

1 Introduced November 23, 2021, by  
2 Councilwoman Denham, seconded by  
3 Councilman Dunham, (by request of  
4 Administration)

5 **Item No. 21-11-3392**

6 **ORDINANCE NO. 4050**

7  
8 An ordinance establishing an updated Classified Salary Structure/Matrix for the  
9 City of Slidell.

10  
11 WHEREAS, the City has conducted a review of its Classified Salary  
12 Structure/Matrix; and

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14 WHEREAS, based on its review, the City wishes to update its current  
15 Classified Salary Structure/Matrix to provide for a consolidated restatement of same, as  
16 set forth below; and

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19 WHEREAS, the City also wishes to set forth position descriptions,  
20 requirements, and qualifications statements for new or modified positions reflected in the  
21 new Classified Salary Structure/Matrix; and

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24 WHEREAS, the proposed changes have been reviewed and approved by the  
25 Civil Service Board.

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27 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does  
28 hereby adopt the Classified Salary Structure/Matrix as set forth on the attached Exhibit A  
29 and the related position descriptions, requirements, and qualifications statements, for new  
30 or modified positions, as set forth on the attached *in globo* Exhibit B. This ordinance shall  
31 become effective upon adoption. This Classified Salary Structure/Matrix, and the related  
32 new or modified descriptions, requirements, and qualifications statements, shall continue  
33 on in effect until such time as they may be later modified or rescinded. Any prior  
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1 **ORDINANCE NO. 4050**  
2 **ITEM NO. 21-11-3392**  
3 **PAGE 2**

4 contradictory classified salary structure/matrix and position descriptions, requirements, and  
5 qualifications for the City's classified positions are hereby rescinded.  
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8 **ADOPTED** this 21<sup>st</sup> day of December, 2021.

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11 Leslie Denham  
12 President of the Council  
13 Councilwoman, District A

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15 Greg Cromer  
16 Mayor

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20 Thomas P. Reeves  
21 Council Administrator

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DELIVERED	12/29/21
	8:15 am to the Mayor
RECEIVED	1/6/22
8:45	from the Mayor

# EXHIBIT A

City of Slidell  
Classified Matrix  
2022 Supplemental Budget

Classification Title	Job Class Code(E/NE)	New Grade	Hrly Min	Hrly 1st Quartile	Hrly Mid	Hrly 3rd Quartile	Hrly Max	New Grade	Min	Mid	Max	
HELPER	9038	(NE)	4	\$8.31	\$10.39	\$12.47	\$14.55	\$16.62	4	\$17,284.80	\$25,937.60	\$34,569.60
MUSEUM ASSISTANT	9090	(NE)										
GENERAL CLERK	0015	(NE)	5	\$9.33	\$11.46	\$13.76	\$16.05	\$18.34	5	\$19,406.40	\$28,620.80	\$38,147.20
LABORER	3041	(NE)										
OPERATOR IN TRAINING	0091	(NE)										
POLICE CLERK	0021	(NE)										
ACCOUNTS CLERK	0013	(NE)	6	\$9.82	\$12.28	\$14.73	\$17.19	\$19.64	6	\$20,425.60	\$30,638.40	\$40,851.20
LINEMAN SERVICE TECH	3100	(NE)										
ASST SUPERVISOR, SCG	0216	(NE)	7	\$10.41	\$12.66	\$15.50	\$18.17	\$20.83	7	\$21,652.80	\$32,240.00	\$43,326.40
KENNEL TECHNICIAN	0043	(NE)										
MAINTENANCE TECHNICIAN	3044	(NE)										
PERMIT TECH	0020	(NE)										
DATA COORDINATOR	0052	(NE)	8	\$11.14	\$13.73	\$16.58	\$19.45	\$22.28	8	\$23,171.20	\$34,486.40	\$46,342.40
LEGAL CLERK	0089	(NE)										
LT DUTY EQUIPT OPR- PW/REC	0114	(NE)										
POLICE SECRETARY	0023	(NE)										
SECRETARY	0012	(NE)										
SENIOR ACCOUNTS CLERK	0011	(NE)										
TREATMENT PLANT OPERATOR I	3092	(NE)										
VEHICLE MECHANIC	3058	(NE)										
ANIMAL CONTROL OFFICER II	0046	(NE)	9	\$12.68	\$14.74	\$17.85	\$20.96	\$24.07	9	\$26,374.40	\$37,128.00	\$50,065.60
ELECTRICIAN	0053	(NE)										
EQUIPMENT OPERATOR PU/PW	4115	(NE)										
HUMAN RESOURCE ASSISTANT	0214	(NE)										
SCHOOL CROSSING GUARD SPVR.	0104	(NE)										
UTILITY TECHNICIAN	3014	(NE)										
WAREHOUSE SPECIALIST	0049	(NE)										
ANIMAL CONTROL OFFICER I	0121	(NE)	10	\$13.08	\$15.83	\$19.22	\$23.11	\$26.00	10	\$27,206.40	\$39,977.60	\$54,080.00
ACCOUNTING SPECIALIST	0209	(NE)										
ADMINISTRATIVE SECRETARY	0010	(NE)										
CODE ENFORCEMENT OFFICER	2306	(NE)										
CRIME SCENE/EVIDENCE TECHNICA	0225	(NE)										
GREASE TRAP INSPECTOR	0108	(NE)										
PLANNING ASSISTANT	1769	(NE)										
PROPERTY MAINT. INSPECTOR	0204	(NE)										
PUMP MECHANIC	3048	(NE)										
SENIOR VEHICLE MECHANIC	3063	(NE)										
TREATMENT PLANT OPERATOR II	3093	(NE)										
BUYER	0051	(NE)	11	\$13.70	\$17.01	\$20.70	\$24.40	\$28.09	11	\$28,496.00	\$43,056.00	\$58,427.20
CHEMIST	0066	(NE)										
HORTICULTURIST	0047	(NE)										
PROF. STANDARDS MANAGER	0022	(NE)										
SR PERMITS COORDINATOR	0131	(NE)										
TRAINING COORDINATOR	0133	(NE)										
TREATMENT PLANT OPERATOR III	3094	(NE)										
UTILITY LINE LOCATER	0116	(NE)										
WATER TREATMENT TECHNICIAN	0050	(NE)										
WELDER/FABRICATOR	0065	(NE)										
ACCOUNTANT I	0206	(NE)	12	\$14.25	\$18.21	\$22.16	\$26.12	\$30.07	12	\$29,640.00	\$46,092.80	\$62,545.60
ADMINISTRATIVE ASSISTANT	0075	(NE)										
CODE ENFORCEMENT SUPERVISOR	0107	(NE)										
FACILITIES MAINT ENGINEER	4137	(NE)										
FACILITIES MAINT ENGINEER-PT	9037	(NE)										
GIS ANALYST	0042	(E)										
HEAVY EQUIPMENT MECHANIC	3062	(NE)										
INSPECTOR I	3097	(NE)										
MAINTENANCE ELECTRICIAN	3438	(NE)										
PLANNER I	0069	(NE)										
SR EQUIPMENT OPERATOR PW/PU	3009	(NE)										
SR TREATMENT PLANT OPERATOR	3064	(NE)										
ACCOUNTANT II	0201	(NE)	13	\$15.25	\$19.75	\$24.25	\$28.75	\$33.25	13	\$31,720.00	\$50,440.00	\$69,160.00
ENGINEERING FIELD REP.	0067	(NE)										
INSPECTOR II	3005	(NE)										
LEGAL SECRETARY III	3105	(NE)										
PC SUPPORT SPECIALIST	0572	(NE)										
SECRETARY TO THE CHIEF OF POL.	0027	(NE)										
SENIOR ANIMAL CONTROL OFFICER	0057	(NE)										
SENIOR ELECTRICIAN	0700	(NE)										
SR FACILITIES MAINT. ENGINEER	4139	(NE)										
TECHNOLOGY SUPPORT SPECIALIST	0072	(NE)										

Classification Title	Job Class Code(E/NE)	New Grade	Hrly Min	Hrly 1st Quartile	Hrly Mid	Hrly 3rd Quartile	Hrly Max	New Grade	Min	Mid	Max	
CHEMIST II	0095	(NE)	14	\$16.77	\$21.48	\$26.18	\$30.88	\$36.56	14	\$34,881.60	\$54,454.40	\$76,044.80
CREW CHIEF	3061	(NE)										
CROSS CONNECT CNTRL SPECIALIST	0109	(NE)										
ENGINEERING INSPECTOR	0102	(NE)										
HEAVY EQUIPMENT OPER PW/PU	3007	(NE)										
INSPECTOR III	3103	(NE)										
LEGAL ASSISTANT	0130	(NE)										
MEDIA SPECIALIST	0055	(NE)										
ANIMAL CONTROL SUPERVISOR	0059	(NE)	15	\$18.44	\$23.98	\$29.51	\$35.05	\$40.57	15	\$38,355.20	\$61,380.80	\$84,385.60
CHIEF ELECTRICIAN	0071	(NE)										
CHIEF OPERATOR	3096	(NE)										
ENGINEER I	0081	(E)										
FACILITIES MANAGER	0037	(E)										
GRANTS ADMINISTRATOR	0207	(E)										
HUMAN RESOURCE MANAGER	0127	(E)										
MARKETING & SPEC EVENTS COORD	3215	(E)										
PLANNER II	0128	(NE)										
RISK MANAGEMENT SPECIALIST	0126	(E)										
SENIOR ACCOUNTANT I	0201	(E)										
SENIOR BUYER	0106	(NE)										
SHOP FOREMAN	0132	(NE)										
ASSISTANT SUPERINTENDANT	3004	(NE)	16	\$20.28	\$26.37	\$32.45	\$38.54	\$44.62	16	\$42,182.40	\$67,496.00	\$92,809.60
ASST DIRECTOR OF KEEP SLIDELL BEAUTIFUL	0070	(E)										
ASST DIRECTOR PARKS & REC	0076	(E)										
ASST. CHIEF BUILDING OFFICAL	2302	(NE)										
ENGINEER II	2750	(E)										
FACILITIES MANAGER-DISA	4138	(E)										
FLEET MANAGER	3077	(E)										
GIS MANAGER	0086	(NE)										
SENIOR CREW CHIEF	3073	(NE)										
ASST DIR OF FACILITIES OPS	4180	(NE)	17	\$22.93	\$29.81	\$36.69	\$43.57	\$50.45	17	\$47,694.40	\$76,315.20	\$104,936.00
ASST DIRECTOR ENGINEERING	0079	(E)										
CBO/CFM	3111	(E)										
ENGINEER III	2751	(E)										
PLANNER III	0129	(NE)										
PURCHASING AGENT	0082	(E)										
RISK INSURANCE MANAGER	0083	(E)										
SENIOR ACCOUNTANT II	0006	(E)										
SUPERINTENDANT	3003	(E)										
ASST DIRECTOR OF FINANCE	3002	(E)	18	\$25.91	\$33.69	\$41.46	\$49.23	\$57.00	18	\$53,892.80	\$86,236.80	\$118,560.00
ASST DIRECTOR OF PLANNING	0101	(E)										
ASST DIRECTOR PUBLIC OPS	0080	(E)										
DIRECTOR OF CIVIL SERVICE	0085	(E)										
EXEC OFF/ADMIN ASST TO CHIEF	0035	(E)										
INFO SYSTEMS MANAGER	0084	(E)										
INTERNAL AUDITOR	0203	(E)										
OPS & SYSTEMS MANAGER	0174	(E)										

**POSITION DESCRIPTION**

<b>Class. Title:</b> Engineer I	<b>Effective Date:</b> October 7, 2021
	<b>Pay Grade:</b> 15
<b>Department:</b> Engineering	<b>FLSA:</b> Exempt

**GENERAL PURPOSE**

Emphasis on small project i.e. under \$150,000; performs complex and professional engineering work for environmental, water, sewer, street, drainage, traffic, and other public projects and programs ensuring technical competence and compliance with all current codes and criteria. May serve as a Project Manager.

**SUPERVISION RECEIVED**

Under the general supervision of the Director or Asst. Director

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists the reviews of private project development plans, including plans and drainage detention calculation analyses, for compliance with codes, regulations, and other federal, state, and local requirements .
2. Determines applicable codes, regulations, and requirements for assigned projects.
3. Assist the preparation of, or develops, engineering plans and specifications for quotes (projects with construction cost less than \$150,000), coordinates with Purchasing Agent in soliciting quotes from qualified contractors, reviews construction quotes and makes necessary recommendations based on lowest quote.
4. Assists in project management for the construction of capital projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
5. Assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans.
6. Maintains the engineering library and infrastructure records.
7. Assures as-built records of projects are obtained and properly filed.
8. Assists in field investigations and data acquisition/ analysis in response to administration or public inquiries, then prepares a report of findings including, if applicable, an engineering cost estimate for feasible alternatives.
9. Assists in the reviews of development permits, utility permits, street use permits, culvert permits, and franchise utility permits.
10. Maintains regular contact with consulting engineers, construction project engineers, City, parish, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
11. Assists in the evaluation of transportation and traffic impacts of development permits.
12. Under the City Engineer's supervisions, prepares traffic, utility, and other studies and reports, as requested by the Administration or regulatory agencies.
13. Assists the City Engineer in maintenance and compliance with the city's storm water permit, including preparation of annual reports and inspections.

Position Description - Engineer

14. Assists the City Engineer in administering the city's annual maintenance contract, including issuance of work directives and resolving unforeseen conditions in the field.

**Other Responsibilities:**

1. Coordinates inspection, maintenance, and enforcement programs.
2. Attends pre-bid, preconstruction, and progress meetings.
3. Monitors inter-governmental actions affecting public works projects.
4. Assists in the training of other city personnel in public works design and construction techniques.
5. Performs other work-related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

1. Graduation from a four-year LA accredited college or university with a degree in civil engineering or a closely related engineering field.
2. Prefer one year previous professional civil engineering experience; however, recent college graduate without experience is acceptable
3. Any equivalent combination of education and experience.
4. Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting, as well as considerable knowledge of applicable City policies, laws, and regulations affecting municipal activities;
5. Skill in arriving at cost estimates on municipal projects.
6. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
7. Ability to conduct necessary engineering research and compile comprehensive reports.
8. Must possess a valid State driver's license or have the ability to obtain one prior to employment;
9. Registration as a Engineer In Training (EIT);
10. Must be physically capable of moving about on construction work sites and under adverse field conditions.

**TOOLS AND EQUIPMENT USED**

Included but not limited to: motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

Position Description - Engineer

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**NON-PHYSICAL DEMANDS**

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

**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.

While performing the duties of this job, the employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness, poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

**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.**

Approval: Marianne White  
Civil Service Director

Approval: [Signature]  
Department Director

## POSITION DESCRIPTION

<b>Class. Title:</b> Engineer II	<b>Effective Date:</b> October 7, 2021
	<b>Pay Grade:</b> 16
<b>Department:</b> Engineering	<b>FLSA:</b> Exempt

### GENERAL PURPOSE

Emphasis on small project i.e. under \$150,000; performs complex and professional engineering work for environmental, water, sewer, street, drainage, traffic, and other public projects and programs ensuring technical competence and compliance with all current codes and criteria. May serve as a Project Manager.

### SUPERVISION RECEIVED

Under the general supervision of the Director or Asst. Director

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs the reviews of private project development plans, including plans and drainage detention calculation analyses, for compliance with codes, regulations, and other federal, state, and local requirements.
2. Determines applicable codes, regulations, and requirements for assigned projects.
3. Performs the preparation of, or develops, engineering plans and specifications for quotes (projects with construction cost less than \$150,000), coordinates with Purchasing Agent in soliciting quotes from qualified contractors, reviews construction quotes and makes necessary recommendations based on lowest quote.
4. Performs project management for the construction of capital projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
5. Performs the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans.
6. Maintains the engineering library and infrastructure records.
7. Assures as-built records of projects are obtained and properly filed.
8. Performs or supervises field investigations and data acquisition/ analysis in response to administration or public inquiries, then prepares a report of findings including, if applicable, an engineering cost estimate for feasible alternatives.
9. Reviews and approves development permits, utility permits, street use permits, culvert permits, and franchise utility permits.
10. Maintains regular contact with consulting engineers, construction project engineers, City, parish, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
11. Performs the evaluation of transportation and traffic impacts of development permits.
12. Under the City Engineer's supervisions, prepares traffic, utility, and other studies and reports, as requested by the Administration or regulatory agencies.
13. Assists the City Engineer in maintenance and compliance with the city's storm water permit, including preparation of annual reports and inspections.



Position Description - Engineer

14. Assists the City Engineer in administering the city's annual maintenance contract, including issuance of work directives and resolving unforeseen conditions in the field.

**Other Responsibilities:**

1. Coordinates inspection, maintenance, and enforcement programs.
2. Attends pre-bid, preconstruction, and progress meetings.
3. Monitors inter-governmental actions affecting public works projects.
4. Assists in the training of other city personnel in public works design and construction techniques.
5. Performs other work-related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

1. Graduation from a four-year LA accredited college or university with a degree in civil engineering or a closely related engineering field.
2. Five-year previous civil engineering experience;
3. Any equivalent combination of education and experience.
4. Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting, as well as considerable knowledge of applicable City policies, laws, and regulations affecting municipal activities;
5. Skill in arriving at cost estimates on municipal projects.
6. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
7. Ability to conduct necessary engineering research and compile comprehensive reports.
8. Must possess a valid State driver's license or have the ability to obtain one prior to employment;
9. Registration as an Engineer In Training (EIT);
10. Must be physically capable of moving about on construction work sites and under adverse field conditions.

**TOOLS AND EQUIPMENT USED**

Included but not limited to: motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**NON-PHYSICAL DEMANDS**

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

**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.

While performing the duties of this job, the employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness, poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

**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.**

Approval: Marianne White  
Civil Service Director

Approval: [Signature]  
Department Director

## POSITION DESCRIPTION

<b>Class. Title:</b> Engineer III	<b>Effective Date:</b> October 7, 2021
	<b>Pay Grade:</b> 17
<b>Department:</b> Engineering	<b>FLSA:</b> Exempt

### GENERAL PURPOSE

Professional Engineer requiring technical knowledge of small to large-scale public works/public utilities projects. Emphasis on large project i.e. over \$150,000; performs complex and professional engineering work for environmental, water, sewer, street, drainage, traffic, and other public projects and programs ensuring technical competence and compliance with all current codes and criteria. May serve as a Project Manager.

### SUPERVISION RECEIVED

Under the general supervision of the Director or Asst. Director

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises the reviews of private project development plans, including plans and drainage detention calculation analyses, for compliance with codes, regulations, and other federal, state, and local requirements.
2. Determines applicable codes, regulations, and requirements for assigned projects.
3. Supervises the preparation of, or develops, engineering plans and specifications for quotes (projects with construction cost less than \$150,000), coordinates with Purchasing Agent in soliciting quotes from qualified contractors, reviews construction quotes and makes necessary recommendations based on lowest quote.
4. Supervises project management for the construction of capital projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
5. Supervises the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans.
6. Maintains the engineering library and infrastructure records.
7. Assures as-built records of projects are obtained and properly filed.
8. Supervises field investigations and data acquisition/ analysis in response to administration or public inquiries, then prepares a report of findings including, if applicable, an engineering cost estimate for feasible alternatives.
9. Reviews and approves development permits, utility permits, street use permits, culvert permits, and franchise utility permits.
10. Maintains regular contact with consulting engineers, construction project engineers, City, parish, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
11. Supervises the evaluation of transportation and traffic impacts of development permits.
12. Under the City Engineer's supervisions, prepares traffic, utility, and other studies and reports, as requested by the Administration or regulatory agencies.

Position Description - Engineer

13. Assists the City Engineer in maintenance and compliance with the city's storm water permit, including preparation of annual reports and inspections.
14. Assists the City Engineer in administering the city's annual maintenance contract, including issuance of work directives and resolving unforeseen conditions in the field.

**Other Responsibilities:**

1. Coordinates inspection, maintenance, and enforcement programs.
2. Attends pre-bid, preconstruction, and progress meetings.
3. Monitors inter-governmental actions affecting public works projects.
4. Assists in the training of other city personnel in public works design and construction techniques.
5. Performs other work-related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

1. Graduation from a four-year LA accredited college or university with a degree in civil engineering or a closely related engineering field.
2. Ten-year previous professional civil engineering experience;
3. Any equivalent combination of education and experience.
4. Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting, as well as considerable knowledge of applicable City policies, laws, and regulations affecting municipal activities;
5. Skill in arriving at cost estimates on municipal projects.
6. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
7. Ability to conduct necessary engineering research and compile comprehensive reports.
8. Must possess a valid State driver's license or have the ability to obtain one prior to employment;
9. Registration as a Professional Engineer (P.E.);
10. Must be physically capable of moving about on construction work sites and under adverse field conditions.

**TOOLS AND EQUIPMENT USED**

Included but not limited to: motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

Position Description - Engineer

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**NON-PHYSICAL DEMANDS**

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

**WORK ENVIRONMENT**

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**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.**

Approval: Marianne White Approval:   
Civil Service Director Department Director

## POSITION DESCRIPTION

**Class. Title:** Senior Accountant I

**Effective Date:** October 7, 2021

**Department:** Finance

**Pay Grade:** 15

**FLSA:** Exempt

### **General Purpose:**

The purpose of this classification is to achieve proper and accurate financial reporting for the City of Slidell, and to adhere to the GASB (Governmental Accounting Standards Board).

### **Supervision Received:**

Works under the general supervision of the Senior Accountant II, Assistant Director of Finance, or the Director of Finance.

### **Supervision Exercised:**

Supervision exercised over Accountant I, Accountant II, and clerical personnel within the Finance Department.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Produces monthly financial statements: Verifies all monthly accruals have been inputted; performs an analytical review of each statement of revenues, expenditures and changes in fund balance; pulls together all necessary cost centers and funds into the monthly summary.
2. Implements proper and accurate financial reporting: Verifies all monthly accruals have been inputted; performs an analytical review of each Statement of Revenues, expenditures and changes in fund balance; pulls together all necessary cost centers and funds into the monthly summary.
3. Assists with the annual audit: Assists in closing the books; produces lead sheets; makes any closing AJEs needed; helps auditors with possible questions; helps perform testing to assure accurate reporting.
4. Assists with special projects as needed: Assists with any special projects that may arise.
5. Produces annual financial statements: Follows GASBs and stays up to date with new pronouncements; obtains accurate information needed for reporting; makes all necessary AJEs (Adjusting Journal Entries) needed for government-wide reporting.

### **Additional Duties and Responsibilities:**

Performs other related duties as required.

### **Minimum Qualifications:**

1. Bachelor's Degree in Accounting or a related field and three (3) years of accounting experience required or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.
2. At least one (1) year of governmental accounting experience required.

**Specific License or Certification Required:** CPA licensure preferred but not required.

### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

### **Special Requirements:**

May be required to work overtime or adjust hours to address problems with end-of-day balancing.

### **Tools And Equipment Used:**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

### **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 occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. 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.

**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.**

Approval: Marianne White  
Civil Service Director

Approval: Bl. [Signature]  
Department Director



## POSITION DESCRIPTION

**Class. Title:** Senior Accountant II

**Effective Date:** October 7, 2021

**Department:** Finance

**Pay Grade:** 17

**FLSA:** Exempt

### **General Purpose:**

The purpose of this classification is to achieve proper and accurate financial reporting for the City of Slidell, and to adhere to the GASB (Governmental Accounting Standards Board).

### **Supervision Received:**

Works under the general supervision of the Assistant Director of Finance or the Director of Finance.

### **Supervision Exercised:**

Supervision exercised over all Accountants and clerical personnel within the Finance Department.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Produces monthly financial statements: Verifies all monthly accruals have been inputted; performs an analytical review of each statement of revenues, expenditures and changes in fund balance; pulls together all necessary cost centers and funds into the monthly summary.
2. Implements proper and accurate financial reporting: Verifies all monthly accruals have been inputted; performs an analytical review of each Statement of Revenues, expenditures and changes in fund balance; pulls together all necessary cost centers and funds into the monthly summary.
3. Assists with the annual audit: Assists in closing the books; produces lead sheets; makes any closing AJEs needed; helps auditors with possible questions; helps perform testing to assure accurate reporting.
4. Assists with special projects as needed: Assists with any special projects that may arise.
5. Produces annual financial statements: Follows GASBs and stays up to date with new pronouncements; obtains accurate information needed for reporting; makes all necessary AJEs (Adjusting Journal Entries) needed for government-wide reporting.

### **Additional Duties and Responsibilities:**

Performs other related duties as required.

### **Minimum Qualifications:**

1. Bachelor's Degree in Accounting or a related field and four (4) years of accounting experience required or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.
2. At least two (2) years of governmental accounting experience required.

**Specific License or Certification Required:** CPA licensure preferred but not required.

### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

### **Special Requirements:**

May be required to work overtime or adjust hours to address problems with end-of-day balancing.

### **Tools And Equipment Used:**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

### **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 occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. 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.

**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.**

Approval: Marianne White

Civil Service Director

Approval: Bl. [Signature]

Department Director

## POSITION DESCRIPTION

**Class. Title:** Accountant I

**Effective Date:** October 7, 2021

**Department:** Finance

**Pay Grade:** 12

**FLSA:** Exempt

### **General Purpose:**

The purpose of this classification is to control the budget, prepare financial statements, and keep record of the fixed assets of the City of Slidell.

### **Supervision Received:**

Works under the general supervision of the Senior Accountant I and II, Assistant Director of Finance, or the Director of Finance.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Assists in creating and maintaining the budget to ensure the City of Slidell budget is fiscally sound and prudent from year to year.
2. Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
3. Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
4. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
5. Assists with the preparation of regular and special budget reports.
6. Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
7. Assists with annual audit.
8. Assists with preparing annual audit workpapers
9. Assists with providing every department with sufficient funds to operate efficiently.
10. Establish tables of accounts and assign entries to proper accounts.
11. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements.
12. Perform monthly bank reconciliations.

### **Additional Duties and Responsibilities:**

Performs other related duties as required.

**Minimum Qualifications:**

1. Bachelor's Degree in Accounting or a related field required; supplemented by one year of experience in finance or accounting; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** None

**Necessary Knowledge, Skills and Abilities:**

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

**SPECIAL REQUIREMENTS**

May be required to work overtime or adjust hours to address problems with end-of-day balancing.

**TOOLS AND EQUIPMENT USED**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

**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 occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. 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.

**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.**

Approval: Marianne White

Civil Service Director

Approval: BL. EL.

Department Director

**POSITION DESCRIPTION**

**Class. Title: Accountant II**

**Effective Date: October 7, 2021**

**Department: Finance**

**Pay Grade: 13**

**FSLA: Exempt**

**General Purpose:**

The purpose of this classification is to control the budget, prepare financial statements, and keep record of the fixed assets of the City of Slidell.

**Supervision Received:**

Works under the general supervision of the Senior Accountant I and II, Assistant Director of Finance, or the Director of Finance.

**Essential Duties and Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Creates and maintains the budget to ensure the City of Slidell budget is fiscally sound and prudent from year to year.
2. Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
3. Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
4. Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
5. Direct the preparation of regular and special budget reports.
6. Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
7. Assists with annual audit.
8. Assists with preparing annual audit workpapers.
9. Provides every department with sufficient funds to operate efficiently.
10. Keeps records of physical inventory and ensures that inventory over \$500 is accurate and accounted for.
11. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
12. Report to management regarding the finances of establishment.
13. Establish tables of accounts and assign entries to proper accounts.
14. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
15. Perform monthly accruals.

16. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements.
17. Perform monthly bank reconciliations.
18. Provides assistance and instruction as needed to an Accountant I.

**Additional Duties and Responsibilities:**

Performs other related duties as required.

**Minimum Qualifications:**

1. Bachelor's Degree in Accounting or a related field and one (1) year of accounting experience required or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** None

**Necessary Knowledge, Skills and Abilities:**

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

**SPECIAL REQUIREMENTS**

May be required to work overtime or adjust hours to address problems with end-of-day balancing.

**TOOLS AND EQUIPMENT USED**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

**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 occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls;



and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. 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.

### **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.**

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Approval: Marianne White

Civil Service Director

Approval: Bl. W.

Department Director

## POSITION DESCRIPTION

**Class. Title: Internal Auditor**

**Effective Date: October 7, 2021**

**Department: Finance**

**Pay Grade: 18**

**FLSA: Exempt**

### **General Purpose:**

The candidate for this position must have advance knowledge of contemporary governmental auditing and accounting theories, principals, practices and procedures. Working knowledge of laws, ordinances, and regulations relating to the financial operations of St. Bernard Parish departments and agencies. Basic knowledge of electronic data processing procedures. Effective communication skills, both oral and written, on a routine basis with employees and the general public alike. The ability to establish and maintain effective working relationships with public officials and employees.

The auditor is responsible for the timely execution of risk-based internal audits in accordance with the annual audit plan, as well as assisting with audit matters and projects.

### **Supervision Received:**

Works under the general supervision of the Assistant Director of Finance or the Director of Finance.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Conduct risk assessment of assigned department or functional area in established/required timeline.
2. Establish risk-based audit programs.
3. Determine scope of review in conjunction with the CAO and Finance Director.
4. Conduct audit testing of specified area and identify reportable issues and dimension of risk.
5. Verbally communicate findings to senior management and draft comprehensive and complete report of audit area.
6. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation as well as provide suggestions for improvement.
7. Review the suitability of internal control design.
8. Verifies assets and liabilities by comparing items to documentation.
9. Completes audit work papers by documenting audit tests and findings.
10. Appraises adequacy of internal control systems by completing audit questionnaires.
11. Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

12. Communicates audit findings by preparing a final report; discussing findings with auditees.
13. Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
14. Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
15. Verbally communicate findings to senior management and draft comprehensive and complete report of audit area.
16. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
17. Contributes to team effort by accomplishing related results as needed.
18. Key liaison with Parish external auditors for all audit work papers, financial statements, uniform guidance testing, and any other audits or AUP.
19. During the external audit, coordinates and assists the finance department in regards to providing correct and reliable information to the auditors as requested. Also, responsible for making sure the turnaround for all audit requests is timely.
20. Performs any other duties required by the Chief Administration Officer.
21. Thorough knowledge of governmental accounting principles and governmental auditing standards and procedures and ability to apply such knowledge to accounting transactions.

**Non-Essential Functions:**

1. While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.
2. Performs data entry tasks.
3. May be required to perform other duties as related to this position, based upon the needs of the department

**Additional Duties and Responsibilities:**

Performs other related duties as required.

**Minimum Qualifications:**

1. Bachelor's Degree in Accounting or a related field and five (5) or more years performing governmental audits.
2. Certified Public Accountant or Certified Internal Auditor preferred.

**Necessary Knowledge, Skills and Abilities:**

1. Knowledge in at least one (1) of the following areas: budgeting, fixed asset accounting, payroll, grants accounting, utilities accounting, or general ledger.
2. Working knowledge of computers and electronic data processing, including spreadsheets; working

- knowledge of modern office practices and procedures;
3. Skill in operating listed tools and equipment.
  4. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

**Tools And Equipment Used:**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

**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 occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. 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.

**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.**

Approval: Marianne White  
Civil Service Director

Approval: BL. [Signature]  
Department Director