CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2019-605- Approving a job description change and reclassification of a position for the Public Works Department.

MEETING DATE
February 4, 2019

ORIGINATING DEPT
Human Resources Department

ATTACHMENTS
Council Bill No. 2019-605 Ordinance and Budget Amendment, Exhibit "A" Salary Administration Plan, Personnel Board meeting minutes, and supporting documents, Schedule "1" financial impact, and Exhibit "C" Revised Job Description

REVIEWED BY
Human Resources Department: David Allgood; Public Works Department Head: David Hertzberg; Finance Department: Leslie Haase; City Attorney: Peter Edwards; City Manager: Sam Anselm

SUMMARY
This Council Bill approves a change to reclassify and change the Job Description of the Capital Improvement Project Manager.

BACKGROUND
Capital Improvement Project Manager
Proposed changes to position: The position has a required certification as follows "Must possess a Professional Engineer's license; MO registration, as issued by the State Board of Registration for Professional Engineers, required within six months of employment". This requirement is being dropped. The salary range is dropping to compensate for the reduced requirements of the position. The current salary range at 340 will be dropped to salary range 320.
Reason for proposed changes: There is a lack of qualified applicants with both the engineering license and the project management experience. The staff believes that an applicant with a large amount of experience at managing many projects in a program can perform the program management duties. There will be some limitations due to the lack of an engineering license which is the reason the salary is being lowered.

FUNDING SOURCE
The fiscal year 2018-2019 is being amended to reflect the downgrade from 340 to 320 for the reclassification of the Capital Improvement Project Manager. The capital improvement sales tax budget is decreasing by $6,241.00.

RECOMMENDATION
Staff recommends approval of this council bill on first reading.

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

Exhibit C

JOB DESCRIPTION
CITY OF JOPLIN
CAPITAL IMPROVEMENT PROJECT MANAGER

TITLE: CAPITAL IMPROVEMENT PROJECT MANAGER

DEPARTMENT: PUBLIC WORKS DEPARTMENT

DESCRIPTION:
The objective of the Capital Improvement Project Manager is to assist in timely completion of the capital improvement projects identified in the Capital Improvement Program.

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.

- Attendance and dependability are extremely important in this position and requires a high level of confidentiality.

SPECIFIC 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.

Management:

- Under the direction of the Director of Public Works or Assistant Director of Public Works, coordinates, develops, manages and administers engineering design and construction oversight contracts and municipal construction contracts.
- Solves problems through research, analysis of City policies, and careful consideration of all alternatives, to obtain a cohesive and effective resolution.
- Provides support necessary to prioritize agenda and develop strategies for implementation.
- Expected to be a liaison between departments, consultants, contractors, project stakeholders and City Administration to ensure projects meet the desired outcome.
- Responsible for completing the appropriate selection process for consultant services to provide professional needs assessment, design and /or construction inspection services for various city projects.

Administration:

- Takes initiation with timely follow through to oversee the completion of engineering design tasks
- Checks bidding procedures and contract pay requests.
- Effectively coordinates among contractors, consultants and in-house staff to ensure all issues and conflicts on Capital Improvement Projects are resolved in a timely manner.
- Continually collects, prepares, and analyzes progress of Capital Improvement projects.
- Responsible for the effective project close-out to include, but not limited to any necessary change-order administration, final payment, ensuring input from end-users and consultants about the quality of work and resolving any noted discrepancies with contractor(s). This will be done by effective note-keeping and communication throughout the project.

Projects:

- Provides all necessary support by way of effective coordination in various activities related to Capital Improvement projects such as engineering design, right-of-way & easement acquisitions, construction and interactions with the property owners and the general public.
- Responsible for pre-bid administration of projects by ensuring consultant estimates either fit within budgets or follow established procedures for ensuring adequate funds to legally award bids, briefing Department Heads, City Administration and the City Council (as needed) on projects as necessary and/or as directed.
- Responsible for bid administration by working with consultants to make sure bids are clean, responsible and references are checked. Proper bid administration will ensure adequate funds are available and either ensure the availability of funds or working with consultants to recommend award on a financially feasible project. Further, this position will be responsible for ensuring not only affordability, but value (i.e., is this a good price for the project being delivered, or is there a better time or way to complete the project?)

Meetings/ Public Relations:

- Communicates goals and objectives while developing working relationships with both the private and public sectors.
- Facilitates liaison meetings with agencies to develop working relations, to tackle issues and to advance the City's interests.
- Present items to the City Council, or other appointed boards and commissions as needed. Responsible for timely and responsive service on behalf of the consultants and contractor(s) who are providing services to the City.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to participate effectively in all types of meetings.
- Effective at communication and mediation and resolution of competing desires.

MATHEMATICAL ABILITY

- Ability to make mathematical computations used for estimating, plan quantity take-offs, and pay application review.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to comprehend, retain, and apply City policies and State and Federal regulations.

PHYSICAL REQUIREMENTS

- The duties of this job may include physical activities such as climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office and outside environment.

ENVIRONMENTAL ADAPTABILITY

- Knowledge of effective planning and coordination techniques.
- Knowledge of Microsoft Office software.
- Skill in resolving problems or situations
- Very diligent and effective at staying on top of tasks, scheduling people and tasks and be relentless in support of the City's time, people and financial resources.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to comprehend the complexity of tasks and develop realistic timelines.
- Ability to effectively prioritize tasks for timely completion
- Ability to instruct and train in methods & procedures.
- Ability to respond to complaints and grievances.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

GENERAL QUALIFICATIONS:

- Graduation from a college or university with a degree in Civil Engineering or related discipline.
- Six years of experience in infrastructure design or construction, and project management in assigned area.
- A master's degree in Civil Engineering or related discipline may be substituted for one year of work experience.
- 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.

CERTIFICATION

- Must possess or obtain a valid Missouri Motor Vehicle Operator's License.

JOB DESCRIPTION
CITY OF JOPLIN
CAPITAL IMPROVEMENT PROJECT MANAGER

Employee Name (Please Print) _____ Date _____

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

Capital Impr Proj Manager (Range 340 to 320):

DESCRIPTION	BUDGET AMOUNT	RECLASSIFICATION AMOUNT	INCREASE/ (DECREASE)
REGULAR WAGES	52,802	47,760	(5,042)
CELL PHONE ALLOWANCE	626	626	-
DEFERRED COMP-ICMA	1,504	1,504	-
FAMILY DENTAL INSURANCE	595	595	-
DISABILITY INSURANCE	172	156	(16)
MEDICARE	789	693	(96)
SOCIAL SECURITY	3,375	2,961	(414)
FAMILY HEALTH INSURANCE	12,296	12,296	-
LIFE INSURANCE	112	101	(11)
LAGERS RETIREMENT	6,785	6,137	(648)
WORKER'S COMPENSATION	144	130	(14)
TOTAL ANNUAL IMPACT	79,200	72,959	(6,241)

Note: Budget amendment is a reduction of expenditures in the Capital Improvement Sales Tax Fund.

COUNCIL BILL NO. 2019-605 ORDINANCE NO.

AN ORDINANCE approving the reclassification of a position and a job description change for the Public Works Department; and, amending the Annual Budget of the City of Joplin for the Fiscal Year 2018-2019 as adopted by Ordinance 2018-145 on October 15, 2018.

WHEREAS, the City of Joplin desires to reclassify the Capital Improvement Project Manager from Salary Range 340 down to 320, and by changing the job description of the Capital Improvement Project Manager, 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 a Public Works Department position be reclassified as shown on Exhibit "A" attached hereto within the Salary Administration Plan of the City of Joplin.

Section 2. That the job description for Capital Improvement Project Manager within the Public Works Department be revised and updated as shown on Exhibit "C" revised job descriptions of the City of Joplin attached hereto.

Section 3. That fiscal year 2018-2019 budgeted appropriations as adopted by Ordinance 2018-145 be amended by decreasing appropriations by the total amount of Six Thousand Two Hundred Forty-One Dollars and No Cents ($6,241.00) as shown in Schedule "1", reclassification financial impact.

Section 4. That the Director of Finance is hereby directed to make all necessary entries on the City records to show the increase in appropriations.

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