COMPARED VERSION NEW ORDINANCE TO CODE BOOKS

ORDINANCE NO. 210656

Amending Chapter 2 of the Code of Ordinances of the Kansas City, Missouri, Classification and Compensation Plan, by repealing Section 2-1076 and enacting in lieu thereof section of like number and subject matter to create a Community Engagement Coordinator in the City's job classifications; and directing the City Manager to create a new job description that is specifically tailored for the job responsibilities of a Community Engagement Coordinator.

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Chapter 2, Code of Ordinances, entitled "Administration," relating to the Classification and Compensation Plan, is hereby amended by repealing Sections 2-1076 and enacting in lieu thereof new section of like number and subject matter, to read as follows:

Sec. 2-1076. Salary schedules for occupational group classified as clerical, fiscal, and administrative with class code, class title, and pay grade therein.

The following schedules are hereby adopted as the salary schedules for the following classes of positions as set out below by class code number, class title, and pay grade therein:

(1) (1) For those classes of positions within the managerial, professional, supervisory, and/or confidential group:

					•
CLASS		PAY	MONTHLY	MONTHLY	•
CODE	CLASS TITLE	GRADE	MINIMUM	MAXIMUM	4
-	-	-	-	-	4
(1XXX) C	LERICAL, FISCAL, AND ADMINISTRATIVE	-	-	-	4
		74	54	-	•
-,		- <u>-</u> -	- <u>-</u> -	4	•
1010	CLERICAL SUPERVISOR	M-G	2885	4656	•
1012	CUSTOMER SERVICE SUPERVISOR	M-H	3161	5103	•
1028	LEGAL SECRETARY	M-L	3353	5873	•
1030	PARALEGAL	M-J	3792	6120	•
1040U	ADMINISTRATIVE SECRETARY	-	3794	6769	•
1060U	ADMINISTRATIVE ASSISTANT TO THE JUDGES	-3.	3794	6769	•
1070U	ADMINISTRATIVE SECRETARY TO CITY COUNCIL	-	3794	6769	•
1071U	ASSISTANT TO ELECTED OFFICIAL	-	2865	8758	*
1113	SENIOR ACCOUNTANT	ME-F	4230	7534	•
1119	ACCOUNTANT	M-H	3161	5103	*
1121	ACCOUNTANT IL	M-L	3353	5873	•
1123U	INTERNAL AUDITOR		4945	8552	•
1125	AUDITOR	ME-E	3957	6769	4
1126	SENIOR AUDITOR	ME-F	4230	7534	*
1127	AUDIT MANAGER	ME-H	5719	10262	*

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1129U	CITY ALIDITAD		7567	14422	1
1139	CITY AUDITOR TAXPAYER SPECIALIST SUPERVISOR	M-L	3353	5873	
1141.	SENIOR MUNICIPAL REVENUE AGENT.	M-L	3353	5873	
1150	CITY TREASURER	ME-L	6195	11169	*
1152	RETIREMENT SYSTEM EXECUTIVE OFFICER	ME-J	7147	13601	•
1158	MANAGER OF CONSUMER SERVICES	ME-F.	4230	7534	─
1160	MANAGER OF REVENUES	ME-L	6195	11169	•
1165	MANAGER OF ACCOUNTS	ME-H	5719	10262	•
1166	CITY CONTROLLER	ME-L	6195	11169	•
1167.	MANAGER OF DEVELOPMENT FINANCE	ME-L	6195	11169	•
1171	FINANCIAL MANAGER	ME-H	5719	10262	•
1200U	DIRECTOR OF FINANCE		7567	14422	4
1301U	DIRECTOR OF GENERAL SERVICES	-,	7567	14422	4
1302U	DIRECTOR OF PUBLIC SAFETY	•	7567	14422	4
1307	STORES MANAGER	M-F.	2610	4213	4
1308	STORES SUPERVISOR	M-H	3161	5103	4
1309	PROCUREMENT OFFICER	M-G	2885	4656	4
1314	SENIOR PROCUREMENT OFFICER	ME-E	3957	6769	4
1312	PROCUREMENT MANAGER	ME-G	4945	8833	•
1315	ACQUISITION SPECIALIST.	M-H	3161	5103	4
1316	-	M-L	3353	5873	•
1335		ME-F	4230	7534	4
1413U	DIRECTOR OF AVIATION	<u> </u>	7567	22435	*
1420U	DIRECTOR OF PARKS & RECREATION	-	7567	14422	4
1510	GRAPHIC DESIGN SPECIALIST	M-J	3792	6120	•
1545	IT TECHNICIAN.	M-L	3353	5873	*
1546		M-J	3792	6120	*
1548U	CHIEF INFORMATION OFFICER		6368	12363	*
1552	IT ANALYST	M-K	4327	6830	*
1553	IT SENIOR ANALYST	ME-E	4350*	6886*	*
1558	IT SPECIALIST	ME-F	4400*	7534	*
1559	IT SENIOR SPECIALIST	ME-G	4945	8833	*
1561	IT MANAGER	ME-H	5719	10262	*
1562	IT SUPERVISOR	ME-G	4945	8833	*
1610	LEGAL INVESTIGATOR	M-L	3353	5873	*
1618	ASSISTANT CITY ATTORNEY	ME-G	4945	8833	*
1619	ASSOCIATE CITY ATTORNEY	ME-L	6195	11169	•
1623	CITY PROSECUTOR	ME-J	7147	13601	•
1624	FIRST ASSISTANT CITY PROSECUTOR	ME-I	6195	11169	
1627	SENIOR ASSOCIATE CITY ATTORNEY	ME-J	7147	13601	•
1629U	DEPUTY CITY ATTORNEY		7229	14422	
1630U	CITY ATTORNEY	-	7567	16115	•
1650	ADMINISTRATOR OF MUNICIPAL COURT	ME-J	7147	13601	•
1652	EVENT COORDINATOR	M-L	3353	5873	4
1655	CHIEF OF EVENT COORDINATION	ME-E	3957	6769	•
1660U	DIRECTOR, CONVENTION AND ENTERTAINMENT CENTERS		7567	14422	4
1679	ASSISTANT BUDGET OFFICER	ME-H	5719	10262	•
1680U	BUDGET OFFICER		6368	12175	4
1681	ANALYST	ME-E	3957	6769	•
1682	SENIOR ANALYST	ME-G	4945	8833	*

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1683	CHIEF ANALYTICS OFFICER	ME-H	5719	10262	•
1705	HUMAN RESOURCES SPECIALIST	M-J	3792	6120	•
1706	SENIOR HUMAN RESOURCES SPECIALIST	ME-G	4945	8833	•
1707	HUMAN RESOURCES MANAGER	ME-L	6195	11169	•
1708	HUMAN RESOURCES CONSULTANT	ME-E	3957	6769	•
1710U	DIRECTOR OF HUMAN RESOURCES		7567	14422	•
1716	MUNICIPAL INTERN	M-D	2500	3273	•
1717	MUNICIPAL MANAGEMENT TRAINEE	M-H	3161	5103	•
1719	ADMINISTRATIVE ASSISTANT	M-F	2610	4213	•
1723	SENIOR ADMINISTRATIVE ASSISTANT	M-L	3353	5873	•
<u>1724</u>	COMMUNITY ENGAGEMENT COORDINATOR	ME-E	<u>3957</u>	<u>6769</u>	
1726U	EXECUTIVE AIDE TO CITY MANAGER		3794	6769	•
1727U	EXECUTIVE AIDE TO MAYOR		3794	6769	•
1728U	EXECUTIVE SECRETARY TO CITY MANAGER		4945	8552	•
1729	ADMINISTRATIVE OFFICER	ME-E	4065*	6769	•
1732U	CHIEF DEPUTY CITY CLERK	<u> </u>	3794	6769	•
1733U	CITY CLERK		5362	10373	•
1734	ASST. TO DIRECTOR (ADMIN. SERV.)	ME-G	4945	8833	•
1735	ASST. TO DIRECTOR (BUSINESS AND SUPPORT)	ME-H	5719	10262	•
1736U	DEPUTY DIRECTOR	<u> </u>	6368	12363	•
1738	ASSISTANT TO THE CITY MANAGER	ME-H	5719	10262	•
1739	CITY COMMUNICATIONS OFFICER	ME-H	5719	10262	•
1744U	ASSISTANT CITY MANAGER		7567	14422	•
1745U	EXECUTIVE ASSISTANT TO MAYOR		7567	14422	•
1746U	-CHIEF EQUITY OFFICER	<u> </u>	6368	12363	4

Assistant to Elected Official, pay range for Council Assistant is \$2,865 - \$4,886

(2) For those classes of positions covered by the provisions of the memorandum of understanding between the city and Local 500-American Federation of State, County, and Municipal Employees.

CLASS_ CODE	CLASS TITLE	PAY GRADE	MONTHLY MINIMUM	MONTHLY MAXIMUM	4
(1XXX) CLE	RICAL, FISCAL, AND ADMINISTRATIVE			-,	4
			-	-	4
1007	CUSTOMER SERVICE REPRESENTATIVE	L-E	2568	4014	•
1008	CUSTOMER SERVICE SPECIALIST	L-F	2610	4171	
1020	INFORMATION PROCESSOR	L-D	2500	3273	4
1114	ACCOUNTING CLERK	L-E	2568	4014	4
1118	SENIOR ACCOUNTING CLERK	L-F	2610	4171	-
1132	MUNICIPAL REVENUE AGENT	L-H	3161	5103	-
1138	TAXPAYER SPECIALIST	L-lb	2487	5096	•

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^{*} These classifications have a higher minimum or maximum monthly salary.

1304	STOCK CLERK	L-E	2568	4014	4
1528	COMPUTER OPERATOR	L-F	2610	4171	4
1556	DISPATCHER	L-F	2610	4213	4
1608	MUNICIPAL COURT BAILIFF	L-E	2568	4014	4

U= - Unclassified position.

Section 2. That the City Manager shall create a new job description that is specifically tailored for the job responsibilities of the Community Engagement Coordinator that includes the following responsibilities:

- Inform and assist residents about the city charter, ordinances, and resolutions through a combination of responsive and outreach activities. This includes, but is not limited to, municipal, strategic planning programs, and City sponsored events.
- Coordinate with local City offices and committees in developing systems to effectively distribute information to community residents, with emphasis on 311 Call Center, DataKC, MyKCMO app, and Community Engagement University and work with other city departments to develop and maintain a MyKCMO citywide app to better provide city services including facilitating bill payment, reporting problems, providing feedback, viewing customized maps, tracking city events, and receiving up to date communications.
- Provide training to residents and neighborhood group on using Open Data and other tools
 to improve resident understanding of services available from the City and to track the
 city's performance in service delivery to Work with the 311-call center and other
 departments to maximize 311's ability to reach and assist residents in reporting problems
 and obtaining information about city services.
- Work with other city departments and community organizations to expand services under grants from the United States Department of Justice and assist residents with qualified language.
- Knowledge of primary City finances as well as local, federal, and state grants.
- Build and maintain relationships with individuals, neighborhoods, and representatives of community business and non-profit organizations.
- Must have strong communication skills to connect effectively with diverse audiences using appropriate communication channels.
- Ability to manage situations requiring de-escalation.
- Sound judgment and the ability to work with minimal direction.

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•	businesses to effectively and safely provide in person events/meet-ups.
•	Experience with digital application development.
•	Experience with community development or economic development.
	Approved as to form and legality:

Lana K. Torczon Assistant City Attorney