

Introduced March 27th, 1979 by
Councilman Martinez, seconded by
Councilman Caruso and amended May
8th, 1979 by Councilman Wood and
Councilman Throop

Item Number 79-3-39

ORDINANCE
No. 1167

Municipal Employees Civil Service Pay Plan

AN ORDINANCE amending and restating Ordinance Number 1146,
adopted February 28th, 1979, a pay plan for Municipal Employees Civil
Service of the City of Slidell, to provide for salary increase as
increases as approved by Ordinance Number 1149, adopted March 19th, 1979,
and to add Class Codes 0032, 0033, 8003 and 8004 and by changing Class
Codes 0802 and 2000.

BE IT ENACTED BY THE SLIDELL CITY COUNCIL of the City of
Slifell, Louisiana in legal session convened, that:

SECTION 1. The pay plan for the Municipal Employees Civil
Service of the City of Slidell is hereby enacted as follows:

<u>CLASS CODE</u>	<u>CLASSIFICATION</u>	<u>RANGES (MIN. TO MAX.)</u>		
		<u>HOURLY RATES</u>	<u>WEEKLY SALARIED</u>	<u>ANNUAL SALARY</u>
0011	Assistant Supt. Sewerage		\$247.54 308.68	\$12,872.08 16,051.36
0021	Foreman, Labor	\$6.09 7.29		\$12,667.20 15,163.20
0030	Equipment Operator I	\$3.69 4.89		\$ 7,675.20 10,171.20
0031	Equipment Operator II	\$5.04 6.24		\$10,483.20 12,979.20
0032	Construction Worker	\$5.29 6.49		\$11,003.20 13,499.20
0033	Construction Worker, Helper	\$4.04 5.24		\$ 8,403.20 10,899.20
0050	Waste Collector	\$3.84 5.04		\$ 7,987.20 10,483.20
0060	Laborer	\$3.39 4.59		\$ 7,051.20 9,547.20
0061	Custodial Worker	\$3.39 4.59		\$ 7,051.20 9,547.20

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CLASS CODE	CLASSIFICATION	HOURLY RATES	WEEKLY SALARIED	ANNUAL SALARY
1				
2				
3				\$11,523.20
4	0071 Asst. Sewerage	\$5.54		14,019.20
5	Plant Operator	6.74		
6				\$ 7,987.20
7	0072 Lab Technician	\$3.84		10,483.20
8		5.04		
9				\$ 8,507.20
10	0073 Sewerage Plant	\$4.09		11,003.20
11	Attendant	5.29		
12			\$203.85	\$10,600.20
13	0080 Building		262.79	13,665.08
14	Inspector			
15			\$288.47	\$15,000.44
16	0081 Electrical		351.64	18,285.28
17	Inspector			
18			\$276.93	\$14,400.00
19	0082 Plumbing		339.52	17,655.04
20	Inspector			
21				\$11,523.20
22	0083 Electrician I	\$5.54		14,019.20
23		6.74		
24				\$13,083.20
25	0084 Electrician II	\$6.29		15,579.20
26		7.49		
27				\$ 7,883.20
28	0085 Helper	\$3.79		10,379.20
29	Electrician	4.99		
30				\$ 8,507.20
31	0090 General Maintenance	\$4.09		11,003.20
32	Worker	5.29		
33				\$ 7,051.20
34	0091 Maintenance	\$3.39		\$ 9,547.20
35	Worker	4.59		
36				\$ 7,051.20
37	0101 Head Tennis Court	\$3.39		9,547.20
38	Attendant	4.59		
39				\$ 6,843.20
40	0102 Tennis Court	\$3.29		9,339.20
41	Attendant	4.49		
42			\$213.47	\$11,100.44
43	0201 Assistant to		272.89	14,190.28
44	City Engineer			
45			\$247.54	\$12,872.08
46	0301 Purchasing		308.68	16,051.36
47	Agent			
48			\$191.38	\$ 9,952.00
49	0302 Buyer		249.72	12,984.40
50				
51			\$126.93	\$ 6,600.36
52	0402 City Services		182.02	9,465.04
53	Clerk			
54			\$219.52-	\$11,415.04-
55	0502 Warehouse		279.25	14,521.00
56	Manager			
57			\$126.93-	\$ 6,600.36-
58	0601 Deputy Sales Tax		182.02	9,465.04
59	Collector			
60			\$175.00-	\$ 9,100.00-
61	0700 Assistant to		232.50	12,090.00
62	Finance Director			
63				
64				
65				
66				
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68				

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CLASS CODE	CLASSIFICATION	RANGES (MIN. TO MAX.)		
		HOURLY RATES	WEEKLY SALARIED	ANNUAL SALARY
0701	Head Cashier		\$144.23- 200.20	\$ 7,499.96- 10,410.40
0702	Accounts Payable Clerk		\$144.23- 200.20	\$ 7,500.00- 10,410.40
0703	Accounting Clerk		\$132.70- 188.08	\$ 6,900.40- 9,780.16
0704	Cashier		\$126.93- 182.02	\$ 6,600.36- 9,465.04
0802	Key punch Operator		\$126.93- 182.02	\$ 6,600.36- 9,465.04
0901	Personnel Assistant		\$155.77- 212.31	\$ 8,100.04- 11,040.12
0903	Insurance Clerk		\$126.93- 182.02	\$ 6,600.36- 9,465.04
1003	Dispatcher, Automotive Equipment	\$3.39- 4.59		\$ 7,051.20- 9,547.20
1101	Cement Mason	\$3.79- 4.99		\$ 7,883.20- 10,379.20
1201	Traffic Sign	\$3.64- 4.84		\$ 7,571.20- 10,067.20
1301	Mobile TV Technician	\$5.04- 6.24		\$10,483.20- 12,979.20
1302	Assistant to TV Technician	\$3.59- 4.79		\$ 7,467.20- 9,963.20
1401	Water Meter Reader	\$3.39- 4.59		\$ 7,051.20- 9,547.20
1402	Messenger	\$3.39- 4.59		\$ 7,051.20- 9,547.20
2000	Clerk	\$3.29- 4.49		\$ 6,843.20- 9,339.20
2001	Clerk Typist		\$126.93- 182.02	\$ 6,600.36- 9,465.04
2003	Permit Clerk		\$132.70- 188.08	\$ 6,900.40- 9,780.16
2004	Office Clerk		\$121.16- 175.97	\$ 6,240.16- 8,959.28
3001	Secretary		\$139.62- 195.35	\$ 7,240.64- 10,083.20

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CLASS CODE	CLASSIFICATION	RANGES (MIN. TO MAX.)		
		HOURLY RATES	WEEKLY SALARIED	ANNUAL SALARY
3002	Legal Secretary		\$144.23- 200.20	\$ 7,499.96- 10,410.40
8002	Humane Assistant	\$3.84- 5.04		\$ 7,987.20- 10,483.20
8003	Assistant Super. Animal Control	\$4.09- 5.29		\$ 8,507.20- 11,003.20
8004	Humane Coordinator	\$3.79- 4.99		\$ 7,883.20- 10,379.20
9001	Mechanic	\$5.29- 6.49		\$11,003.20- 13,499.20
9002	Mechanic Helper	\$3.39- 4.59		\$ 7,051.20- 9,547.20
9003	Pump Mechanic	\$4.79- 5.99		\$ 9,963.20- 12,459.20

NOTE:

Salaried Employees

Hourly Employees

Monthly

Yearly

Per Hour

Yearly

**	90 Days	\$25.00	\$300.00	.10 cents	\$208.00
	Step 1	5%		.15 cents	\$312.00
	Step 2	\$20.00	\$240.00	.10 cents	\$208.00
	Step 3	\$20.00	\$240.00	.10 cents	\$208.00
	Step 4	\$25.00	\$300.00	.13 cents	\$270.40
	Step 5	\$25.00	\$300.00	.13 cents	\$270.40
	Step 6	\$30.00	\$360.00	.15 cents	\$312.00
	Step 7	\$30.00	\$360.00	.15 cents	\$312.00
	Step 8	\$35.00	\$420.00	.19 cents	\$395.20

Longevity to be added when applicable as defined below:

Salaried Employees

Hourly Employees

Service Time Monthly Yearly

Per Hour Yearly

** 10 Years \$40.00 \$480.00

.23 cents \$478.40

** 12 Years \$45.00 \$540.00

.25 cents \$520.00

** Denotes automatic raises.

Step raises are on merit.



CITY OF SLIDELL

MUNICIPAL EMPLOYEES CIVIL SERVICE BOARD

DIRECTOR

MEMBERS
DONALD CROCKETT
HARRY DEYO
ELDRIDGE DUGAS
R. BRUCE OLIVIER
PAUL W. ROBERTSON

MEMORANDUM TO: All Councilmen

SUBJECT: Proposed Amendment to Pay Plan

DATE February 9, 1979

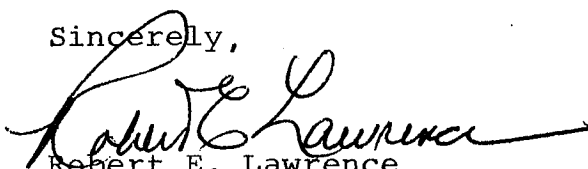
The proposed amendment to the Pay Plan, Ordinance 1085, is an updating resulting from reclassification of several positions within the classified service. This procedure is authorized by Rule III, Section 1 of the Rules and Regulations. Under this procedure, reclassification is warranted when the scope and nature of the employees' duties materially increase as certified by the Supervisor. Additional funding will not be required as increases will be absorbed within the existing departmental budget. The following changes are requested:

<u>Class Code</u>	<u>Classification</u>	<u>Change To</u>
0084	Ass't. Electrician \$4.50 hr.	0083 Electrician I \$5.25 hr.
0083	Electrician \$6.00 hr.	0084 Electrician II \$6.00 hr.
-	None-new classification	0704 Cashier \$115 week
0060	Laborer \$3.10 hr.	0072 Lab Technician \$3.55 hr.
0091	Maintenance Wkr. \$3.10 hr.	0073 Sewerage Plant Attendant \$3.80 hr.

If additional information is required, please advise and I will furnish whatever is needed.

As this will be a recurring action from time to time, additional space has been left on each page for future insertions. This will reduce time and effort by correcting only the page involved instead of retyping the entire ordinance.

Sincerely,


Robert E. Lawrence
Director

REL:dl

Enclosures: Job Descriptions
Minutes of Civil Service Board

2065 SECOND STREET • P. O. BOX 828 • SLIDELL, LOUISIANA 70459 • PHONE 641-0517



CITY OF SLIDELL

MUNICIPAL EMPLOYEES CIVIL SERVICE BOARD

ROBERT E. LAWRENCE

DIRECTOR

MEMBERS
DONALD CROCKETT
HARRY DEYO
ELRIDGE DUGAS
R. BRUCE OLIVIER
PAUL W. ROBERTSON

MINUTES

February 6, 1979

Minutes of a regular meeting held on the above date at 9:30 A.M. in the Conference Room, City Hall, Slidell, Louisiana. This meeting was in compliance with the Sunshine Law.

The Chairman called the meeting to order.

Members present:

Donald Crockett
Paul Robertson
Bruce Olivier
Billie Spiers

Also present were several members of the public.

The first item on the agenda was a request to upgrade the Humane Clerk, Class Code 2000, from Range 1 to Range 6 in the pay plan. A letter was received by all the Board members from Councilman Judith Wood indicating her intent to introduce an ordinance to raise that particular pay grade from Range 1 to Range 6. Under the Civil Service Rules, it must be concurred by the Board before it is sent for Council action. Mr. Crockett said that he would like to go on record that he was not in favor of a piecemeal raise.

After discussion motion was made by Mr. Olivier and seconded by Mr. Robertson that the request be denied.

4 Ayes 0 Nays

Motion carried.

The second item on the agenda was a reclassification from Maintenance Worker, Class Code 0091, \$3.55 hour to Sewerage Plant Attendant, Class Code 0073, \$3.80 in the Sewerage Treatment Plant Department. After discussion motion was made by Mr. Olivier and seconded by Mrs. Spiers to accept the reclassification as written.

4 Ayes 0 Nays

Motion carried.

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The third item on the agenda was a request for the entry rate of the Secretary, Class Code 3001, for the Planning Department to be Step 3. After discussion motion was made by Mr. Olivier and seconded by Mr. Robertson to reject the request.

4 Ayes 0 Nays

Motion carried.

The fourth item on the agenda was amendments to the pay plan. The amendments are as follows: Class Code 0084, Assistant Electrician, convert to Electrician I, Class Code 0083, \$5.25 hour; Class Code 0083, Electrician, convert to Electrician II, Class Code 0084, \$6.00 hour; Class Code 0704, Cashier, \$115.00 week; Class Code 0072, Lab Technician, \$3.55 hour; and, Class Code 0073, Sewerage Plant Attendant, \$3.80 hour. After discussion, motion was made by Mr. Olivier and seconded by Mrs. Spiers to accept the amendments to the pay plan.

4 Ayes 0 Nays

Motion carried.

The next item on the agenda was new business. Since Mr. Al Dugas resigned from the Board, a new member must be selected by the Board. The following list of names was received by the Mayor from the President of L.S.U.: Rev. George Wagner, eligible; Mr. Clarence Vicroy, eligible; and, Mrs. Catherine Postle, not eligible because she is President of the League of Women Voters. After discussion on having two eligible people to choose from, the Board voted by secret ballot. Rev. George Wagner received no votes and Mr. Clarence Vicroy received four votes. Motion was made by Mr. Robertson and seconded by Mrs. Spiers to select Mr. Clarence Vicroy as a member of the Board.

4 Ayes 0 Nays

Motion carried.

Mr. Robertson expressed concern over the discontent of city employees over the recently granted police pay raise. After discussion motion was made by Mrs. Spiers and seconded by Mr. Olivier that the Board is in sympathy with the city employees and hopefully with the new budget that the Council would implement the two step pay plan increase as proposed by Councilman Martinez.

4 Ayes 0 Nays

Motion carried.

Mr. Crockett expressed concern over the effect between Civil Service and the union in the event the union is recognized. Mr. Lawrence stated that he felt there would be very little conflict

LAB TECHNICIAN

KIND OF WORK

Responsible work involving various testing, recording, and reporting procedures required in the proper functioning of the Sewerage Treatment Plants; other related work as required.

DISTINGUISHING FEATURES OF WORK

This position requires sampling, analysis, recording and reporting of the plant effluent (also occasionally of the influent) at designated intervals in compliance with the Federal Water Pollution Control Act and EPA Guidelines. Under the general supervision of the Sewerage Treatment Supervisor.

EXAMPLES OF WORK (Illustrative only)

Takes samples of effluent at intervals as prescribed by NPDES permits. (National Pollutant Discharge Elimination System)

Makes the following analysis of the samples taken and records and reports the results:

- Biochemical Oxygen Demand (BOD)
- Total Suspended Solids (TSS)
- Bacteria Count (Fecal Coliform)
- Hydrogen Ion Activity (pH)
- Temperature
- Chlorine Residual
- Flow

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have a general knowledge of standard laboratory practice and safety.

Must be able to perform above mentioned analysis.

Must be able to interpret and apply laboratory manuals for any additional analysis that may be required.

Must be able to mix necessary reagents from basic chemicals.

Must be able to calculate monthly and yearly averages from test results. (Both arithmetic and geometric averages or means.)

Must be able to calculate Loadings and Discharge amounts from test results and flow.

Must be able to calculate Sludge Volume Index (SVI) from operational test results.

Must have a knowledge of standard sampling procedures prescribed by EPA and State Authorities. Must be a high school graduate.

DESIRABLE PREPARATION FOR WORK

Any combination of experience and training which would indicate possession of the knowledges, skills and abilities listed above.

Class Established: 11/9/78

SEWERAGE PLANT ATTENDANT

KIND OF WORK

Routine operational procedures, skilled and semi-skilled work in major and minor repair and servicing of Treatment Plant machinery and equipment. Supervision may be exercised over helpers and laborers. Functions as equipment operator when required. Other related work as required.

DISTINGUISHING FEATURES OF WORK

This position involves mechanical and minor electrical repair, servicing and maintenance of Treatment Plant equipment, machinery and structures. Work includes the use of hand power tools, front end loader, compressor, blowers, auxiliary pumps, etc. Incumbent is a working supervisor and works with considerable latitude in the performance of duties under the administrative direction of the supervisor.

EXAMPLES OF WORK (Illustrative only)

Repairs, lubricates, maintains and operates Sewerage Treatment Plant machinery, equipment and structures.
Repair or replacement of air, water, or sewerage piping as required.
Some painting, carpentry, plumbing and minor electrical repairs.
Performs or oversees janitorial work, grass mowing, insecticide spraying, weed killer spraying, etc.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Must have general knowledge of machinery repair, minor electrical repair, carpentry, plumbing, and health hazard and safety requirements.
Must be able to operate automotive equipment, front end loader, compressor, auxiliary pumps and blowers.
Must have Chauffeur's License.
Must be in good physical condition.

DESIRABLE PREPARATION FOR WORK

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed above.

Class Established: 2/6/79

ELECTRICIAN IKIND OF WORK

Skilled work assembling, installing, wiring electrical equipment and systems on all non-contract work for the City of Slidell; other related work as required.

DISTINGUISHING FEATURES OF WORK

This position involves all phases of electrical work including preventive maintenance, repair of existing systems and installation of new equipment. Employee also performs administrative duties as directed. Is required to exercise judgement in the performance of assigned duties. Under the direct supervision of the Electrician II.

EXAMPLES OF WORK (Illustrative only)

Maintains, repairs and installs electrical systems at all city buildings. Maintains, repairs and installs electrical systems at sewer lift stations and water wells.

Responsible for all wiring from meter to all electrical systems.

Responsible for removal and replacement of all electrical motors.

Works with AC power inputs from single phase 115 V to three phase 480V.

Performs tasks such as pipe fitting, welding, burning and mechanical work in assigned duties.

Responsible for removal and replacement of defective parts which includes use of manufacturers catalogs, ordering of parts and receiving of said part. Assists the Electrician II in the performance of his duties.

Must be familiar with mercury bulb float controls; bellows type controls; time delay relay controls; surge relay controls; plus other pneumatic and time delay controls at the various sewerage lift stations.

Must be able to maintain basic solid state controls used at railroad caution flashers and water well reduced voltage motor starters.

Must be familiar with three phase motor controls; three phase full voltage reversing starters.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Must have experience as an electrician. Must have the ability to read blueprints and wiring schematics. Must have the ability to use common hand tools as well as special tools of electrical trade. Must have the ability to organize, supervise and train subordinates. Must have the ability to act quickly and calmly in emergency situations. Must be in good physical condition to perform assigned duties. Thorough knowledge of safety allowances in working with electricity. General knowledge of planning and design for new installations and modification of older systems.

DESIRABLE PREPARATION FOR WORK

Any combination of experience and training which would indicate possession of the knowledges, skills and abilities listed above.

Three (3) years experience with a journeyman electrician. One year Vo-Tech training or other formal training may be substituted for one (1) year of experience.

Class Established: 11/9/78

ELECTRICIAN IIKIND OF WORK

Skilled work assembling, installing, wiring electrical equipment and systems on all non-contract work for the City of Slidell. Supervisory, planning and testing of all electrical applications installed or reworked; other related work as required.

DISTINGUISHING FEATURES OF WORK

This position involves all phases of electrical work for the city. This includes preventive maintenance, repair of existing systems and installation of new equipment. Employee also performs administrative duties as directed. Is required to exercise judgement in the performance of assigned duties with a minimum supervision required. Under the administrative direction of the Public Works Department.

EXAMPLES OF WORK (Illustrative only)

Maintains electrical work at following: City Barn office, mechanic shop, warehouse, storage buildings, three(3) treatment plants, 40 lift stations, and recreation park. Maintains all single phase and three phase 110,220,240 and 480 volt systems at city barn. Maintains all lighting systems at the following: three (3) treatment plants, recreation buildings #1 and #2, City Auditorium, City Hall, Purchasing and Civil Service building, tennis courts, Civil Defense building. Maintains emergency generators at the Civil Defense building. Maintains main three phase and single phase distribution panel at City Hall. Maintains the automatic control systems both pneumatic and bellows type system at each lift station. Maintains the 480 volt control systems and motors at the following water wells: Hermadel, City Auditorium, Kostmeyer, Robert Road Tower and Country Club. Maintain the control system at the drainage water pumping stations at the following: Delwood, Front St. & Lee St., Bluebird St.. Plans, orders through purchasing and installs new pumps and motors at sewage lift stations being rebuilt; also for water wells. Locates pump and motor foundations; anchors down; connects suction and discharge lines. Installs new feed lines to motor controls, installs automatic system, runs all conduit and connects motor leads; tests before equipment is put into operation. Maintains and installs space heaters at City Barn, recreation buildings and treatment plants. Welds and burns for different department on special occasions. Installs and maintains incinerator at Humane Society.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Must have experience as an electrician.
Must have the ability to read blueprints and wiring schematics.
Thorough knowledge of safe allowances in working with electricity.
Must have ability to use common hand tools; as well as special tools of electrical trade.
Must have the ability to organize, supervise and train subordinates.
Must have the ability to act quickly and calmly in emergency situations.
Must be in good physical condition to perform assigned duties.

DESIRABLE PREPARATION FOR WORK

Any combination of experience and training which would indicate possession of the knowledges, skills, and abilities listed above.

Class Established: 3/28/78

CASHIER

KIND OF WORK

Clerical work receiving cash, checks, and money orders from customers in payment of taxes, permits and services, and recording amount received; other related work as required.

DISTINGUISHING FEATURES OF WORK

This position involves cashiering and general office duties as required. Is required to exercise judgement in the performance of assigned duties with a minimum of supervision required. Under the general supervision of the Head Cashier.

EXAMPLES OF WORK (Illustrative only)

Opens new accounts.
Waits on customers at the window.
Issues Garage Sales permits.
Mail, collects, balances and sends return receipt for Property Taxes.
Assist in the maintenance of street and rotary file.
Prepares and types tax researches.
Assist in the preparation of water bills; takes them to post office to be mailed.
Balances cash drawer daily.
Does typing and filing.
Writes checks out of and maintains checkbook balance in Special Funds.
Responsible for paying all bills of the Police Department.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Must have the ability to deal with the general public.
Must have the ability to use typewriter, adding machine, postage machine, copying machine and calculator.

DESIRABLE PREPARATION FOR WORK

Any combination of experience and training which would indicate possession of the knowledges, skills and abilities listed above.

Class Established: 2/6/79