

1 Introduced May 8, 2012, by Councilwoman  
2 Harbison, seconded by Councilman Borchert,  
3 (by request of Administration)

4 **Item No. 12-05-2953**

5 **ORDINANCE NO. 3658**

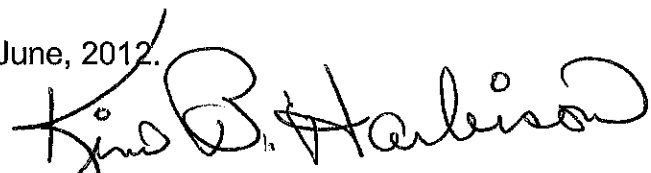
6  
7 An ordinance establishing a new permanent classified position in the Cultural  
8 and Public Affairs office entitled "Event Coordinator," deleting the permanent classified  
9 position entitled "Administrative Secretary", and approving the job description for the Event  
10 Coordinator and setting of pay grade for the same.

11 WHEREAS, the Slidell Civil Service Board, has approved a new classified  
12 position entitled "Event Coordinator" with job description, and has deleted the position of  
13 "Administrative Secretary" in the Cultural and Public Affairs office.  
14


15  
16 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does  
17 hereby establish the position of Event Coordinator, Pay Grade 8, and the related job  
18 description attached hereto and made a part hereof, and does further delete the classified  
19 position of Administrative Secretary.  
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21

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23 BE IT FURTHER ORDAINED that these amendments to the Civil Service  
24 staffing matrix shall be effective July 1, 2012.  
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26 **ADOPTED** this 12th day of June, 2012.

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29 Kim Harbison  
30 President of the Council  
31 Councilwoman-at-Large

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34 Freddy Drennan  
35 Mayor

36   
37 Thomas P. Reeves  
38 Council Administrator  
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DELIVERED	6/14/12	2:30 p.m.
		to the Mayor
RECEIVED	6/18/12	2:45 p.m.
		from the Mayor

# CIVIL SERVICE PERSONNEL MEMORANDUM



**To:** Tommy Reeves, Council Administrator  
**From:** D. René Johnson, Director of Civil Service Personnel  
**Date:** April 30, 2012  
**Subject:** Request for Creation of New Position of Event Coordinator

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The Civil Service Board, at its meeting on March 7, 2012, voted unanimously to create the new position Event Coordinator in grade 8 non-exempt.

This position is replacing the Administrative Secretary position in Cultural Affairs and is in the budget for Fiscal Year 2013. No change place prior to the new budget year. Please notify the Council of this Civil Service Board action. Please advise whether the Council will address this reclassification separately or in conjunction with the Budget Proposal for 2013.

Thank you for your assistance, and please give me a call if you have any questions or need further information.

**DRJ**

Attachments

cc: Sharon Howes, Finance Director



24. After the department head, is responsible for resolving after hours or emergency security alarm issues. Must be able to travel to the Cultural Center to investigate and resolve alarm issues.

### **SPECIAL REQUIREMENTS**

Must possess a valid Driver's License

### **TOOLS AND EQUIPMENT USED**

Multi-line phone; mainframe computer terminal; personal computer including word processing, spreadsheet and database software; copy machine; postage machine; fax machine; and calculator.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds, and must be able to lift, carry, climb and bend in conjunction with event setup and breakdown. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

1. Associate's Degree or equivalent work experience in hospitality/special events;
2. Three years minimum experience in special event production, food and beverage service;
3. Three years minimum experience in customer relations;
4. Past experience in fundraising, public interaction a plus.

Necessary Knowledge, Skills and Abilities:

1. Ability to effectively meet and deal with the public;
2. Ability to communicate effectively verbally and in writing;
3. Ability to compile and process event and vendor contracts and correspondence;
4. Ability to manage scheduling and procedures of part time staff;
5. Ability to handle stressful situations;
6. Ability to handle multiple tasks concurrently and meet deadlines;
7. Critical thinking and reasoning skills to adapt and make decisions as needed, especially during events;
8. Ability to type 65 WPM;
9. Working knowledge of computers and word processing, spreadsheet and data base software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Ability to achieve a score of 70% on Word and 50% on Excel;
10. Ability to perform accounting duties accurately;

11. Basic website content management skills.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**



February 21, 2012

Ms. Rene' Johnson  
Director, Civil Service Personnel  
City of Slidell  
P.O. Box 828  
Slidell, LA 70459

Dear Ms. Johnson,

The Waters Consulting Group, Inc. (WCG) has been asked to review and provide a recommendation regarding the classification of Events Coordinator based on a Job Description and Job Description Questionnaire provided for the position. The job description and Job Evaluation System for Non-Exempt Classified Employees were reviewed in order to make a recommendation for grade placement based upon internal equity.

Pay Grade classification for the Events Coordinator:

The point factor evaluation, developed from information provided in the Job Description and JDQ, supports classification of the Events Coordinator in pay grade eight (8) based upon the compensable factor ratings provided below.

<b>Compensable Factor</b>	<b>Score</b>	<b>Points</b>
Knowledge	4	96.00
Experience	5	120.00
Organizational Control	1	16.67
Human Relations Skills	5	100.00
Responsibility	4	120.00
Authority	5	85.71
Complexity	3	75.00
Working Conditions	4	40.00
<b>Total Points</b>		<b>653.38</b>

The following summaries of each job evaluation factor support the above compensable factor ratings for this position.

*Knowledge* – This position requires an associate's degree, which equates to the level two (4) educational rating.

*Experience* required, as indicated in the job description, is six (6) years of related experience, which warrants a five (5) rating.

The appropriate point factor rating for *organizational control* is a one (1), as this position has no formal supervisory responsibility. While the JDQ indicates that supervision of volunteers and museum and gallery staff is required, upon review of the essential functions there is no reference to formal supervision. Instead, there are discussions of the interactions this position has, which is evaluated in Human Relations.

The recommended rating for *human relations skills* is a five (5), as the incumbent in the position frequently interacts with individuals outside their reporting relationships on matters of importance in the coordination of events, which includes matters requiring persuasion (donations, fees for bands, etc).

The incumbent in the Events Coordinator position is accountable for work of their immediate unit with a significant possible impact; so the recommended rating for *responsibility* is four (4).

The recommended rating for *authority* is five (5). Based on documentation reviewed, the Events Coordinator non-standardized assignments at their discretion and is limited only by following general procedures.

The *complexity* of this position warrants a rating of three (3), as the work involves the application of standard practices and procedures within the work unit.

The incumbent in this position works is occasionally (seasonally) exposed to unsatisfactory working conditions with occasional physical effort; so the recommended rating for *working conditions* is four (4).

The resulting total point-factor score of 653.38 falls within the point range for non-exempt pay grade eight (8).

Please contact me if you have questions or need additional information.

Sincerely,

TL Cox  
Director of E-Solutions and Senior Consultant