$19,431 \$40,416	\$19,819 \$41,224	\$20,216 \$42,049	\$20,620 \$42,890	\$21,033 \$43,749	\$21,453 \$44,622	\$21,882 \$45,515	\$22,320 \$46,426	\$22,766 \$47,353	\$23,222 \$48,302	\$23,686 \$49,267	\$24,160 \$50,253	\$24,643 \$51,257	\$25,136 \$52,283		
190	Building Inspector Construction Inspector Environmental Public Health Specialist I GIS Technician Property Negotiator/Appraiser	\$18,117 \$37,683	\$18,479 \$38,436	\$18,849 \$39,206	\$19,226 \$39,990	\$19,610 \$40,789	\$20,003 \$41,606	\$20,403 \$42,438	\$20,811 \$43,287	\$21,227 \$44,152	\$21,651 \$45,034	\$22,085 \$45,937	\$22,526 \$46,854	\$22,977 \$47,792	\$23,436 \$48,747	\$23,905 \$49,722	\$24,383 \$50,717	\$24,871 \$51,732	\$25,368 \$52,765	\$25,876 \$53,822	\$26,393 \$54,897		
200	Community Health Planner/Educator Data Manager Golf Course Maintenance Supervisor (E) Lead Case Investigator/Contact Tracer Nutritionist II Planner Public Safety Communications Supervisor Utility Billing Supervisor Wastewater Pretreatment Technician	\$19,022 \$39,566	\$19,402 \$40,356	\$19,790 \$41,163	\$20,186 \$41,987	\$20,590 \$42,827	\$21,002 \$43,684	\$21,422 \$44,558	\$21,850 \$45,448	\$22,287 \$46,357	\$22,733 \$47,285	\$23,188 \$48,231	\$23,651 \$49,194	\$24,124 \$50,178	\$24,607 \$51,183	\$25,099 \$52,206	\$25,601 \$53,250	\$26,113 \$54,315	\$26,635 \$55,401	\$27,168 \$56,509	\$27,711 \$57,639		
210	Asst CVB Dir/Director of Sales/CVB (E) Building Maintenance Supervisor (E) Chief Wastewater Plant Technician Communications Technician Environmental Public Health Specialist II Fire Apparatus Fleet Manager IT Analyst Land Surveyor Public Safety Communications Manager (E)	\$19,973 \$41,544	\$20,372 \$42,374	\$20,780 \$43,222	\$21,196 \$44,088	\$21,619 \$44,968	\$22,052 \$45,868	\$22,493 \$46,785	\$22,943 \$47,721	\$23,402 \$48,676	\$23,870 \$49,650	\$24,347 \$50,642	\$24,834 \$51,655	\$25,331 \$52,688	\$25,837 \$53,741	\$26,354 \$54,816	\$26,881 \$55,912	\$27,419 \$57,032	\$27,967 \$58,171	\$28,526 \$59,334	\$29,097 \$60,522		
300	Fleet Maintenance Supervisor (E) Golf Course Professional (E) Infrastructure Maintenance Supervisor (E) Plans Reviewer Recreation Manager (E) Wastewater Laboratory Supervisor Wastewater Pretreatment Inspector	\$20,972 \$43,622	\$21,391 \$44,493	\$21,819 \$45,384	\$22,256 \$46,292	\$22,701 \$47,218	\$23,155 \$48,162	\$23,618 \$49,125	\$24,090 \$50,107	\$24,572 \$51,110	\$25,063 \$52,131	\$25,565 \$53,175	\$26,076 \$54,238	\$26,598 \$55,324	\$27,130 \$56,430	\$27,672 \$57,558	\$28,226 \$58,710	\$28,790 \$59,883	\$29,366 \$61,081	\$29,953 \$62,302	\$30,552 \$63,548	\$31,163 \$64,819	\$31,787 \$66,117
310	Accountant (E) Assistant Wastewater Plant Superintendent (E) Communications Technician Manager Community Health Nurse (E) Emergency Management Coordinator (E) Jail Administrator (E) Public Information Officer (E) Regional Response Planner Transportation Coordinator (E) WIC Services Coordinator (E)	\$22,021 \$45,804	\$22,461 \$46,719	\$22,911 \$47,655	\$23,369 \$48,608	\$23,836 \$49,579	\$24,313 \$50,571	\$24,799 \$51,582	\$25,295 \$52,614	\$25,801 \$53,666	\$26,317 \$54,739	\$26,843 \$55,833	\$27,380 \$56,950	\$27,928 \$58,090	\$28,487 \$59,253	\$29,056 \$60,436	\$29,637 \$61,645	\$30,230 \$62,878	\$30,835 \$64,137	\$31,451 \$65,418	\$32,080 \$66,726	\$32,722 \$68,062	\$33,376 \$69,422
320	Athletic Facilities Superintendent (E) Capital Improvement Project Manager (E) Cemetery Superintendent (E) Financial Analyst (E) Human Resources-Safety Manager € Medical Services Coordinator (E) Museum Curator (E) Parks Maintenance Superintendent (E)	\$23,122 \$48,094	\$23,584 \$49,055	\$24,056 \$50,036	\$24,537 \$51,037	\$25,028 \$52,058	\$25,529 \$53,100	\$26,039 \$54,161	\$26,560 \$55,245	\$27,091 \$56,349	\$27,633 \$57,477	\$28,186 \$58,627	\$28,749 \$59,798	\$29,324 \$60,994	\$29,911 \$62,215	\$30,509 \$63,459	\$31,119 \$64,728	\$31,742 \$66,023	\$32,376 \$67,342	\$33,024 \$68,690	\$33,684 \$70,063	\$34,358 \$71,465	\$35,045 \$72,894
330	Airport Manager (E) Assistant City Prosecutor (E) Civil Engineer I (E) * Municipal Court Administrator (E)	\$24,279 \$50,500	\$24,765 \$51,511	\$25,260 \$52,541	\$25,765 \$53,591	\$26,280 \$54,662	\$26,806 \$55,756	\$27,342 \$56,871	\$27,889 \$58,009	\$28,447 \$59,170	\$29,016 \$60,353	\$29,596 \$61,560	\$30,188 \$62,791	\$30,792 \$64,047	\$31,407 \$65,327	\$32,036 \$66,635	\$32,676 \$67,966	\$33,330 \$69,326	\$33,996 \$70,712	\$34,676 \$72,126	\$35,370 \$73,570	\$36,077 \$75,040	\$36,799 \$76,542
340	CDBG Project Manager Chief Building Official (E) City Prosecutor (E) Infrastructure Superintendent (E) Network Administrator Wastewater Plant Superintendent (E)	\$25,493 \$53,025	\$26,003 \$54,086	\$26,523 \$55,168	\$27,053 \$56,270	\$27,594 \$57,396	\$28,146 \$58,544	\$28,709 \$59,715	\$29,283 \$60,909	\$29,869 \$62,128	\$30,466 \$63,369	\$31,076 \$64,638	\$31,697 \$66,190	\$32,331 \$67,248	\$32,978 \$68,594	\$33,637 \$69,965	\$34,310 \$71,365	\$34,996 \$72,792	\$35,696 \$74,248	\$36,410 \$75,733	\$37,138 \$77,247	\$37,881 \$78,792	\$38,639 \$80,369

Grade	Position (* - unclassified according to city charter)	Step 1 (hrly/annual)	Step 2 (hrly/annual)	Step 3 (hrly/annual)	Step 4 (hrly/annual)	Step 5 (hrly/annual)	Step 6 (hrly/annual)	Step 7 (hrly/annual)	Step 8 (hrly/annual)	Step 9 (hrly/annual)	Step 10 (hrly/annual)	Step 11 (hrly/annual)	Step 12 (hrly/annual)	Step 13 (hrly/annual)	Step 14 (hrly/annual)	Step 15 (hrly/annual)	Step 16 (hrly/annual)	Step 17 (hrly/annual)	Step 18 (hrly/annual)	Step 19 (hrly/annual)	Step 20 (hrly/annual)	Step 21 (hrly/annual)	Step 22 (hrly/annual)
350	Assistant City Attorney (E) Assistant Director of Health (E) Assistant Director of Planning, Development and Neighborhood Services (E) Civil Engineer II (E) * CVB Director (E)	\$26,767 \$55,675	\$27,302 \$56,788	\$27,848 \$57,924	\$28,405 \$59,082	\$28,973 \$60,264	\$29,553 \$61,470	\$30,144 \$62,700	\$30,747 \$63,954	\$31,362 \$65,233	\$31,989 \$66,537	\$32,629 \$67,868	\$33,281 \$69,224	\$33,947 \$70,610	\$34,626 \$72,022	\$35,318 \$73,461	\$36,025 \$74,932	\$36,745 \$76,430	\$37,480 \$77,958	\$38,230 \$79,518	\$38,994 \$81,108	\$39,774 \$82,730	\$40,570 \$84,386
360	Assistant Director of Public Works/Operations (E) Assistant Finance Director (E)	\$28,106 \$58,460	\$28,668 \$59,629	\$29,241 \$60,821	\$29,826 \$62,038	\$30,423 \$63,280	\$31,031 \$64,544	\$31,652 \$65,836	\$32,285 \$67,153	\$32,931 \$68,496	\$33,589 \$69,865	\$34,261 \$71,263	\$34,946 \$72,688	\$35,645 \$74,142	\$36,358 \$75,625	\$37,085 \$77,137	\$37,827 \$78,680	\$38,584 \$80,255	\$39,355 \$81,858	\$40,142 \$83,495	\$40,945 \$85,166	\$41,764 \$86,869	\$42,599 \$88,606
370	* Human Resources Director/Risk Mgmt (E)	\$32,534 \$67,671	\$33,185 \$69,025	\$33,848 \$70,404	\$34,525 \$71,812	\$35,216 \$73,249	\$35,920 \$74,714	\$36,639 \$76,209	\$37,371 \$77,732	\$38,119 \$79,288	\$38,881 \$80,872	\$39,659 \$82,491	\$40,452 \$84,140	\$41,261 \$85,823	\$42,086 \$87,539	\$42,928 \$89,290	\$43,786 \$91,075	\$44,662 \$92,897	\$45,555 \$94,754	\$46,467 \$96,651	\$47,396 \$98,584	\$48,344 \$100,556	\$49,311 \$102,567
380	Assistant Director of Public Works/Engineering (E) * Community Health Director (E) * Director of Planning, Development and Neighborhood Services (E) * Parks & Recreation Director (E)	\$34,163 \$71,059	\$34,846 \$72,480	\$35,543 \$73,929	\$36,254 \$75,408	\$36,979 \$76,916	\$37,719 \$78,456	\$38,473 \$80,024	\$39,243 \$81,625	\$40,027 \$83,256	\$40,828 \$84,922	\$41,645 \$86,622	\$42,477 \$88,352	\$43,327 \$90,120	\$44,193 \$91,921	\$45,077 \$93,760	\$45,979 \$95,636	\$46,898 \$97,548	\$47,836 \$99,499	\$48,793 \$101,489	\$49,769 \$103,520	\$50,764 \$105,589	\$51,780 \$107,702
390	* Director of Information Technology (E) * Finance Director (E)	\$35,870 \$74,610	\$36,587 \$76,101	\$37,319 \$77,624	\$38,066 \$79,177	\$38,827 \$80,760	\$39,603 \$82,374	\$40,395 \$84,920	\$41,203 \$85,702	\$42,027 \$87,416	\$42,868 \$89,165	\$43,725 \$90,948	\$44,600 \$92,768	\$45,492 \$94,623	\$46,402 \$96,516	\$47,330 \$98,446	\$48,276 \$100,414	\$49,242 \$102,423	\$50,227 \$104,472	\$51,231 \$106,560	\$52,256 \$108,692	\$53,301 \$110,866	\$54,367 \$113,083
410	* Assistant City Manager (E) * Public Works Director (E)	\$39,546 \$82,256	\$40,337 \$83,901	\$41,144 \$85,580	\$41,967 \$87,291	\$42,806 \$89,036	\$43,662 \$90,817	\$44,535 \$92,633	\$45,426 \$94,486	\$46,334 \$96,375	\$47,261 \$98,303	\$48,206 \$100,268	\$49,170 \$102,274	\$50,154 \$104,320	\$51,157 \$106,407	\$52,180 \$108,534	\$53,224 \$110,706	\$54,288 \$112,919	\$55,374 \$115,178	\$56,481 \$117,480	\$57,611 \$119,831	\$58,763 \$122,227	\$59,939 \$124,673

162	Firefighter Trainee	\$11,1508 \$32,471	\$11,4275 \$33,277	\$11,7043 \$34,083	\$11,9815 \$34,890	\$12,2579 \$35,695	\$12,5350 \$36,502	\$12,8120 \$37,309	\$13,0886 \$38,114	\$13,3657 \$38,921	\$13,6425 \$39,727	\$13,9193 \$40,533	\$14,1961 \$41,339	\$14,4732 \$42,146	\$14,7497 \$42,951	\$15,0268 \$43,758	\$15,3036 \$44,564	\$15,5804 \$45,370	\$15,8575 \$46,177	\$16,1339 \$46,982	\$16,4111 \$47,789			
172	Firefighter/EMT	\$11,7370 \$34,178	\$12,0292 \$35,029	\$12,3207 \$35,876	\$12,6113 \$36,724	\$12,9030 \$37,574	\$13,1947 \$38,423	\$13,4852 \$39,269	\$13,7777 \$40,121	\$14,0687 \$40,968	\$14,3600 \$41,816	\$14,6517 \$42,666	\$14,9430 \$43,514	\$15,2350 \$44,364	\$15,5260 \$45,212	\$15,8170 \$46,059	\$16,1090 \$46,909	\$16,4002 \$47,757	\$16,6910 \$48,604	\$16,9833 \$49,455	\$17,2742 \$50,302			
192	Fire Driver/Engineer	\$13,0669 \$38,051	\$13,3798 \$38,962	\$13,6928 \$39,873	\$14,0050 \$40,783	\$14,3183 \$41,695	\$14,6312 \$42,606	\$14,9440 \$43,517	\$15,2565 \$44,427	\$15,5697 \$45,339	\$15,8826 \$46,250	\$16,1950 \$47,160	\$16,5080 \$48,071	\$16,8207 \$48,982	\$17,1338 \$49,894	\$17,4464 \$50,804	\$17,7582 \$51,712	\$18,0711 \$52,623	\$18,3840 \$53,534	\$18,6970 \$54,446	\$19,0096 \$55,356			
312	Fire Captain	\$15,7941 \$45,993	\$16,1711 \$47,090	\$16,5484 \$48,189	\$16,9258 \$49,288	\$17,3025 \$50,385	\$17,6790 \$51,481	\$18,0557 \$52,578	\$18,4331 \$53,777	\$18,8100 \$55,070	\$19,1860 \$56,369	\$19,5635 \$57,666	\$19,9402 \$58,066	\$20,3177 \$59,165	\$20,6947 \$60,263	\$21,0708 \$61,358	\$21,4478 \$62,456	\$21,8251 \$63,555	\$22,2024 \$64,653	\$22,5782 \$65,748	\$22,9555 \$66,846	\$23,3324 \$67,944	\$23,7097 \$69,043	
342	Battalion Chief Fire Marshal Fire Training Chief	\$26,647 \$55,426	\$27,209 \$56,595	\$27,769 \$57,760	\$28,330 \$58,926	\$28,890 \$60,091	\$29,452 \$61,260	\$30,012 \$62,425	\$30,573 \$63,592	\$31,134 \$64,759	\$31,695 \$65,926	\$32,255 \$67,090	\$32,817 \$68,259	\$33,377 \$69,424	\$33,938 \$70,591	\$34,499 \$71,758	\$35,060 \$72,925	\$35,620 \$74,090	\$36,182 \$75,259	\$36,741 \$76,421	\$37,303 \$77,590	\$37,863 \$78,755	\$38,425 \$79,924	
362	Deputy Fire Chief (E)	\$30,429 \$63,292	\$31,027 \$64,536	\$31,624 \$65,778	\$32,222 \$67,022	\$32,819 \$68,264	\$33,416 \$69,505	\$34,013 \$70,747	\$34,611 \$71,991	\$35,208 \$73,233	\$35,805 \$74,474	\$36,403 \$75,718	\$37,000 \$76,960	\$37,596 \$78,200	\$38,193 \$79,441	\$38,791 \$80,685	\$39,388 \$81,927	\$39,986 \$83,171	\$40,583 \$84,413	\$41,180 \$85,654	\$41,777 \$86,896	\$42,375 \$88,140	\$42,972 \$89,382	
402	* Fire Chief (E)	\$38,162 \$79,377	\$39,048 \$81,220	\$39,934 \$83,063	\$40,821 \$84,908	\$41,707 \$86,751	\$42,593 \$88,593	\$43,479 \$90,436	\$44,365 \$92,279	\$45,251 \$94,122	\$46,137 \$95,965	\$47,024 \$97,810	\$47,910 \$99,653	\$48,796 \$101,496	\$49,682 \$103,339	\$50,567 \$105,179	\$51,453 \$107,022	\$52,339 \$108,865	\$53,226 \$110,710	\$54,112 \$112,553	\$54,998 \$114,396	\$55,885 \$116,241	\$56,771 \$118,084	

166	Airport Police Officer Police Officer Trainee	\$15,442 \$32,119	\$15,844 \$32,956	\$16,245 \$33,790	\$16,647 \$34,626	\$17,047 \$35,458	\$17,449 \$36,294	\$17,850 \$37,128	\$18,251 \$37,962	\$18,653 \$38,798	\$19,054 \$39,632	\$19,455 \$40,466	\$19,856 \$41,300	\$20,258 \$42,137	\$20,659 \$42,971	\$21,060 \$43,805	\$21,462 \$44,641	\$21,863 \$45,475	\$22,264 \$46,309	\$22,666 \$47,145	\$23,067 \$47,979			
196	Police Officer	\$18,168 \$37,789	\$18,640 \$38,771	\$19,112 \$39,753	\$19,584 \$40,735	\$20,056 \$41,716	\$20,528 \$42,698	\$21,000 \$43,680	\$21,472 \$44,662	\$21,944 \$45,644	\$22,417 \$46,627	\$22,889 \$47,609	\$23,361 \$48,591	\$23,833 \$49,573	\$24,305 \$50,554	\$24,777 \$51,536	\$25,249 \$52,518	\$25,721 \$53,500	\$26,192 \$54,479	\$26,666 \$55,465	\$27,138 \$56,447			
206	Police Corporal	\$19,575 \$40,716	\$20,066 \$41,737	\$20,555 \$42,754	\$21,045 \$43,774	\$21,535 \$44,793	\$22,024 \$45,810	\$22,514 \$46,829	\$23,004 \$47,848	\$23,494 \$48,868	\$23,983 \$49,885	\$24,474 \$50,906	\$24,963 \$51,923	\$25,453 \$52,942	\$25,943 \$53,961	\$26,433 \$54,981	\$26,922 \$55,998	\$27,412 \$57,017	\$27,902 \$58,036	\$28,391 \$59,053	\$28,881 \$60,072			
316	Police Sergeant	\$22,021 \$45,804	\$22,553 \$46,910	\$23,085 \$48,017	\$23,617 \$49,123	\$24,149 \$50,230	\$24,681 \$51,336	\$25,213 \$52,443	\$25,745 \$53,550	\$26,277 \$54,765	\$26,810 \$56,087	\$27,342 \$57,978	\$27,874 \$59,084	\$28,406 \$60,189	\$28,937 \$61,296	\$29,469 \$62,402	\$30,001 \$63,509	\$30,533 \$64,615	\$31,065 \$65,722	\$31,597 \$66,828	\$32,129 \$68,041	\$32,661 \$69,335	\$33,193 \$70,848	
346	Police Captain (E)	\$28,526 \$59,334	\$29,189 \$60,713	\$29,853 \$62,094	\$30,517 \$63,475	\$31,180 \$64,854	\$31,843 \$66,233	\$32,507 \$67,615	\$33,171 \$68,996	\$33,835 \$70,377	\$34,499 \$72,154	\$35,161 \$73,135	\$35,825 \$74,516	\$36,489 \$75,897	\$37,153 \$77,258	\$37,815 \$78,655	\$38,479 \$80,036	\$39,143 \$81,417	\$39,807 \$82,799	\$40,469 \$84,176	\$41,133 \$85,557	\$41,797 \$86,938	\$42,461 \$88,319	
366	Assistant Police Chief (E)	\$29,284 \$60,911	\$30,003 \$62,406	\$30,722 \$63,902	\$31,440 \$65,395	\$32,159 \$66,891	\$32,878 \$68,386	\$33,596 \$69,880	\$34,316 \$71,377	\$35,034 \$72,871	\$35,752 \$74,364	\$36,472 \$75,862	\$37,190 \$77,355	\$37,908 \$78,849	\$38,627 \$80,344	\$39,346 \$81,840	\$40,064 \$83,333	\$40,783 \$84,829	\$41,502 \$86,324	\$42,220 \$88,818	\$42,940 \$90,315	\$43,658 \$92,302		
406	* Police Chief (E)	\$37,665 \$78,343	\$38,574 \$80,234	\$39,484 \$82,127	\$40,394 \$84,020	\$41,305 \$85,914	\$42,213 \$87,803	\$43,124 \$89,698	\$44,034 \$91,591	\$44,943 \$93,481	\$45,853 \$95,374	\$46,763 \$97,267	\$47,672 \$99,158	\$48,583 \$101,053	\$49,492 \$102,943	\$50,401 \$104,834	\$51,312 \$106,729	\$52,222 \$108,622	\$53,131 \$110,512	\$54,041 \$112,405	\$54,951 \$114,298	\$55,860 \$116,189	\$56,771 \$118,084	

COUNCIL BILL NO. 2022-606

ORDINANCE NO.

AN ORDINANCE approving the reorganization of the Human Resources Department.

WHEREAS, the City of Joplin desires to reorganize the Human Resources Department.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That a Human Resources Assistant position will be reclassified to a Human Resources Specialist position as shown in Exhibit "A" attached hereto within the Salary Administration Plan of the City of Joplin.

Section 2. That the Assistant Human Resources Director position will be changed to a Human Resources-Safety Manager position at the same salary range within the Salary Administration Plan of the City of Joplin.

Section 3. That the City Manager of the City of Joplin, Missouri, is hereby authorized to make the position changes in accordance with the attached, for and on behalf of the City of Joplin.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day
of _____, 2022.

Douglas W. Lawson, Mayor

ATTEST:

Holly Nagy, City Clerk

APPROVED AS TO FORM:

Peter C. Edwards, City Attorney