

1 Introduced May 28, 2019, by Councilwoman
2 Harbison, seconded by Councilman Borchert,
3 (by request of Administration)

4 **Item No. 19-05-3283**

5 **ORDINANCE NO. 3951**

6
7 An ordinance establishing a new Unclassified Salary Structure for the City of
8 Slidell for FY2020.

9
10 WHEREAS, the City Administration and Compensation Task Force have
11 worked together to develop a new pay plan for the unclassified employees of the City of
12 Slidell; and

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14 WHEREAS, an Unclassified Salary Structure for the City of Slidell, also
15 referred to as the Open Range Salary Matrix for unclassified employees, has been
16 formulated consisting of ten (10) grades with a Minimum, Mid-Point and Maximum, and an
17 average 61.8% percent range difference between minimum and maximum as set forth in
18 Exhibit A attached hereto and made part hereof entitled "Unclassified Salary Structure for
19 FY 2020"; and

20
21 WHEREAS, the City Administration has reviewed and updated specific
22 unclassified positions as set forth in Exhibit B attached hereto and made a part hereof
23 entitled "Unclassified Position Descriptions, Requirements, and Qualifications."

24
25 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does
26 hereby adopt the Unclassified Salary Structure for the City of Slidell for FY2020, as set
27 forth in Exhibit A attached hereto and made a part hereof, including the "Unclassified
28 Position Descriptions, Requirements, and Qualifications" as set forth in Exhibit B attached
29 hereto and made a part hereof.
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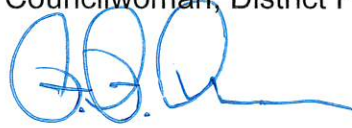
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4 BE IT FURTHER ORDAINED that any unclassified Pay Plan in contradiction
5
6 herewith is hereby rescinded.

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9 **ADOPTED** this 25th day of June, 2019.

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11 Kim Harbison
12 President of the Council
13 Councilwoman, District F

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15 Greg Cromer
16 Mayor

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21 Thomas P. Reeves
22 Council Administrator

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DELIVERED	7/1/19
9:15 am	to the Mayor
RECEIVED	7/2/19
1:30 pm	from the Mayor

Unclassified Salary Structure
Effective for FY 2020

Monthly

Grade	Min	1st Quartile	Mid	3rd Quartile	Max
46	\$ 2,220	\$ 2,696	\$ 3,172	\$ 3,648	\$ 4,124
79	\$ 2,775	\$ 3,370	\$ 3,966	\$ 4,560	\$ 5,155
81	\$ 3,441	\$ 4,014	\$ 4,586	\$ 5,160	\$ 5,734
82	\$ 3,957	\$ 4,618	\$ 5,278	\$ 5,938	\$ 6,597
83	\$ 4,552	\$ 5,310	\$ 6,068	\$ 6,828	\$ 7,587
84	\$ 5,235	\$ 6,107	\$ 6,980	\$ 7,852	\$ 8,724
85	\$ 6,020	\$ 7,023	\$ 8,027	\$ 9,030	\$ 10,033
86	\$ 6,923	\$ 8,076	\$ 9,230	\$ 10,384	\$ 11,537
87	\$ 7,476	\$ 8,722	\$ 9,968	\$ 11,215	\$ 12,461
88	\$ 8,074	\$ 9,420	\$ 10,766	\$ 12,112	\$ 13,458

Hourly

Grade	Min	1st Quartile	Mid	3rd Quartile	Max
46	\$ 12.81	\$ 15.56	\$ 18.30	\$ 21.05	\$ 23.79
79	\$ 16.01	\$ 19.45	\$ 22.88	\$ 26.31	\$ 29.74
81	\$ 19.85	\$ 23.16	\$ 26.46	\$ 29.77	\$ 33.08
82	\$ 22.83	\$ 26.64	\$ 30.45	\$ 34.26	\$ 38.06
83	\$ 26.26	\$ 30.64	\$ 35.01	\$ 39.39	\$ 43.77
84	\$ 30.20	\$ 35.24	\$ 40.27	\$ 45.30	\$ 50.33
85	\$ 34.73	\$ 40.52	\$ 46.31	\$ 52.10	\$ 57.88
86	\$ 39.94	\$ 46.60	\$ 53.25	\$ 59.91	\$ 66.56
87	\$ 43.13	\$ 50.32	\$ 57.51	\$ 64.70	\$ 71.89
88	\$ 46.58	\$ 54.35	\$ 62.11	\$ 69.88	\$ 77.64

Annual

Grade	Min	1st Quartile	Mid	3rd Quartile	Max
46	\$ 26,645	\$ 32,354	\$ 38,064	\$ 43,774	\$ 49,483
79	\$ 33,301	\$ 40,446	\$ 47,590	\$ 54,725	\$ 61,859
81	\$ 41,288	\$ 48,162	\$ 55,037	\$ 61,922	\$ 68,806
82	\$ 47,486	\$ 55,411	\$ 63,336	\$ 71,250	\$ 79,165
83	\$ 54,621	\$ 63,721	\$ 72,821	\$ 81,931	\$ 91,042
84	\$ 62,816	\$ 73,289	\$ 83,762	\$ 94,224	\$ 104,686
85	\$ 72,238	\$ 84,282	\$ 96,325	\$ 108,358	\$ 120,390
86	\$ 83,075	\$ 96,918	\$ 110,760	\$ 124,602	\$ 138,445
87	\$ 89,710	\$ 104,666	\$ 119,621	\$ 134,576	\$ 149,531
88	\$ 96,886	\$ 113,038	\$ 129,189	\$ 145,340	\$ 161,491

46 Secretary to CAO
 46 Secretary to the Mayor
 79 City Council Executive Asst.
 79 Exec Assistant To The Mayor
 79 Executive Asst To Cos
 81 Airport Manager
81 Ombudsperson
 82 Dir Cultural & Public Affairs
 83 Director Parks & Recreation

84 Council Administrator
84 Director of Building Safety
85 Director of Planning
86 Deputy Chief Of Staff
 86 Director Public Operations
 87 City Attorney
87 City Engineer
 87 Director Of Engineering
 87 Director Of Finance
 88 Chief Of Staff

UNCLASSIFIED POSITION DESCRIPTIONS, REQUIREMENTS, AND QUALIFICATIONS

New Positions

- 81 **Ombudsperson:** The Ombud is the City of Slidell's public advocate that provides an understanding of city ordinances, codes, procedures and processes. The Ombud serves as advocate for fairness, source of support and information and acts as liaison between citizens, businesses owners, consultants, contractors, suppliers and customers and engaging in mutually beneficial solutions for Community Partnerships, Neighborhood Engagement, Neighborhood Associations, Associations / Clubs, and Internal/External Processes. The Ombud will educate constituents, consultants and contractors in order to efficiently navigate city processes and services. The Ombud should possess skills and personal attributes as follows: capacity to maintain integrity, confidentiality, open minded with goals and objectives, possess communication, interpersonal and problem solving skills, the ability to analyze and gather information, experience in resolving conflicts, a thorough understanding regarding strategic thinking and decision making. Two years of college and/or five years of progressively responsible related experience preferred.
- 86 **Deputy Chief of Staff:** Works under the direction of the Chief of Staff. Performs Administrative duties including accountability for the following: parks and recreation, building safety, planning and permits, neighborhood empowerment, airport and public operations and other related duties as assigned. Public operations responsibilities include the following: budgets, resources and day-to-day direction of the municipal personnel and monitoring the work performance (with the assistance of superintendents and other supervisors) including: public works, utilities, property and wastewater treatment. Job duties are of a highly professional nature. Possesses a thorough knowledge of the City Ordinances, Personnel Policies and Civil Service Rules and Regulations. Minimum education: B.S or B.A. or equivalent municipal operations experience required (i.e., four years of equivalent municipal operations experience satisfies one year of college education). Five years of progressively responsible leadership experience in municipal operation required.
- 87 **City Engineer:** Senior level position with full accountability for the Department of Engineering, Planning, and Building Safety. Position functions as the chief engineer for the City of Slidell. The City Engineer oversees most large-scale public works endeavors and manages consultants and contracts relating to capital street, drainage, public utility and other public building projects. Scope of duties includes personnel management and capital project and budget preparation and review. Position requires seasoned technical, managerial, problem solving and "priority balancing" abilities. Written and verbal skills imperative; B.S. in Engineering required, plus professional registration as a professional engineer. Minimum three to six years' experience in relevant fields required.

Existing Positions (Edited expanding responsibility)

- 87 **Director of Engineering:** Full accountability for the Department of Engineering. Position functions as the chief engineer for the City of Slidell. The director of engineering oversees most public works endeavors and manages consultants and contracts relating to capital street, drainage, public utility and other public building projects. Scope of duties includes personnel management and capital project and budget preparation and review. Position requires technical, managerial, problem solving and "priority balancing" abilities. Written and verbal skills imperative; B.S. in Engineering required, plus professional registration as a professional engineer. Minimum three to six years' experience in relevant fields required.

- 86 **Director of Public Operations:** Directs personnel, budgets and resources for municipal Department of Public Operations. Department consists of the Offices of Property Maintenance, Public Utilities, Public Works, Water & Wastewater Treatment, and Airport Operations. This position has primary supervisory authority and responsibility within the respective municipal service and provides direction and supervision to employees in the named municipal services. The incumbent within this classification typically manages and monitors work performance with the assistance of managers, superintendents and other supervisors. Requires a B.A. or B.S. and five years of progressively responsible management or municipal operations experience.
- 85 **Director of Planning:** Performs highly, critical, technical and complex work in the administration of Zoning and Subdivision Ordinance. Provides staff support for the Planning and Zoning Commissions and the Board of Zoning Adjustments. Also administers Sign Ordinance and the City's Protected Tree Ordinance. Frequent involvement in zoning interpretation and day-to-day public relations/problem solving. The Director is also very active in annexation and economic development issues. May represent Mayor, meet with City Council, participates in special ad-hoc committees, conduct research and other essential duties. Minimum ten years progressively responsible experience in community planning, two of which must have been at director's level, plus B.S./B.A. in planning, urban studies, or related field is required; Master's degree may substitute for two years' experience. AICP certification required.
- 84 **Director of Building Safety:** responsible for the technical, legal and managerial operations of the department. Has direct accountability for approval/denial of building permits and code enforcement. High public visibility which demands the knowledge, skill and temperament to work with irate citizens, building contractors, etc. Must have skill and knowledge to review technical codes, building plans and perform construction inspections. Five years' experience in residential and commercial construction, drafting blueprints, reading and math are required position prerequisites. Director should also have related college or technical school education in construction and industrial technology. Director should be designated a Certified Building Official by the Council of American Building Officials.
- 83 **Director of Parks & Recreation:** Direct responsibility for the organization, direction, scheduling, and leadership of city employees and community volunteers associated with operations, maintenance and development of the City's parks and associated grounds, Keep Slidell Beautiful and recreation programs. Requires well-developed organizational skills combined with the talent to handle multiple priorities while working with diverse interest groups and individuals. Incumbent organizes multiple city events (i.e., Summer Recreation Program, Christmas Under the Stars and City Golf Championship, etc.). Highly developed people skills, three or more years in municipal or related recreation and parks experience, plus B.A. or B.S. or related education.

Existing Positions (Unchanged)

- 88 **Chief of Staff:** High Level administrative and executive position with responsibilities that include second in command of the executive branch of City Government, serves as acting mayor plus has full accountability for the following City departments: Finance, Engineering, Human Resources, Planning, Building Safety and Permits, Public Operations, Parks and Recreation, Cultural & Public Affairs, and Airport Management. Ability to balance and weigh multiple objectives and to set priorities in changing environment is critical. The day-to-day operations and effectiveness of the City are directly impacted by this position. Minimum education: B.S. or B.A. and either a M.A., M.S., M.P.A. or M.B.A.; other relevant graduate work helpful. At least five years progressively responsible experience in municipal government expected.

- 87 **Director of Finance:** Senior level position responsible for all fiscal matters of the City. Heavy accountability for budget preparation, analysis control and reporting throughout the year, plus year-end financial statements. Supervises finance, data processing and purchasing divisions. Makes substantial managerial and financial contribution to the City. B.S.; C.P.A. or other appropriate professional designation required, plus four or more years of governmental (or related) experience.
- 87 **City Attorney:** Senior level position which requires a highly seasoned individual in the professional field of legal work. Responsible for a broad legal area of assignments that cover a wide range of difficult and complex problems and issues which have in many cases, a crucial impact on the City. Legal areas range from policy issues, to cases involving large sums of money. The position serves as the chief legal advisor for all departments and agencies of the City. The position receives minimal supervision and guidance. J.D., admission to the Louisiana Bar and five years of legal experience required.
- 86 **Asst. Chief of Staff:** Works under the direction of the Chief of Staff. Performs Administrative duties involving business development, legal, financial and cultural and public affairs, public relations, and other related duties as assigned. Job duties are of a highly professional nature. Possesses a thorough knowledge of the laws and regulations controlling the office of the Mayor, to include municipal ordinances, state and federal laws and civil service rules and regulations. Serves as second in command in the absence of the Mayor and the CAO. Minimum education: B.S or B.A. required. Five years of progressively responsible experience in municipal government required. Masters level degree preferred.
- 84 **Council Administrator:** Complex executive position requiring the ability to accurately and timely evaluate and balance the interests of multiple groups, departments, individuals and councilmen to serve the best interest of the City. Exerts strong influence on budget, policy, rules and procedures which impact the City. Analytical ability, judgment and patience are critical position requirements. M.B.A. or equivalent education plus five or more years' experience in similar position required.
- 82 **Director of Cultural & Public Affairs:** Primary duties require a broad range of interpersonal skills to provide on-going cultural community programs; develops and implements public policy regarding the arts and quality of life issues, plus provides critical technical assistance to non-profit organizations throughout the City. Handles department general administration, budgeting, program development, implementation, grant and proposal research writing and follow-up. Occasionally acts as a liaison between state and federal agencies. Responsible for one part-time and two full-time staff members plus over 200 volunteers. Director acts as Public information and Public Relations Officer for the City. Position requires a minimum of five years' experience, plus a college degree.
- 81 **Airport Manager:** Broad responsibility under minimal direction to control airport expenses, manage and direct personnel and outside contractors. High emphasis placed on safety and public goodwill. Interlaces regularly with Airport Aviation consultants, the State Aviation's Office, the FAA Regional Office and the DOTD Aviation Division. Prior aviation (military or civilian) experience, and a college degree in aviation management, business management or related field required, plus two years of airport experience.

- 79 **Executive Asst. to the Chief of Staff:** Mid-level position that provides principal administrative and secretarial support for the Chief of Staff's Office, including the Assistant and/or Deputy Chief of Staff. Maintains a highly positive and responsive involvement in the day-to-day activities of the Chief of Staff's office and associated interrelations with the public. Often works with little supervision, represents the Chief of Staff's Office at public functions and organizes, schedules and promotes City projects initiated by the Mayor's office. Excellent organizational and communication (written and verbal) skills required. Two years of college and five years of progressively responsible experience are required.
- 79 **Executive Asst. to the Mayor:** Mid-level position that provides principal administrative/secretarial support to Mayor's Office and also supervises clerical staff. Maintains a close and highly responsive relationship to the day-to-day activities of the Mayor and his office. Often works with little supervision, represents Mayor at public functions, organizes, manages and promotes City projects initiated by Mayor. Excellent written and verbal skills required, plus high organizational ability. Two years of college and five years of progressively responsible experience are required.
- 79 **Executive Asst. to the Council:** Mid-Level position that provides principal secretarial/administrative support to Council Administrator. Maintains a close and highly responsive relationship with nine elected City Council members, one appointed Council Administrator, and nine-member Slidell Ethics Board. Attends council meetings and takes meeting minutes, performs research assignments as requested, and conducts phone surveys. Position requires highly developed people skills, organizational abilities to maintain an extensive filing system for ordinances, resolutions, minutes and council archives. Must work with a high degree of accuracy and confidentiality. Computer literacy, 70 wpm typing, two to four years' college training and three to five years' work experience in the same or similar position.
- 46 **Secretary to the Mayor:** This position involves the performance of responsible, administrative secretarial work in providing top-level clerical and management assistance to a higher-level organizational executive. The Secretary performs work that involves the independent responsibility for performing certain office management and other administrative functions. A High School diploma is required. Some college education is helpful. Should type 65 wpm and must be able to take dictation at a level designated by the Hiring Authority. Computer literacy is absolutely necessary.
- 46 **Secretary to Council:** This position involves the performance of responsible, administrative secretarial work in providing top-level clerical and management assistance to a higher-level organizational executive. The Secretary performs work that involves the independent responsibility for performing certain office management and other administrative functions. A High School diploma is required. Some college education is helpful. Should type 65 wpm and must be able to take dictation at a level designated by the Hiring Authority. Computer literacy is absolutely necessary.