

**CITY OF JOPLIN
COUNCIL AGENDA ITEM**

ITEM

Council Bill 2021-526 – Approving the Salary Administration Plan for Classified and Unclassified positions and the Salary Administration Plan for Part-Time/Seasonal positions

MEETING DATE

October 18, 2021

ORIGINATING DEPT

Finance

ATTACHMENTS

CB 2021-526 Ordinance; Exhibit “A”-Salary Administration Plan for Classified and Unclassified positions; Exhibit “B”-Salary Administration Plan for Part-Time/Seasonal positions

REVIEWED BY

Department Head: Leslie Haase; Human Resources Director: Michelle Ducre; City Attorney: Peter Edwards; City Manager: Nick Edwards

SUMMARY

This Council Bill approves the Salary Administration Plan for Classified and Unclassified positions, as well as the Salary Administration Plan for Part-Time/Seasonal positions, excluding the fire department. As a result of the project to update all city job descriptions, the new pay plans reflect various updated titles and FLSA status changes.

BACKGROUND

During 2021, the City utilized Maerz HR Services to update all city job descriptions, with the assistance of Department Heads, which has resulted in new job descriptions for approximately 180 positions.

As a part of this project, the following job titles changed:

Previous Title:

Automotive Mechanic I
Automotive Mechanic II
CVB Tourism & Events Specialist
Senior Clerk-Tourism
Laborer I (Part-Time)
Senior Accountant
Assistant Dir. of Health & Epid. Coord.
Assistant Dir. of HR/Safety Mgr
Network Manager
Compliance Officer I

New Title:

Automotive Technician I
Automotive Technician II
CVB Marketing Specialist
Tourism Assistant
Utility Assistant-Part-Time
Accountant
Assistant Director of Health
Assistant Director of Human Resources
Network Administrator
Court Compliance Officer I

Previous Title:

Compliance Officer II
Recreation Instructor (Part-Time)
Utility Worker
Senior Clerk

New Title:

Court Compliance Officer II
Museum Assistant (Part-Time)
Facilities Worker
Administrative Assistant

A complete audit of the Fair Labor Standards Act (FLSA) status was also conducted with this project. This audit resulted in changing 7 positions from exempt to non-exempt and 1 position from non-exempt to exempt as follows:

Position:

Community Health Planner/Educator
Environmental Public Health Specialist II
Regional Response Planner
CDBG Project Manager
Planner
Communications Technician Manager
Land Surveyor
Recycling Coordinator

New FLSA Status:

Non-Exempt
Non-Exempt
Non-Exempt
Non-Exempt
Non-Exempt
Non-Exempt
Non-Exempt
Exempt

These changes have been reflected on the Salary Administration Plan for Classified and Unclassified positions, as well as the Salary Administration Plan for Part-Time/Seasonal positions.

FUNDING SOURCE

This item is included in the adopted fiscal year 2022 budget.

RECOMMENDATION

Staff recommends approval of this council bill on an emergency basis.