



Legislation Text

File #: 210656, Version: 1

COMMITTEE SUBSTITUTE FOR 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; and appropriating \$45,801.00 from the Unappropriated Fund Balance of the General Fund for this purpose.

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

| CLAS S CODE | PAY CLAGRADE | MONTH LY MINIMU M | MONTHLY MAXIMUM |
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| (1XXX) CLER FISCAL, AND ADMINISTRA | | | |

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| 1010 | C M-G L E R I C A L S U P E R V I S O R | 2885 | 4656 |
| 1012 | CM-H U S T O M E R S E R V I C E S U P E R V I S O R | 3161 | 5103 |
| 1028 | L M-I E G A L S E C R E T A R Y | 3353 | 5873 |

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| 1030 | P M-J | 3792 | 6120 |
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| 1060U | A D M I N I S T R A T I V E A S S I S T A N T T O T H E J U D G E S | 3794 | 6769 |
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| 1070U | A D M I N I S T R A T I V E S E C R E T A R Y T O C I T Y C O U N C I L | 3794 | 6769 |
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| 1071U | A S S I S T A N T T O E L E C T E D O F F I C I A L S E N I O R A C C O U N T A N T | 2865 | 8758 |
| 1113 | ME-F | 4230 | 7534 |
| 1119 | A M-H C C O U N T A N T | 3161 | 5103 |

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| 1121 | A M-I C C O U N T A N T | 3353 | 5873 |
| 1123U | I I N T E R N A L | 4945 | 8552 |
| 1125 | A U D I T O R A ME-E U D I T O R | 3957 | 6769 |
| 1126 | S ME-F E N I O R A U D I T O R | 4230 | 7534 |

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| 1127 | A ME-H U D I T | 5719 | 10262 |
| | M A N A G E R | | |
| 1129U | C I T Y | 7567 | 14422 |
| | A U D I T O R | | |
| 1139 | T M-I A X P A Y E R | 3353 | 5873 |
| | S P E C I A L I S T | | |
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| 1141 | S M-I E N I O R M U N I C I P A L R E V E N U E A G E N T | 3353 | 5873 |
| 1150 | C ME-I I T Y T R E A S U R E R | 6195 | 11169 |

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| 1152 | R ME-J | 7147 | 13601 |
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| 1158 | MME-F A N A G E R O F C O N S U M E R S E R V I C E S | 4230 | 7534 |
| 1160 | MME-I A N A G E R O F R E V E N U E S | 6195 | 11169 |

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| 1165 | MME-H | 5719 | 10262 |
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| 1200U | D I R E C T O R O F F I N A N C E D | 7567 | 14422 |
| 1301U | I R E C T O R O F G E N E R A L S E R V I C E S | 7567 | 14422 |

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| 1302U | D I R E C T O R O F P U B L I C S A F E T Y | 7567 | 14422 |
| 1307 | S M-F T O R E S M A N A G E R | 2610 | 4213 |
| 1308 | S M-H T O R E S S U P E R V I S O R | 3161 | 5103 |

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| 1309 | P M-G R O C U R E M E N T | 2885 | 4656 |
| 1314 | O F F I C E R S ME-E E N I O R P R O C U R E M E N T O F F I C E R | 3957 | 6769 |

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| 1312 | P ME-G R O C U R E M E N T M A N A G E R A M-H | 4945 | 8833 |
| 1315 | C Q U I S I T I O N S P E C I A L I S T | 3161 | 5103 |

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| 1316 | S M-I E N I O R A C Q U I S I T I O N S P E C I A L I S T B U I L D I N G M A N A G E R | 3353 | 5873 |
| 1335 | ME-F | 4230 | 7534 |

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| 1413U | D I R E C T O R O F A V I A T I O N D I R E C T O R O F P A R K S & R E C R E A T I O N | 7567 | 22435 |
| 1420U | | 7567 | 14422 |

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| 1510 | GM-J | 3792 | 6120 |
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| 1548U | C H I E F I N F O R M A T I O N O F F I C E R | 6368 | 12363 |
| 1552 | I M-K T A N A L Y S T | 4327 | 6830 |
| 1553 | I ME-E T S E N I O R A N A L Y S T | 4350* | 6886* |

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| 1558 | I T | ME-F | 4400* | 7534 |
| | S P E C I A L I S T | | | |
| 1559 | I T | ME-G | 4945 | 8833 |
| | S E N I O R | | | |
| | S P E C I A L I S T | | | |
| 1561 | I T | ME-H | 5719 | 10262 |
| | M A N A G E R | | | |
| 1562 | I T | ME-G | 4945 | 8833 |
| | S U P E R V I S O R | | | |

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| 1610 | L E G A L | 3353 | 5873 |
| | I N V E S T I G A T O R | | |
| 1618 | A ME-G S S I S T A N T | 4945 | 8833 |
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| 1619 | ' A ME-I S S O C I A T E C I T Y A T T O R N E Y C | 6195 | 11169 |
| 1623 | ME-J I T Y P R O S E C U T O R | 7147 | 13601 |

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| 1624 | IN F ME-I I R S T A S S I S T A N T C I T Y P R O S E C U T O R S ME-J E N I O R A S S O C I A T E C I T Y A T T O R N E Y | 6195 | 11169 |
| 1627 | | 7147 | 13601 |

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| 1629U | D E P U T Y C I T Y A T T O R N E Y C I T Y A T T O R N E Y | 7229 | 14422 |
| 1630U | | 7567 | 16115 |

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| 1650 | I A ME-J D M I N I S T R A T O R O F M U N I C I P A L C O U R T | 7147 | 13601 |
| 1652 | E M-I V E N T C O O R D I N A T O R | 3353 | 5873 |

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| 1655 | C ME-E | 3957 | 6769 |
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| 1679 | U A ME-H S S I S T A N T B U D G E T O F F I C E R | 5719 | 10262 |
| 1680U | B U D G E T O F F I C E R | 6368 | 12175 |
| 1681 | A ME-E N A L Y S T | 3957 | 6769 |
| 1682 | S ME-G E N I O R A N A L Y S T | 4945 | 8833 |

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| 1683 | I C ME-H H I E F A N A L Y T I C S O F F I C E R H M-J U M A N R E S O U R C E S S P E C I A L I S T | 5719 | 10262 |
| 1705 | | 3792 | 6120 |

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| 1706 | I S ME-G E N I O R H U M A N R E S O U R C E S S P E C I A L I S T | 4945 | 8833 |
| 1707 | H ME-I U M A N R E S O U R C E S M A N A G E D | 6195 | 11169 |

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| 1708 | H H U M A N R E S O U R C E S C O N S U L T A N T D I R E C T O R O F H U M A N R E S O U R C E S | 3957 | 6769 |
| 1710U | | 7567 | 14422 |

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| 1716 | S MM-D U N I C I P A L I N T E R N M M-H | 2500 | 3273 |
| 1717 | U N I C I P A L M A N A G E M E N T T R A I N E | 3161 | 5103 |

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| 1719 | E A M-F D M I N I S T R A T I V E | 2610 | 4213 |
| 1723 | A S S I S T A N T S M-I E N I O R A D M I N I S T R A T I V E A S S I S T A N T | 3353 | 5873 |

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| 1724 | I C ME-E | 3957 | 6769 |
| | O M M U N I T Y | | |
| | E N G A G E M E N T | | |
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| 1726U | N E X E C U T I V E A I D E T O C I T Y M A N A G E R E X E C U T I V E A I D E T O M A Y O R | 3794 | 6769 |
| 1727U | | 3794 | 6769 |

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| 1728U | R E X E C U T I V E S E C R E T A R Y T O C I T Y M A N A G E R A M E-E | 4945 | 8552 |
| 1729 | D M I N I S T R A T I V E O F F I C E S | 4065* | 6769 |

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| 1732U | R C H I E F | 3794 | 6769 |
| | D E P U T Y | | |
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| 1733U | C L E R K C I T Y C L E R ✓ | 5362 | 10373 |

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| 1734 | N A ME-G | 4945 | 8833 |
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| 1735 |) A ME-H S S T . T O D I R E C T O R (B U S I N E S S A N D S U P P O R T) D E P U T Y D I R E C T O R | 5719 | 10262 |
| 1736U | | 6368 | 12363 |

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| 1738 | K A ME-H S S I S T A N T T O T H E C I T Y M A N A G E R | 5719 | 10262 |
| 1739 | C ME-H I T Y C O M M U N I C A T I O N S O F F I C E | 5719 | 10262 |

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| 1744U | K A S S I S T A N T C I T Y M A N A G E R | 7567 | 14422 |
| 1745U | E X E C U T I V E A S S I S T A N T T O M A Y O R | 7567 | 14422 |

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

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

- (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 |
|--|---------------------------------|-----------|-----------------|-----------------|
| (1XXX) CLERICAL, FISCAL, AND ADMINISTRATIVE | | | | |
| 1007 | CUSTOMER SERVICE REPRESENTATIVE | L-E | 2568 | 4014 |
| 1008 | CUSTOMER SERVICE SPECIALIST | L-F | 2610 | 4171 |
| 1020 | INFORMATION PROCESSOR | L-D | 2500 | 3273 |
| 1114 | ACCOUNTING CLERK | L-E | 2568 | 4014 |
| 1118 | SENIOR ACCOUNTING CLERK | L-F | 2610 | 4171 |
| 1132 | MUNICIPAL REVENUE AGENT | L-H | 3161 | 5103 |
| 1138 | TAXPAYER SPECIALIST | L-Ib | 2487 | 5096 |
| 1304 | STOCK CLERK | L-E | 2568 | 4014 |
| 1528 | COMPUTER OPERATOR | L-F | 2610 | 4171 |
| 1556 | DISPATCHER | L-F | 2610 | 4213 |
| 1608 | MUNICIPAL COURT BAILIFF | L-E | 2568 | 4014 |

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.
- Ability to coordinate in person and digital outreach, including synchronization with local businesses to effectively and safely provide in person events/meet-ups.
- Experience with digital application development.
- Experience with community development or economic development.

Section 3. That the sum of \$45,801.00 is hereby appropriated from the Unappropriated Fund Balance of the General Fund to the following account:

22-1000-101200-A

Action Center

\$45,801.00

I hereby certify that there is a balance, otherwise unencumbered, to the credit of the appropriation to which the foregoing expenditure is to be charged, and a cash balance, otherwise unencumbered, in the treasury, to the credit of the fund from which payment is to be made, each sufficient to meet the obligation hereby incurred.

Tammy L. Queen
Director of Finance

Approved as to form and legality:

Lana K. Torczon
Assistant City Attorney