CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2019-603 -approving the job description changes and reclassification of positions for Parks and Recreation Department; and amending the Annual Budget of the City of Joplin for the Fiscal Year 2017-2018.

MEETING DATE
January 22, 2019

ORIGINATING DEPT
Human Resources Department

ATTACHMENTS
Council Bill No. 2019-603 Ordinance; Budget Amendment; Schedule A; Personnel Board meeting minutes; supporting documents.

REVIEWED BY
Human Resources: David Allgood; Department Head of Parks and Recreation: Paul Bloomberg; Finance Department: Leslie Haase; City Attorney: Peter Edwards; City Manager: Sam Anselm

SUMMARY
This Council Bill approves a change to reorganize the Parks and Recreation Department; and reclassify the Seasonal Laborer to Outside Service Attendant. Change the Job Description and Title of Business Development Manager to Recreation Manager.

BACKGROUND
The Parks and Recreation Department has been utilizing a Seasonal Labor from the Golf Maintenance Division to perform the duties of an Outside Service Attendant. The Outside Service Attendant will provide customer service, directions to patrons around the golf course grounds, tournament assistance, rental club and golf cart rental. In addition, this position will also ensure the availability and cleanliness of rental carts, daily maintenance of the golf cart fleet, handle general janitorial duties around the clubhouse; which includes trash removal, mopping and cleaning restrooms and any other duties needed by the golf professionals.
This position would have the same level of responsibilities as a part-time Cashier. The Parks and Recreation Department will fund this position by moving one Seasonal Labor position (pay range 520) to an Outside Service Attendant position (pay range 500). This would result in a savings in the Departmental budget.

In 2016 the Parks and Recreation Department reorganized job responsibilities within the Recreation Division because of layoffs the City of Joplin had experienced. To operate effectively and efficiently the department moved several responsibilities, that the Assistant Director position oversaw, to the Business Development Manager. By doing this, their title and responsibilities no longer reflected the position of Business Development Manager. The department has reviewed other parks and recreation departments and found that the job responsibilities this position has been performing match the job title of a Recreation Manager position, therefore the department request that the title of the Business Development Manager position be changed to the Recreation Manager. This position will stay in the same pay range of 300 and will not change the

Departments budget.

FUNDING SOURCE

There is no change in the parks department for the reclassification, which is included in the adopted fiscal year 2019 budget. The seasonal reclassification in the golf course will result in some actual savings, but no budget amendment is required as the funds are included in the adopted fiscal year 2019 budget.

RECOMMENDATION

Staff recommends approval of this council bill on first reading.

CITY OF JOPLIN
PARKS RECLASSIFICATION IMPACT
AS OF JANUARY 11, 2019
SCHEDULE "1"

Recreation Manager (Range 300-no change):

DESCRIPTION	BUDGET AMOUNT	RECLASSIFICATION AMOUNT	INCREASE/ (DECREASE)
REGULAR WAGES	47,526	47,526	-
DEFERRED COMP-ICMA	1,504	1,504	
FAMILY DENTAL INSURANCE	595	595	-
DISABILITY INSURANCE	154	154	-
MEDICARE	563	563	-
SOCIAL SECURITY	2,405	2,405	-
FAMILY HEALTH INSURANCE	12,296	12,296	-
LIFE INSURANCE	102	102	-
LAGERS RETIREMENT	6,036	6,036	-
WORKER'S COMPENSATION	1,483	1,483	-
TOTAL ANNUAL IMPACT	72,664	72,664	-

Outside Service Attendant (Seasonal Range 500 from 520):

DESCRIPTION	BUDGET AMOUNT	RECLASSIFICATION AMOUNT	INCREASE/ (DECREASE)
REGULAR WAGES	8,451	7,368	(1,083)
MEDICARE	123	107	(16)
SOCIAL SECURITY	524	457	(67)
WORKER'S COMPENSATION	113	99	(14)
TOTAL ANNUAL IMPACT	9,211	8,031	(1,180)

Note: No budget amendment required due to actual expenditures.

CITY OF JOPLIN
EXHIBIT "A"-SALARY ADMINISTRATION PLAN
FOR CLASSIFIED AND UNCLASSIFIED POSITIONS
EFFECTIVE FEBRUARY 25, 2019
* - 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	$9.719 $20,216	$9.913 $20,620	$10.112 $21,032	$10.314 $21,453	$10.520 $21,882	$10.731 $22,320	$10.945 $22,766	$11.164 $23,221	$11.387 $23,686	$11.615 $24,159	$11.847 $24,643	$12.084 $25,135	$12.326 $25,638	$12.573 $26,151	$12.824 $26,674	$13.080 $27,207	$13.342 $27,752	$13.609 $28,307	$13.881 $28,873	$14.159 $29,450		
110	Custodian Laborer I Utility Worker WIC Certifier	$10.714 $22,285	$10.928 $22,731	$11.147 $23,185	$11.370 $23,649	$11.597 $24,122	$11.829 $24,605	$12.066 $25,097	$12.307 $25,599	$12.553 $26,111	$12.804 $26,633	$13.060 $27,165	$13.322 $27,709	$13.588 $28,263	$13.860 $28,828	$14.137 $29,405	$14.420 $29,993	$14.708 $30,593	$15.002 $31,205	$15.302 $31,829	$15.608 $32,465		
120	Airport Operations Worker Court Assistant I Transit Dispatcher Transit Driver I	$11.250 $23,400	$11.475 $23,868	$11.705 $24,345	$11.939 $24,832	$12.177 $25,329	$12.421 $25,835	$12.669 $26,352	$12.923 $26,879	$13.181 $27,417	$13.445 $27,965	$13.714 $28,524	$13.988 $29,095	$14.268 $29,677	$14.553 $30,270	$14.844 $30,876	$15.141 $31,493	$15.444 $32,123	$15.753 $32,766	$16.068 $33,421	$16.389 $34,089		
130	Automotive Service Worker Laborer II Recreation Leader Senior Clerk Transit Driver II Wastewater Laboratory Assistant Wastewater Plant Utility Worker	$11.812 $24,569	$12.048 $25,060	$12.289 $25,562	$12.535 $26,073	$12.786 $26,594	$13.041 $27,126	$13.302 $27,669	$13.568 $28,222	$13.840 $28,786	$14.116 $29,362	$14.399 $29,949	$14.687 $30,548	$14.980 $31,159	$15.280 $31,783	$15.586 $32,418	$15.897 $33,067	$16.215 $33,728	$16.540 $34,402	$16.870 $35,091	$17.208 $35,792		
140	Compliance Officer I Detention Officer Engineering Assistant Equipment Operator Human Resources Assistant Parks Caretaker Police Services Assistant Utility Locator	$12.402 $25,796	$12.650 $26,312	$12.903 $26,838	$13.161 $27,375	$13.424 $27,923	$13.693 $28,481	$13.967 $29,051	$14.246 $29,632	$14.531 $30,224	$14.822 $30,829	$15.118 $31,445	$15.420 $32,074	$15.729 $32,716	$16.043 $33,370	$16.364 $34,037	$16.691 $34,718	$17.025 $35,413	$17.366 $36,121	$17.713 $36,843	$18.067 $37,580		
150	Animal Control Officer Court Assistant II CVB Tourism & Events Specialist Parks Facilities Maintenance Technician Recreation Coordinator Traffic Markings and Sign Technician Transit Driver Supervisor	$13.023 $27,088	$13.283 $27,630	$13.549 $28,182	$13.820 $28,746	$14.097 $29,321	$14.378 $29,907	$14.666 $30,505	$14.959 $31,115	$15.259 $31,738	$15.564 $32,372	$15.875 $33,020	$16.192 $33,680	$16.516 $34,354	$16.847 $35,041	$17.184 $35,742	$17.527 $36,457	$17.878 $37,186	$18.235 $37,930	$18.600 $38,688	$18.972 $39,462		
160	Accounting Specialist Airport Operations Supervisor Automotive Mechanic I Compliance Officer II Evidence Technician Heavy Equipment Operator Human Resources Specialist Legal Specialist Public Safety Communications Operator Wastewater Plant Operator	$14.358 $29,865	$14.645 $30,462	$14.938 $31,071	$15.237 $31,693	$15.542 $32,326	$15.852 $32,973	$16.169 $33,632	$16.493 $34,305	$16.823 $34,991	$17.159 $35,691	$17.502 $36,405	$17.852 $37,133	$18.209 $37,876	$18.574 $38,633	$18.945 $39,406	$19.324 $40,194	$19.710 $40,998	$20.105 $41,818	$20.507 $42,654	$20.917 $43,507		
170	Assistant City Clerk Crime Analyst/Accreditation Coordinator (E) Engineering Technician Jail Shift Supervisor Lead Cemetery Caretaker Lead Parks Caretaker Neighborhood Improvement Officer Traffic Signal Technician Wastewater Laboratory Technician	$15.077 $31,360	$15.379 $31,987	$15.686 $32,627	$16.000 $33,280	$16.320 $33,945	$16.646 $34,624	$16.979 $35,317	$17.319 $36,023	$17.665 $36,743	$18.018 $37,478	$18.379 $38,228	$18.746 $38,992	$19.121 $39,772	$19.504 $40,568	$19.894 $41,379	$20.292 $42,207	$20.697 $43,051	$21.111 $43,912	$21.534 $44,790	$21.964 $45,686		

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180	Automotive Mechanic II	$15.829	$16.146	$16.468	$16.798	$17.134	$17.476	$17.826	$18.183	$18.546	$18.917	$19.295	$19.681	$20.075	$20.476	$20.886	$21.304	$21.730	$22.164	$22.608	$23.060		
	Building Maintenance Technician	$32,924	$33,583	$34,254	$34,940	$35,638	$36,351	$37,078	$37,820	$38,576	$39,348	$40,135	$40,937	$41,756	$42,591	$43,443	$44,312	$45,198	$46,102	$47,024	$47,965		
	Nutritionist I (E)																						
	Wastewater Plant Technician																						
190	Building Inspector	$16.621	$16.953	$17.292	$17.638	$17.991	$18.351	$18.718	$19.092	$19.474	$19.864	$20.261	$20.666	$21.079	$21.501	$21.931	$22.370	$22.817	$23.273	$23.739	$24.214		
	Construction Inspector	$34,572	$35,263	$35,968	$36,688	$37,421	$38,170	$38,933	$39,712	$40,506	$41,316	$42,143	$42,986	$43,845	$44,722	$45,617	$46,529	$47,460	$48,409	$49,377	$50,364		
	Environmental Public Health Specialist I (E)																						
	GIS Technician																						
	Property Negotiator/Appraiser																						
200	Community Health Planner/Educator (E)	$17.451	$17.800	$18.156	$18.519	$18.890	$19.267	$19.653	$20.046	$20.447	$20.856	$21.273	$21.698	$22.132	$22.575	$23.026	$23.487	$23.956	$24.436	$24.924	$25.423		
	Golf Course Maintenance Supervisor (E)	$36,298	$37,024	$37,765	$38,520	$39,290	$40,076	$40,878	$41,695	$42,529	$43,380	$44,247	$45,132	$46,035	$46,955	$47,895	$48,852	$49,829	$50,826	$51,843	$52,879		
	Nutritionist II (E)																						
	Planner (E)																						
	Public Safety Communications Supervisor																						
	Utility Billing Supervisor																						
	Wastewater Pretreatment Technician																						
210	Building Maintenance Supervisor (E)	$18.324	$18.690	$19.064	$19.446	$19.834	$20.231	$20.636	$21.049	$21.469	$21.899	$22.337	$22.784	$23.239	$23.704	$24.178	$24.662	$25.155	$25.658	$26.171	$26.695		
	Chief Wastewater Plant Technician	$38,114	$38,876	$39,654	$40,447	$41,256	$42,081	$42,922	$43,781	$44,657	$45,550	$46,461	$47,390	$48,338	$49,304	$50,291	$51,296	$52,322	$53,369	$54,436	$55,525		
	Communications Technician																						
	Asst CVB Dir/Director of Sales/CVB (E)																						
	Environmental Public Health Specialist II (E)																						
	Fire Apparatus Fleet Manager																						
	IT Analyst																						
	Land Surveyor (E)																						
	Public Safety Communications Manager (E)																						
	Solid Waste & Stormwater Education Manager (E)																						
	Wastewater Plant Manager (E)																						
300	Assistant to the City Manager (E)	$19.240	$19.625	$20.017	$20.418	$20.826	$21.243	$21.667	$22.101	$22.543	$22.994	$23.453	$23.923	$24.401	$24.889	$25.387	$25.895	$26.412	$26.941	$27.479	$28.029	$28.590	$29.161
	Fleet Maintenance Supervisor (E)	$40,019	$40,820	$41,636	$42,469	$43,318	$44,184	$45,068	$45,969	$46,889	$47,827	$48,783	$49,759	$50,754	$51,769	$52,804	$53,861	$54,938	$56,037	$57,157	$58,300	$59,466	$60,656
	Golf Course Professional (E)																						
	Infrastructure Maintenance Supervisor (E)																						
	Plans Reviewer																						
	Recreation Manager (E)																						
	Wastewater Laboratory Supervisor																						
	Wastewater Pretreatment Inspector																						
310	Assistant Wastewater Plant Superintendent	$20.203	$20.607	$21.019	$21.440	$21.868	$22.306	$22.752	$23.207	$23.671	$24.144	$24.627	$25.120	$25.622	$26.135	$26.657	$27.191	$27.734	$28.289	$28.855	$29.432	$30.021	$30.621
	Communications Technician Manager (E)	$42,022	$42,863	$43,720	$44,594	$45,486	$46,396	$47,324	$48,270	$49,236	$50,220	$51,225	$52,249	$53,294	$54,360	$55,447	$56,556	$57,688	$58,841	$60,018	$61,218	$62,443	$63,692
	Community Health Nurse (E)																						
	Emergency Management Coordinator (E)																						
	Jail Administrator (E)																						
	Public Information Officer (E)																						
	Regional Response Planner (E)																						
	Senior Accountant (E)																						
	Transportation Coordinator (E)																						
	WIC Services Coordinator (E)																						
320	* Assistant Director of Human Resources/Safety Manager (E)	$21.213	$21.637	$22.070	$22.511	$22.962	$23.421	$23.889	$24.367	$24.854	$25.351	$25.859	$26.376	$26.903	$27.441	$27.990	$28.550	$29.121	$29.703	$30.297	$30.903	$31.521	$32.152
	Athletic Facilites Superintendent (E)	$44,123	$45,006	$45,906	$46,824	$47,760	$48,715	$49,690	$50,684	$51,697	$52,731	$53,786	$54,861	$55,959	$57,078	$58,219	$59,384	$60,571	$61,783	$63,019	$64,279	$65,565	$66,876
	Capital Improvement Project Manager (E)																						
	Cemetery Superintendent (E)																						
	Financial Analyst (E)																						
	Medical Services Coordinator (E)																						
	Parks Maintenance Superintendent (E)																						
330	Airport Manager (E)	$22.274	$22.719	$23.174	$23.637	$24.110	$24.592	$25.084	$25.586	$26.098	$26.619	$27.152	$27.695	$28.249	$28.814	$29.390	$29.978	$30.577	$31.189	$31.813	$32.449	$33.098	$33.760
	* Assistant City Prosecutor (E)	$46,330	$47,257	$48,202	$49,166	$50,149	$51,152	$52,175	$53,219	$54,283	$55,369	$56,476	$57,605	$58,758	$59,933	$61,131	$62,354	$63,601	$64,873	$66,171	$67,494	$68,844	$70,221
	Civil Engineer I (E)																						
	* Municipal Court Administrator (E)																						
340	CDBG Project Manager (E)	$23.388	$23.856	$24.333	$24.820	$25.316	$25.822	$26.339	$26.865	$27.403	$27.951	$28.510	$29.080	$29.662	$30.255	$30.860	$31.477	$32.107	$32.749	$33.404	$34.072	$34.753	$35.448
	Chief Building Official (E)	$48,647	$49,620	$50,612	$51,625	$52,657	$53,710	$54,784	$55,880	$56,998	$58,138	$59,300	$60,486	$61,696	$62,930	$64,189	$65,473	$66,782	$68,118	$69,480	$70,870	$72,287	$73,733
	City Prosecutor (E)																						
	* Infrastructure Superintendent (E)																						
	Network Manager																						
	Wastewater Plant Superintendent (E)																						

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350	* Assistant City Attorney (E)	$24.557	$25.048	$25.549	$26.060	$26.581	$27.113	$27.655	$28.208	$28.772	$29.348	$29.935	$30.534	$31.144	$31.767	$32.402	$33.050	$33.711	$34.386	$35.073	$35.775	$36.490	$37.220
	* Assistant Director of Health & Env/Epid Coordinator (E)	$51,079	$52,100	$53,142	$54,205	$55,289	$56,395	$57,523	$58,673	$59,847	$61,044	$62,264	$63,510	$64,780	$66,076	$67,397	$68,745	$70,120	$71,522	$72,953	$74,412	$75,900	$77,418
	* Assistant Director of Planning, Development and Neighborhood Services (E) Civil Engineer II (E) * CVB Director (E)																						
360	* Assistant Director of Public Works/Operations (E)	$25.785	$26.301	$26.827	$27.363	$27.911	$28.469	$29.038	$29.619	$30.211	$30.815	$31.432	$32.060	$32.702	$33.356	$34.023	$34.703	$35.397	$36.105	$36.827	$37.564	$38.315	$39.081
	* Assistant Finance Director (E)	$53,633	$54,705	$55,800	$56,916	$58,054	$59,215	$60,399	$61,607	$62,839	$64,096	$65,378	$66,686	$68,019	$69,380	$70,767	$72,183	$73,626	$75,099	$76,601	$78,133	$79,696	$81,289
370	* Human Resources Director/Risk Mgmt (E)	$29.848	$30.445	$31.054	$31.675	$32.308	$32.955	$33.614	$34.286	$34.972	$35.671	$36.385	$37.112	$37.854	$38.612	$39.384	$40.171	$40.975	$41.794	$42.630	$43.483	$44.353	$45.240
		$62,084	$63,326	$64,592	$65,884	$67,202	$68,546	$69,916	$71,315	$72,741	$74,196	$75,680	$77,193	$78,737	$80,312	$81,918	$83,557	$85,228	$86,932	$88,671	$90,444	$92,253	$94,098
380	* Assistant Director of Public Works/Engineering (E)	$31.342	$31.969	$32.608	$33.260	$33.926	$34.604	$35.296	$36.002	$36.722	$37.457	$38.206	$38.970	$39.749	$40.544	$41.355	$42.182	$43.026	$43.886	$44.764	$45.659	$46.573	$47.504
	* Community Health Director (E)	$65,191	$66,495	$67,825	$69,182	$70,565	$71,977	$73,416	$74,884	$76,382	$77,910	$79,468	$81,057	$82,678	$84,332	$86,019	$87,739	$89,494	$91,284	$93,109	$94,972	$96,871	$98,808
	* Director of Planning, Development and Neighborhood Services (E) * Parks & Recreation Director (E)																						
390	* Director of Information Technology (E)	$32.908	$33.566	$34.237	$34.922	$35.621	$36.333	$37.060	$37.801	$38.557	$39.328	$40.115	$40.917	$41.735	$42.570	$43.421	$44.290	$45.176	$46.079	$47.001	$47.941	$48.900	$49.878
	* Finance Director (E)	$68,449	$69,818	$71,214	$72,638	$74,091	$75,573	$77,084	$78,626	$80,198	$81,802	$83,439	$85,107	$86,809	$88,546	$90,317	$92,123	$93,965	$95,845	$97,762	$99,717	$101,711	$103,745
410	* Public Works Director (E)	$36.281	$37.007	$37.747	$38.502	$39.272	$40.057	$40.858	$41.675	$42.509	$43.359	$44.226	$45.111	$46.013	$46.933	$47.872	$48.829	$49.806	$50.802	$51.818	$52.855	$53.912	$54.990
		$75,464	$76,974	$78,513	$80,084	$81,685	$83,319	$84,985	$86,685	$88,419	$90,187	$91,991	$93,831	$95,707	$97,621	$99,574	$101,565	$103,597	$105,668	$107,782	$109,937	$112,136	$114,379

162	Firefighter Trainee	$10.2301	$10.4839	$10.7380	$10.9921	$11.2459	$11.5000	$11.7541	$12.0079	$12.2620	$12.5161	$12.7699	$13.0240	$13.2782	$13.5319	$13.7861	$14.0398	$14.2940	$14.5481	$14.8019	$15.0560		
		$29,790	$30,529	$31,269	$32,009	$32,748	$33,488	$34,228	$34,967	$35,707	$36,447	$37,186	$37,926	$38,666	$39,405	$40,145	$40,884	$41,624	$42,364	$43,103	$43,843		
172	Firefighter/EMT	$10.7679	$11.0361	$11.3029	$11.5701	$11.8379	$12.1051	$12.3719	$12.6401	$12.9069	$13.1741	$13.4420	$13.7091	$13.9770	$14.2442	$14.5110	$14.7788	$15.0460	$15.3128	$15.5810	$15.8479		
		$31,356	$32,137	$32,914	$33,692	$34,472	$35,250	$36,027	$36,808	$37,585	$38,363	$39,143	$39,921	$40,701	$41,479	$42,256	$43,036	$43,814	$44,591	$45,372	$46,149		
192	Fire Driver/Engineer	$11.9880	$12.2751	$12.5622	$12.8489	$13.1360	$13.4231	$13.7102	$13.9969	$14.2840	$14.5711	$14.8578	$15.1449	$15.4320	$15.7191	$16.0058	$16.2919	$16.5790	$16.8661	$17.1532	$17.4399		
		$34,909	$35,745	$36,581	$37,416	$38,252	$39,088	$39,924	$40,759	$41,595	$42,431	$43,266	$44,102	$44,938	$45,774	$46,609	$47,442	$48,278	$49,114	$49,950	$50,785		
312	Fire Captain	$14.4900	$14.8359	$15.1820	$15.5282	$15.8740	$16.2191	$16.5649	$16.9111	$17.2569	$17.6020	$17.9481	$18.2940	$18.6401	$18.9859	$19.3310	$19.6769	$20.0230	$20.3692	$20.7139	$21.0601	$21.4059	$21.7521
		$42,195	$43,202	$44,210	$45,218	$46,225	$47,230	$48,237	$49,245	$50,252	$51,257	$52,265	$53,272	$54,280	$55,287	$56,292	$57,299	$58,307	$59,315	$60,319	$61,327	$62,334	$63,342
342	Battalion Chief (E)	$24.447	$24.962	$25.476	$25.991	$26.505	$27.020	$27.534	$28.049	$28.563	$29.078	$29.592	$30.107	$30.621	$31.136	$31.650	$32.165	$32.679	$33.194	$33.708	$34.223	$34.737	$35.252
	Fire Marshal (E)	$50,849	$51,921	$52,990	$54,061	$55,130	$56,202	$57,270	$58,342	$59,411	$60,482	$61,551	$62,623	$63,691	$64,763	$65,832	$66,903	$67,972	$69,044	$70,112	$71,184	$72,253	$73,324
	Fire Training Chief (E)																						
		$17.4619	$17.8300	$18.1971	$18.5649	$18.9320	$19.3001	$19.6669	$20.0350	$20.4021	$20.7699	$21.1370	$21.5052	$21.8719	$22.2400	$22.6071	$22.9749	$23.3420	$23.7102	$24.0769	$24.4451	$24.8122	$25.1799
		$50,849	$51,921	$52,990	$54,061	$55,130	$56,202	$57,270	$58,342	$59,411	$60,482	$61,551	$62,623	$63,691	$64,763	$65,832	$66,903	$67,972	$69,044	$70,112	$71,184	$72,253	$73,324
362	Deputy Fire Chief (E)	$27.917	$28.465	$29.013	$29.561	$30.109	$30.657	$31.205	$31.753	$32.301	$32.849	$33.397	$33.945	$34.492	$35.040	$35.588	$36.136	$36.684	$37.232	$37.780	$38.328	$38.876	$39.424
		$58,067	$59,207	$60,347	$61,487	$62,627	$63,767	$64,906	$66,046	$67,186	$68,326	$69,466	$70,606	$71,743	$72,883	$74,023	$75,163	$76,303	$77,443	$78,582	$79,722	$80,862	$82,002
402	Fire Chief (E)	$35.011	$35.824	$36.637	$37.450	$38.263	$39.076	$39.889	$40.702	$41.515	$42.328	$43.141	$43.954	$44.767	$45.580	$46.392	$47.205	$48.018	$48.831	$49.644	$50.457	$51.270	$52.083
		$72,823	$74,514	$76,205	$77,896	$79,587	$81,278	$82,969	$84,660	$86,351	$88,042	$89,733	$91,424	$93,115	$94,806	$96,495	$98,186	$99,877	$101,568	$103,260	$104,951	$106,642	$108,333

166	Police Officer Trainee	$14.167	$14.536	$14.904	$15.272	$15.640	$16.008	$16.376	$16.744	$17.113	$17.481	$17.849	$18.217	$18.585	$18.953	$19.321	$19.690	$20.058	$20.426	$20.794	$21.162		
		$29,467	$30,235	$31,000	$31,766	$32,531	$33,297	$34,062	$34,828	$35,595	$36,360	$37,126	$37,891	$38,657	$39,422	$40,188	$40,955	$41,721	$42,486	$43,252	$44,017		
196	Police Officer	$16.668	$17.101	$17.534	$17.967	$18.400	$18.833	$19.266	$19.699	$20.132	$20.566	$20.999	$21.432	$21.865	$22.298	$22.731	$23.164	$23.597	$24.030	$24.464	$24.897		
		$34,669	$35,570	$36,471	$37,371	$38,272	$39,173	$40,073	$40,974	$41,875	$42,777	$43,678	$44,579	$45,479	$46,380	$47,280	$48,181	$49,082	$49,982	$50,885	$51,786		
206	Police Corporal	$17.959	$18.409	$18.858	$19.307	$19.757	$20.206	$20.655	$21.105	$21.554	$22.003	$22.453	$22.902	$23.351	$23.801	$24.250	$24.699	$25.149	$25.598	$26.047	$26.496		
		$37,355	$38,291	$39,225	$40,159	$41,095	$42,028	$42,962	$43,898	$44,832	$45,766	$46,702	$47,636	$48,570	$49,506	$50,440	$51,374	$52,310	$53,244	$54,178	$55,112		
316	Police Sergeant	$20.203	$20.691	$21.179	$21.667	$22.155	$22.643	$23.131	$23.619	$24.107	$24.596	$25.084	$25.572	$26.060	$26.548	$27.036	$27.524	$28.012	$28.500	$28.988	$29.476	$29.964	$30.452
		$42,022	$43,037	$44,052	$45,067	$46,082	$47,097	$48,112	$49,128	$50,143	$51,160	$52,175	$53,190	$54,205	$55,220	$56,235	$57,250	$58,265	$59,280	$60,295	$61,310	$62,325	$63,340
346	Police Captain (E)	$26.170	$26.779	$27.388	$27.997	$28.606	$29.214	$29.823	$30.432	$31.041	$31.649	$32.258	$32.867	$33.476	$34.085	$34.693	$35.302	$35.911	$36.520	$37.128	$37.737	$38.346	$38.955
		$54,434	$55,700	$56,967	$58,234	$59,500	$60,765	$62,032	$63,299	$64,565	$65,830	$67,097	$68,363	$69,630	$70,897	$72,161	$73,428	$74,695	$75,962	$77,226	$78,493	$79,760	$81,026
366	Assistant Police Chief (E)	$26.866	$27.526	$28.185	$28.844	$29.504	$30.163	$30.822	$31.482	$32.141	$32.800	$33.460	$34.119	$34.778	$35.438	$36.097	$36.756	$37.416	$38.075	$38.734	$39.394	$40.053	$40.712
		$55,881	$57,254	$58,625	$59,996	$61,368	$62,739	$64,110	$65,483	$66,853	$68,224	$69,597	$70,968	$72,338	$73,711	$75,082	$76,452	$77,825	$79,196	$80,567	$81,940	$83,310	$84,681
406	Police Chief (E)	$34.555	$35.389	$36.224	$37.059	$37.894	$38.728	$39.563	$40.398	$41.232	$42.067	$42.902	$43.736	$44.571	$45.406	$46.240	$47.075	$47.910	$48.744	$49.579	$50.414	$51.248	$52.083
		$71,874	$73,609	$75,346	$77,083	$78,820	$80,554	$82,291	$84,028	$85,763	$87,499	$89,236	$90,971	$92,708	$94,444	$96,179	$97,916	$99,653	$101,388	$103,124	$104,861	$106,596	$108,333

CITY OF JOPLIN

EXHIBIT "B"-SALARY ADMINISTRATION PLAN FOR

PART-TIME SEASONALS

EFFECTIVE FEBRUARY 28, 2019

	REGULAR Part-Time Hourly	Step 1- Hr.	Step 2 - Hr.	Step 3 - Hr.
530	Peer Counselor	$ 10.107	$ 10.511	$ 10.931
555	Interpreter/Translator	$ 10.675	$ 11.102	$ 11.546
570	Lead Peer Counselor	$ 12.124	$ 12.609	$ 13.114

	SEASONAL Part -Time Hourly	Step 1- Hr.	Step 2 - Hr.	Step 3 - Hr.
500	Cashiers - Part-Time Outside Service Attendant-Seasonal	$ 8.668	$ 9.014	$ 9.375
502	Clerk-Part-Time	$ 9.102	$ 9.466	$ 9.844
505	Recreation Instructor-Part-Time	$ 9.534	$ 9.915	$ 10.313
520	Laborer-Part-Time	$ 9.915	$ 10.313	$ 10.725
540	School Crossing Guard-Part-Time	$ 10.313	$ 10.725	$ 11.155
555	Police Reserve Officer-Part-Time	$ 10.675	$ 11.102	$ 11.546
560	School Crossing Guard Coordinator-Part-Time	$ 11.155	$ 11.600	$ 12.066
570	Engineering Aid-Part-Time	$ 12.124	$ 12.609	$ 13.114
580	Court Bailiff-Part-Time	$ 15.759	$ 16.389	$ 17.045
600	Cashier - Seasonal Lifeguard-Seasonal	$ 8.668	$ 9.014	$ 9.375
610	Pool Operator-Seasonal	$ 9.915	$ 10.313	$ 10.725
620	Athletic Coordinator-Seasonal Aquatic Supervisor-Seasonal Concessions Coordinator-Seasonal Day Camp Director-Seasonal Golf Lead Cashier-Seasonal	$ 10.725	$ 11.155	$ 11.601

Exhibit C

JOB DESCRIPTION
CITY OF JOPLIN
RECREATION MANAGER

TITLE: RECREATION MANAGER

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the general supervision of the Director of Parks and Recreation or designee: manage the Parks and Recreation Department's business affairs, coordinate, administer, and develop marketing efforts, and manage guest service operations. This position will supervise the Guest Services Staff that includes all Front Desk personnel.

Also manages, supervises, and directs the activities of the Recreation Division of Parks and Recreation including such functions as recreation program operations, seasonal aquatic operations, youth and adult athletics, in-house contractual recreation, education and leisure programs, conservation efforts, and special events.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

Business

- Manage the Department's business affairs
- Manage customer service operations
- Prepare, organize and manage recreation division budget
- Maintains automated registration, rental, and point-of-sale programs
- Maintains communication with the management team regarding marketing strategy
- Administer rentals for Memorial Hall including drafting contracts, scheduling, and logistics
- Solicit and coordinate sponsorships, advertising, and promotional initiatives that drive revenue for aquatic centers, sports programs, special events, and more
- Assists with reconciling all revenue deposits for the department

Marketing/Development

- Assist in the development, strategy, and administration of marketing deliverables including increasing brand awareness, bringing in new customers, and coordinating public relations efforts.
- Strategize, write, edit and manage Department's marketing communications, including presentations, membership, and Department activities and program offerings, website content, blogs, monthly newsletters, tradeshow and conference pieces, etc., by coordinating and facilitating all department communications via print, email and social media.
- Coordination of overall marketing/communication efforts across the department to ensure clean, consistent, clear concise department wide message is communicated to the public.
- Work with the Director and other division managers to ensure citizens and guests are adequately informed of the activities and programs of the Department while encouraging their participation.

Marketing/Development

- Implement and maintain a comprehensive guest services and facility rental program for all Department facilities, including Memorial Hall; as well as outdoor aquatic centers, other athletic complexes and facilities, shelters/pavilions/gazebos and other City parks and facilities.
- Actively engage the general public and facility users/members. Respond to inquiries and resolve difficult customer service issues. Conduct surveys and gather feedback to ensure facilities meet community needs and enhance effectiveness.
- Oversee all guest services programming and assist with special event programming and coordination, including Membership Drives, Member Appreciation Events, Concessions/Vending, Corporate Memberships, Member Retention and special promotions of Department facilities.

Recreation Division

- Plan, implement, direct and supervise comprehensive in-house and contract recreational, educational, leisure and athletic programs and events.
- Evaluate program content and the methods used in providing community recreation offerings; make recommendations for areas of improvement; implement appropriate recommendations.
- Select, train, supervise, and evaluate full-time Recreation Division staff.
- Recommend changes in program staffing, objectives, policies and procedures to assure maximum effectiveness and efficiency.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- Provides information to the public, vendors, auditors, and City staff requiring explanation of department policies, rules, and/or procedures.
- Answers telephone and handles customer inquires.
- Opens and closes facilities as assigned.
- Prepares requisitions and maintains inventory of office equipment, parts and supplies.
- May act as Director in absence of Parks and Recreation Director as designated.

GENERAL PHYSICAL REQUIREMENTS:

Language Ability and Interpersonal Communication

- Requires the ability to perform complex data analysis including the ability to classify, categorize, prioritize, rank, investigate and diagnose figures, computations, statistics, technical reports, statutes, guidelines and/or written information. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, departments and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and technical data and information such as financial reports, spreadsheets, regulations, payroll reports, payment records, collection reports, journal entries, balance sheets, invoices, billing statements, insurance forms, purchase orders, accounts payable reports, computer software operating manuals, accounting principles and correspondence.
- Requires an exceptional ability to communicate orally and in written correspondence.
- Requires demonstrable ability to provide first line supervision. Ability to persuade, convince, orientate and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Mathematical Ability

- Requires the ability to perform complex addition, subtraction, multiplication, division and algebra. Must be able to calculate percentages, discounts, and interest and have the ability to perform high level mathematical operations using large numbers, fractions and computer formulas.

JOB DESCRIPTION

CITY OF JOPLIN

RECREATION MANAGER

Judgement and Situational Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in a written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise sound judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements

- Requires the ability to operate a variety of office equipment such as a computer terminal, word processor, telephone, fax machine, calculator/ adding machine, camera, cash register, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some combination of lifting, sitting, and carrying of objects weighing twenty-five pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Tasks are generally performed in safe and comfortable office surroundings. May experience exposure to adverse environmental conditions that include exposure to environmental factors such as temperature variations and extremes, violence, humidity, disease and/or dust.

GENERAL QUALIFICATIONS:

- Bachelors Degree in Recreation Administration or related field and five years of progressively responsible management/supervisory experience in a public recreation agency or any equivalent combination of acceptable training, education, and experience in the field of Parks and Recreation.
- Exceptional computer skills and experience with CivicRec Recreation Software is highly desired.
- Experience executing great marketing communications in the digital marketing/technology space with extensive knowledge and familiarity of internet technologies, online media, and social media tools (e.g. LinkedIn, Facebook, Twitter, and Google Plus).
- Knowledge of the methods of publicity and public relations.
- Knowledge of planning, preparing and working with an effective budget.
- Knowledge of social media and other forms of communication.
- Strong communication/writing skills.
- Skill in establishing and maintaining effective working relationships with other staff and members of the public.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

PARKS & RECREATION DEPARTMENT
ORDINANCE #:

APPROVED:
PAY RANGE: 300

Exhibit C

JOB DESCRIPTION

CITY OF JOPLIN

OUTSIDE SERVICE ATTENDANT

TITLE: OUTSIDE SERVICE ATTENDANT

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the general supervision of the Golf Professional or designee. The Outside Service Attendant will provide outstanding customer service, directions to patrons around the golf course grounds, tournament assistance, rental club and golf cart rental procedures as well as the availability and cleanliness of rental carts, daily maintenance of the entire golf cart fleet, general janitorial duties around the clubhouse; which includes trash removal, mopping and cleaning restrooms and any other duties needed by the golf professionals. Some light manual labor may be expected at times.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Attend to the golf cart fleet
- Staging carts; cleaning, fueling and checking carts after each use and returning carts to staging area at the end of the day
- Ensure that carts are available for player use at all times, windshields are clean and seats dry
- Works closely with Pro Shop and Tournament staff to prepare for and conduct golf tournaments
- Ensure the cart barn and clubhouse area are kept orderly and clean, including trash receptacles, shoe brushes, doorways clear of leaves and grass. Wash station is to be clean – no grass or debris
- Assist with delivered items
- Report all cart damage immediately to supervisor or Pro Shop staff
- Use excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public
- Relieves other personnel at the golf course when necessary
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned

JOB DESCRIPTION

CITY OF JOPLIN

OUTSIDE SERVICE ATTENDANT

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with school employees, City employees and the general public.
- Good oral and written communication skills.

MATHEMATICAL ABILITY

- Ability to maintain records and files.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.
- Working knowledge of the rules of play.
- Ability to learn and enforce course policies, rules and regulations.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.
- Able to lift 50 lbs.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- Applicant must be 16 years of age or older.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

PARKS & RECREATION DEPARTMENT
ORDINANCE #:

APPROVED:
PAY RANGE: 500

COUNCIL BILL NO. 2019-603 ORDINANCE NO.

AN ORDINANCE approving the reclassifications of various positions for the Parks and Recreation Department.

WHEREAS, the City of Joplin desires to reclassify the Business Development Manager to a Recreation Manager, as well as a Seasonal Laborer in the Golf Course to an Outside Service Attendant within the Parks Department, and,

WHEREAS, having referred the subject matter of this Council Bill to the City Personnel Board and having received the favorable recommendation thereof.

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

Section 1. That various Parks and Recreation Department positions be reclassified as shown on Exhibit "A" attached hereto within the Salary Administration Plan of the City of Joplin.

Section 2. That various Parks and Recreation Department positions be reclassified as shown on Exhibit "B" attached hereto within the Salary Administration Plan for Part-Time Seasonals of the City of Joplin.

Section 3. That various job descriptions within the Parks and Recreation Department be revised and updated as shown on Exhibit "C" revised job descriptions of the City of Joplin attached hereto.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI this _____day of _____, 2019.

_____
Gary L. Shaw, Mayor

ATTEST:

_____
Barbara J. Gollhofer, City Clerk

APPROVE AS TO FORM:

_____
Peter C. Edwards, City Attorney