

1 Introduced February 25, 2025, by
2 Councilwoman Haggerty, seconded by
3 Councilman DiSanti, (by request of
4 Administration)

5 **Item No. 25-02-3573**

6
7 **ORDINANCE NO. 4219**

8 An ordinance approving an updated job description for the Accounting Clerk III
9 position (Finance); approving an updated position name and job description for the Payroll
10 Specialist position (Human Resources); and approving updated job descriptions for the
11 Planner I, Planner II, and Planner III positions, respectively (Planning).
12

13 WHEREAS the City's Home Rule Charter (Sec. 7-08) requires Council
14 approval for changes to any pay plans or position classification plans; and
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16 WHEREAS the City's Civil Service Rules (Rule 2.18) contemplate "job
17 descriptions" and "minimum qualifications" as being part of a classification plan; and
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19

20 WHEREAS Council approval also is generally required to amend, change,
21 increase, or reallocate any Municipal Service Pay Grade levels or staffing; and
22

23 WHEREAS the City wishes to approve an updated job description for the
24 Accounting Clerk III position (Finance)—removing payroll-specific functions; approve an
25 updated position name and job description for the Payroll Specialist position (Human
26 Resources)—to break the position and its payroll-specific functions out from the
27 Accounting Clerk III position; and approve updated job descriptions for the Planner I,
28 Planner II, and Planner III positions (Planner III being currently unfunded), respectively
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32
33 (Planning)—to update certain position qualifications; and

34 WHEREAS the respective updated job descriptions are attached *in globo*
35 hereto, and these proposals have been presented to and approved by the Civil Service
36 Board; and
37
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4 WHEREAS none of the proposed changes result in a change in grade for any
5 position, and none of the proposed changes require any increased financial allocation.
6

7 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it:
8
9 approves an updated job description for the Accounting Clerk III position (Finance);
10 approves an updated position name and job description for the Payroll Specialist position
11 (Human Resources); and approves updated job descriptions for the Planner I, Planner II,
12 and Planner III positions, respectively (Planning), all as set forth in the respective job
13 descriptions attached hereto *in globo*, any requisite adjustments to the city's respective
14 pay plans and staffing levels to be made accordingly.
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20 **ADOPTED** this 11th day of March, 2025.

21 
22

23 Megan Haggerty
24 President of the Council
25 Councilwoman, District C

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28 Bill Borchert
29 Mayor

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32 Thomas P. Reeves
33 Council Administrator
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DELIVERED	3/13/25
8:30 am	to the Mayor
RECEIVED	3/17/25
10:20 am	from the Mayor

City of Slidell Job Description



Job Title:	Accounting Clerk III	Effective Date:	July 1, 2022	Revised Date:	February 5, 2025	Grade:	7
Job Class Code:	0139						

Department:	Finance	FLSA:	Non-Exempt
Division:	Utilities, Data Processing, Occupational Licenses, Accounts Payable		

GENERAL PURPOSE:

The purpose of this classification is to use a knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

SUPERVISION RECEIVED:

Works under the general supervision of the Utility Billing & Revenue Manager or Assistant Director of Finance.

SUPERVISION EXERCISED:

Acts as working supervisor to Accounting Clerks I, II, Part time or temporary staff as assigned.

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. All Accounting Clerk III support the Finance/Utility Billing Department by providing relief as needed including Accounting Clerk I and II duties. Please refer to other job descriptions.
2. Enters or codes routine transactions in journals from purchase orders, invoices,

check stubs, inventory records, etc.; reads computer files or gathers records such as meter books, purchase orders, invoices, etc. to compile needed data and to prepare reports.

3. Classifies materials by determining the accounts affected and the appropriate accounting entries to be made; enters information into computer or computes amounts due; prepares invoices.
4. Posts transactions to accounting records such as accounting journals, general or subsidiary ledger, or computer files; assists with journalizing, posting, adjusting, and closing entries and accounts; locates and corrects routine journal and posting errors; prepares periodic financial, statistical or operational reports as required.
5. Makes bank deposits, prepares checks, maintains regular balance controls
6. Provides clerical support to other staff as required; may assist with grants administration, NSF checks, other accounts receivables, and senior citizen sign-up and renewals.
7. Assists with any other job-related duties as assigned.
8. May perform and/or rotate primary responsibilities between the following functional areas:

UTILITIES

1. Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.
2. Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.
3. Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.
4. Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs, appearing in court to testify in behalf of City, when appropriate.

DATA PROCESSING

1. Inputs water consumption amounts into the computer for proper billing and crediting procedures.
2. Collect and process payment from customers over the counter, through the mail, and from other collection sites
3. Post readings into the computer and make changes as are necessary to correct accounts.
4. Processes data appropriate for the proper output of checks, reports, and billings.
5. Inputs the names and addresses, for reference and billing purposes, of those individuals and companies using the City's water.
6. Maintains a current list of reports needed by various City departments, as well as the local, state, and federal governments, and ensures the timely processing of those reports.
7. Performs adjustments to water bills and investigates billing questions, meter reading

discrepancies, and inconsistencies with water billing accounts.

8. Produces, runs, and reviews for accuracy the monthly bill runs for water billing accounts.

OCCUPATIONAL LICENSES

1. Screens new business applications; processes and classifies applications into proper categories; collects license fees, sets up accounts and issues occupational license, liquor license, chain store license, professional license, etc. for all businesses located within city limits; acts as custodian of occupational license documents and records; establishes and maintains filing systems, control records, and indexes.
2. Convenes with City Officials regarding occupational license ordinances and procedures; provides guidance and training to department staff on occupational license policy and procedures.
3. Maintains reports for various city and parish governmental departments, ensures timely processing of those reports.
4. Tracks and pursues collection of delinquent renewal accounts, including preparation and mailing of notices, including customer follow-up research as required. Appears in court on the city's behalf regarding delinquent businesses' occupational license renewals.
5. Sends and processes annual renewal notices to current business owners for occupational licenses, liquor licenses, chain store licenses, professional licenses, etc.
6. Processes applications for temporary permits (i.e. Seasonal Retail vendors, Special Function Liquor, Special Events, Parade vendors, Bingo, Raffles, and Peddler's and Solicitors.
7. Prepare required police background investigation documents for submission to Police department.
8. Processes applications for new commercial water accounts and assists Utility department as needed.
9. Research and calculate delinquent property taxes for redemption of property adjudicated to the City through property tax sale prior to 1998 upon request. Process payments, submit Certificate of Redemption to Clerk of Court; submit recordation certificate to Assessor's office.
10. Verify monthly St. Tammany Parish New Business Accounts regarding sales tax location on the GIS mapping system.

ACCOUNTS PAYABLE

1. Enters invoices into vendor files
2. Processes claims and vouchers for payments or refunds; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditure; sends

invoices to department directors for approval; resolves disputes within area of authority and responsibility.

3. Processes payables for purchase orders. Verifies billing amount, receipt of invoiced merchandise, etc.
4. Processes checks for payment of invoices, contracts, bonds, etc.
5. Prepares and mails automated and manual checks.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent (specialized course work in general office practices such as typing, accounting, data processing preferred).
2. Three (3) years experience with one of the following: bookkeeping, procurement, accounting, or numerical computation duties, or for existing employees, must be able to perform Accounting Clerk I and II duties as well as one of the areas listed above.
3. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job.

SPECIFIC LICENSE OR CERTIFICATION

None

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures;
2. Skill in operating listed tools and equipment.
3. Ability to perform arithmetic computations accurately and quickly, communicate effectively verbally and in writing, establish successful working relationships, work under pressure and/or frequent interruptions, and 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 work environment is an indoor, climate-controlled office. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

This position builds upon the Accounting Clerk II position. Once all requirements and experience are met, applicants are eligible to be moved to the Accounting Clerk III position. 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: _____

Department Director

Approval: _____

Civil Service Director

Approval: _____

Human Resources Director

City of Slidell Job Description



Job Title:	Payroll Specialist	Effective Date:	February 5, 2025	Revised Date:		Grade:	7
Job Class Code:	TBD						

Department:	Human Resources	FLSA:	Non - Exempt
Division:	N/A		

GENERAL PURPOSE

The Payroll Specialist is responsible for the accurate and timely processing of payroll for all employees. This role ensures compliance with federal, state, and local regulations, and maintains payroll records and reports. The Payroll Specialist works closely with the Finance department to ensure all payroll-related activities are performed efficiently and accurately.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resources Manager or Human Resources Director.

SUPERVISION EXERCISED

None

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. Process bi-weekly, monthly and miscellaneous payrolls for all employees. Ensure accurate calculation of wages, overtime, deductions, and benefits.
2. Ensure payroll practices comply with federal, state, and local employment laws. Stay updated on changes in payroll regulations and tax laws. Handle garnishments, tax levies, QMCSO and other deductions as required by law.
3. Maintain accurate payroll records, including time and attendance, earnings, deductions, and tax withholdings.
4. Work with Human Resources Manager to prepare year-end tax documents, such as W-2 forms.
5. Address and resolve payroll discrepancies and employee inquiries regarding

payroll matters. Collaborate with finance teams to resolve any payroll-related issues.

6. Prepare and submit monthly, quarterly, and annual payroll reports to the supervisor.
7. Train new employees and new timekeepers in the use of attendance and payroll systems.
8. Assist with Human Resources department duties such as answering phones, receiving and reviewing applications, status updates to applicants, etc.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Assists with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent; and
2. Three (3) years of payroll or Human Resources related experience; or
3. Any equivalent combination of related higher education, training or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
2. Skill in effective telephone communication; skill in the operation of listed tools and equipment.
3. Ability to enter data into computer, handle sensitive information with a high level of confidentiality, effectively meet and deal with the public, communicate effectively verbally and in writing, appropriately handle stressful situations with professionalism and a calm demeanor, and work with frequent interruptions.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Phone, personal computer including word processing, spreadsheet, graphics, and database software, calculator, copy machine, and scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle or feel 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 work environment is an indoor, climate-controlled office. The noise level in the work environment is light 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: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Survey Job Title	Survey Job Description	Note	Match Approved
Payroll Clerk III (OF13000028)	Prepares and processes payroll and associated information. Collates and verifies data and inputs into the payroll system. Updates payroll records and processes routine changes to employee records. Performs basic reconciliation and auditing processes during each pay cycle. Responds to pay-related inquiries from staff. Researches and resolves errors or omissions. May prepare and submit reports and forms required by IRS or other regulatory bodies. Follows all processing procedures, adheres to policies, and maintains confidentiality. Typically requires a high school diploma or equivalent. Typically reports to a supervisor. A03-Senior : Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job. Typically requires 3-5 years of related experience.		Yes
HR Operations Clerk II (HR09200475)	Performs clerical and administrative tasks to support HR operations and projects. Completes routine data entry, report generation, and audit activities to ensure the accuracy of employee data in HRIS systems. Assists with delivering core HR processes like onboarding, hiring, terminations, retirements, timekeeping, and program implementations, including benefits, compensation, and performance management. May administer other HR systems used for timekeeping, performance, and training management processes. Requires a high school diploma or equivalent. Typically reports to a supervisor. A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.		Yes

Age to date 7/1/2025
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Payroll Clerk III (OF13000028)	7/1/2025	\$ 52,300	\$ 56,200	\$ 58,600	\$ 65,400	\$ 52,300	\$ 56,200	\$ 58,600	\$ 65,400
HR Operations Clerk II (HR09200475)	7/1/2025	\$ 45,700	\$ 49,100	\$ 51,100	\$ 57,800	\$ 45,700	\$ 49,100	\$ 51,100	\$ 57,800
Market Composite \$ 49,000 \$ 52,650 \$ 54,850 \$ 61,600									

Company Job Title	P40	Scale	Target	Grade	FY25 Pay Scale			%
					Min	Mid	Max	
Payroll Specialist	\$ 52,650	Classified P20	P20	7	\$ 33,462	\$ 42,462	\$ 53,884	124.0%

Note

The duties and responsibilities for the payroll position currently falls under the Accounting Clerk III job description due to the position previously falling under the Finance Department. The payroll position moved under the Human Resources Department in FY2024. Due to this move, I have created a new job description for the payroll position titled Payroll Specialist. The position's duties, responsibilities, education, and experience requirements have, for the most part, remained the same from the Accounting Clerk III job description therefore there is no change in grade. The entire HR Department's job descriptions were reviewed and/or updated to reflect current duties, responsibilities, and necessary education and experience requirements. Due to no change in grade, per CS Reclassification rule, this position will remain a Grade 7 if approved.

Human Resources Director Approval:

Kaitlin St. Pierre

Payroll Clerk III (OF13000028)

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Prepares and processes payroll and associated information. Collates and verifies data and inputs into the payroll system. Updates payroll records and processes routine changes to employee records. Performs basic reconciliation and auditing processes during each pay cycle. Responds to pay-related inquiries from staff. Researches and resolves errors or omissions. May prepare and submit reports and forms required by IRS or other regulatory bodies. Follows all processing procedures, adheres to policies, and maintains confidentiality. Typically requires a high school diploma or equivalent. Typically reports to a supervisor.

A03-Senior : Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job. Typically requires 3-5 years of related experience.

Alternate Job Titles

Accounting Clerk III - Payroll | Payroll Associate III | Payroll Processing Clerk III

Competencies/Skills

Data Source: Market Data | Currency: Local | Rate: Annual | Data Effective: 1 Jul 2025 Age from 1 Dec 2024 | Aging Factor: 0.0% | Edit | Field Definitions | Reset

DISPLAY

Data Grid | Bar Charts | Job Focus Report

SCOPE

Louisiana (State) | Government | 200 - 500 FTEs

Add to Composite

Export

FLSA STATUS
Typically Non-Exempt

REPORTS TO
Supervisor

JOB FOCUS
Payroll

Job Focus Report

EXPERIENCE
3 - 5 Years

MANAGE PEOPLE
No

JOB FUNCTION
Accounting

LEVEL
Senior (III-VI)

EDUCATION
High School

JOB FAMILY
Finance & Accounting

+

Scopes

% Adjust

0.0

Adjust Pricing Factors

TCC(000s)

BASE(000s)

SALARY STRUCTURE(000s)

BONUS TARGET%

50TH

MAX

MID

MIN

AVG.

75TH

50TH

25TH

AVG.

75TH

50TH

40TH

25TH

52.3

56.2

58.6

65.4

58.9

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HR Operations Clerk II (HR09200475)

Performs clerical and administrative tasks to support HR operations and projects. Completes routine data entry, report generation, and audit activities to ensure the accuracy of employee data in HRIS systems. Assists with delivering core HR processes like onboarding, hiring, terminations, retirements, timekeeping, and program implementations, including benefits, compensation, and performance management. May administer other HR systems used for timekeeping, performance, and training management processes. Requires a high school diploma or equivalent. Typically reports to a supervisor.

A02-Intermediate: Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.

▼ **Alternate Job Titles**

Employee Records Clerk II | HR Data Clerk II | Personnel Records Clerk II

► **Competencies/Skills**

Data Source: Market Data | Currency: Local | Rate: Annual | Data Effective: 1 Jul 2025 Age from 1 Dec 2024 | Align Factor: 0.0% | Edit | Field Definitions | Reset

DISPLAY

Data Grid

Bar Charts

Job Focus Report

SCOPE

Louisiana (State) | Government | 200 - 500 FTEs

Add to Composite

Export

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LEVEL

Intermediate (II)

EXPERIENCE

1 - 3 Years

FLSA STATUS

Typically Non-Exempt

EDUCATION

High School

MANAGE PEOPLE

No

REPORTS TO

Supervisor

JOB FAMILY

Human Resources

JOB FUNCTION

HR Operations

JOB FOCUS

HR Operations

Job Focus Report

Adjust Pricing Factors

% Adjust

Scopes

BASE(000s)

TCC(000s)

SALARY STRUCTURE(000s)

BONUS TARGET%

25TH 45.7

40TH 49.1

50TH 51.1

75TH 57.8

AVG. 52.4

25TH

50TH

75TH

AVG.

MIN

MID

MAX

50TH

City of Slidell Job Description



Job Title: Planner I	Effective Date: December 5, 2015	Revised Date: February 5, 2025	Grade: 10
Job Class Code: 0069			

Department:	Planning	FLSA:	Non-Exempt
Division:			

GENERAL PURPOSE

Performs various professional and technical level planning work on challenging, complex, and/or sensitive planning projects and permit reviews in support of the City's long-range plans and administration of the City's development code regulations.

SUPERVISION RECEIVED

Receives necessary supervision from Department Director.

SUPERVISION EXERCISED

None

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 the public, City staff and elected and appointed officials, and other professionals in areas related to development regulations and processes, including interpretation of regulations, maps, and other technical documents.
2. Reviews applications for permits, zoning amendments, subdivisions, annexations, variances, and certificates of appropriateness for compliance with development-related regulations, including field evaluations and inspections, and makes either a determination or a technical recommendation, as appropriate.
3. Inspects proposed and completed projects for compliance with City codes and ordinances.
4. Assists code enforcement officials and the public in resolving zoning code violations.
5. Assists with the City's historic preservation efforts.
6. Conducts research and prepares reports and presentations related to the Department's areas of responsibility.
7. Assists with the update of the City's comprehensive plan and ongoing implementation of the plan.

8. Represents the Department at meetings and public hearings, as directed.
9. Maintains case files and other public records.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Assists with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Bachelor's degree and at least one (1) year of experience in planning, architecture, landscape architecture, public administration, geography, or related field; or,
2. Five (5) years of experience in planning, zoning and subdivision administration or related activities may substitute for the educational requirement.
3. Must possess a valid driver's license.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the principles and practices of planning.
2. Knowledge of principles and practices of research and data collection.
3. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
4. Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and Geographic Information System (GIS) database management.
5. Skill in the operation of listed tools and equipment.
6. Ability to understand and follow oral or written instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to observe proper safety precautions.
9. Ability to establish effective working relationships with other employees, supervisors and the public.
10. Ability to work from construction specifications.

TOOLS AND EQUIPMENT USED

Included but not limited to computer, internet, telephone, cell phone, GPS locator, copier, large format printer, recorder, calculator, office supplies, laminator, hammer, stakes, motor vehicles, two-way radio, measuring tape, and less frequently, a level rod, flashlight, fax, camera, architectural scale, engineering scale, and stepladder.

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 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 occasionally lift and/or move up to 25 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: time pressures, noisy/distracting environment, performing multiple tasks simultaneously, confrontation by the general public, 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.

The work environment includes both indoor, climate-controlled office and outdoor locations. The noise level in the work environment can vary from moderate to noisy.

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: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Survey Job Title	Survey Job Description	Note
Project Planner I (SC16000563)	Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follow company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Tracks costs using work orders and invoices. Documents work orders and projects and closes them in scheduling systems. Monitors schedule compliance levels and identifies reasons for completion shortfalls. Requires a bachelor's degree. Typically reports to a head of a unit/department. P01-Entry : Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience.	Current match on file still is accurate. No proposed change

Age to date 7/1/2025
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Project Planner I (SC16000563)	7/1/2025	\$ 51,100	\$ 57,600	\$ 61,500	\$ 72,100	\$ 51,100	\$ 57,600	\$ 61,500	\$ 72,100
Market Composite \$ 51,100 \$ 57,600 \$ 61,500 \$ 72,100									

FY25 Pay Scale					
Company Job Title	P40	Scale	Target	Grade	Min
Planner I	\$ 57,600	Classified	P20		10
					\$ 38,736
					\$ 49,155
					\$ 62,378
					117.2%

Note

The proposed job description presented updates to the current duties and responsibilities to more accurately reflect the day-to-day duties of the Planner I position as practices have modernized over time. The core duties and responsibilities as well as the minimum education and experience requirements have not changed significantly except that the education requirement can be substituted with 5 years of experience. The recommendation is no change in grade for this position.

Human Resources Director Approval:

Kathlin St. Pierre

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Project Planner I (SC160000563)

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follow company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Tracks costs using work orders and invoices. Documents work orders and projects and closes them in scheduling systems. Monitors schedule compliance levels and identifies reasons for completion shortfalls. Requires a bachelor's degree. Typically reports to a head of a unit/department.

P01-Entry : Works on projects/matters of limited complexity in a support role. Work is closely managed. Typically requires 0-2 years of related experience.

▼ **Alternate Job Titles**

Entry Project Planner | Project Planning and Scheduling Specialist I

► **Competencies/Skills**

Data Source: Market Data Currency: Local Rate: Annual Data Effective: 1 Jul 2025 Age from 1 Dec 2024 Aging Factor: 0.0% Edit Field Definitions Reset

DISPLAY

Data Grid

Bar Charts Matched Company Jobs Job Focus Report

SCOPE ↑

BASE(000s)				
	25TH	40TH	50TH	75TH
Louisiana (State) Government 200 - 500 FTEs	51.1	57.6	61.5	72.1

City of Slidell Job Description



Job Title: Planner II		Effective Date: May 6, 2020	Revised Date: February 5, 2025	Grade: 13
Job Class Code: 0128				
Department:	Planning		FLSA:	Non-Exempt
Division:				

GENERAL PURPOSE

Performs professional planning work in an independent manner, shepherds permit reviews and undertakes the technical activities of public planning in the collection, research, organization, analysis, and presentation of social, economic, geographic, and engineering data required in the development and implementation of the City's comprehensive plan and zoning regulations, as well as programs directed toward development and implementation of local, regional, and federal programs.

SUPERVISION RECEIVED

Receives necessary supervision from Department Director.

SUPERVISION EXERCISED

None

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 of the classification. Other duties may be required and assigned.

1. Assists the public, City staff and elected and appointed officials, and other professionals in areas related to development regulations and processes, including interpretation of regulations, maps, and other technical documents.
2. Reviews applications for permits, zoning amendments, subdivisions, annexations, variances, and certificates of appropriateness for compliance with development-related regulations, including field evaluations and inspections; and makes either a determination or a technical recommendation, as appropriate.
3. Conducts planning studies and prepares recommended text amendments to development-related regulations in the City's Code of Ordinances, including independent project organization and management, research, analysis, and oral and written reports.

4. Assists code enforcement officials and the public in resolving zoning code violations.
5. Assists with administration of the City's Community Development Block Grant (CDBG) program.
6. Assists with the City's historic preservation efforts.
7. Assists with floodplain management and hazard mitigation, including administration of the City's Community Rating System (CRS) program.
8. Assists with the update of the City's comprehensive plan and ongoing implementation of the plan.
9. Coordinates with the City's Geographic Information System (GIS) department to update relevant data.
10. Conducts research and prepares reports and presentations related to the Department's areas of responsibility.
11. Represents the Department at meetings and public hearings, as directed.
12. Maintains case files and other public records.

Additional Duties and Responsibilities:

Assists with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Bachelor's degree in planning, architecture, landscape architecture, public administration, geography, or related field and two (2) years full-time professional experience in planning.
2. Master's degree in planning may substitute for two (2) years of experience.
3. Preference will be given to candidates with certification from the American Institute of Certified Planners (AICP) which can be substituted for formal education requirement.
4. Eight (8) years of experience in planning, zoning and subdivision administration or related activities may substitute for the minimum educational requirement.
5. Must possess a valid driver's license.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and ability to apply the principles and practices of planning.
2. Knowledge and ability to utilize the principles and practices of research and data collection effectively.
3. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
4. Knowledge of and ability in computer programs and applications, which may include Microsoft Office, Internet applications, and GIS database management.
5. Skill in the operation of listed tools and equipment.
6. Ability to understand and follow oral or written instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to observe proper safety precautions.
9. Ability to establish effective working relationships with other employees, supervisors and the public.
10. Ability to work from construction specifications.

TOOLS AND EQUIPMENT USED

Included but not limited to computer, internet, telephone, cell phone, GPS locator, copier, large format printer, recorder, calculator, office supplies, laminator, hammer, stakes, motor vehicles, two-way radio, measuring tape, and less frequently, a level rod, flashlight, fax, camera, architectural scale, engineering scale, and stepladder.

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 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 occasionally lift and/or move up to 25 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 time pressures, noisy/distracting environment, performing multiple tasks simultaneously, confrontation by the general public, 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.

The work environment includes both indoor, climate-controlled office and outdoor locations. The noise level in the work environment can vary from moderate to noisy.

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: _____ Approval: _____
Civil Service Director Department Director

Approval: _____
Human Resources Director

Survey Job Title	Survey Job Description	Note	Match Approved
Project Planner II (SC16000564)	Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Tracks and records costs through work orders and invoices. Ensures that all work orders and projects are properly documented and closed in scheduling systems. Evaluates the level of schedule compliance and identifies reasons for completion shortfalls. Requires a bachelor's degree. Typically reports to a manager or head of a unit/department. P02-Intermediate : Gains exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.	Current match on file still is accurate. No proposed change	

Age to date 7/1/2025
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Project Planner II (SC16000564)	7/1/2025	\$ 64,000	\$ 69,600	\$ 72,900	\$ 86,000	\$ 64,000	\$ 69,600	\$ 72,900	\$ 86,000
Market Composite \$ 64,000 \$ 69,600 \$ 72,900 \$ 86,000									

FY25 Pay Scale					
Company Job Title	P40	Scale	Target	Grade	Min
Planner II	\$ 69,600	Classified	P20		13 \$ 44,842
					\$ 56,904
					\$ 72,210
					122.3%

Note

The proposed job description presented updates to the current duties and responsibilities to more accurately reflect the day-to-day duties of the Planner II position as practices have modernized over time. The core duties and responsibilities as well as the minimum education and experience requirements have not changed except that the education requirement can be substituted with 8 years of experience. The recommendation is no change in grade for this position.

Human Resources Director Approval:

Kathleen St. Pierre

• [Back to Job List](#)

Project Planner II (SC160000564)

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Tracks and records costs through work orders and invoices. Ensures that all work orders and projects are properly documented and closed in scheduling systems. Evaluates the level of schedule compliance and identifies reasons for completion shortfalls. Requires a bachelor's degree. Typically reports to a manager or head of a unit/department.

P02-Intermediate : Gains exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work. Typically requires 2 to 4 years of related experience.

▼ **Alternate Job Titles**

Intermediate Project Planner | Project Planning and Scheduling Specialist II

► **Competencies/Skills**

Data Source: Market Data Currency: Local Rate: Annual Data Effective: 1 Jul 2025 Age from 1 Dec 2024 Aging Factor: 0.0% Edit Field Definitions Reset

DISPLAY

Data Grid

Bar Charts Matched Company Jobs Job Focus Report

SCOPE ↕

BASE(000s)				
	25TH	40TH	50TH	75TH
Louisiana (State) Government 200 - 500 FTEs	64.0	69.6	72.9	86.0

City of Slidell Job Description



Job Title: Planner III	Effective Date: May 6, 2020	Revised Date: February 5, 2025	Grade: 20
Job Class Code: 0129			

Department:	Planning	FLSA:	Non-Exempt
Division:			

GENERAL PURPOSE

Performs responsible, supervisory professional planning work directing and participating in the technical activities of public planning in the collection, research, organization, analysis, and presentation of social, economic, geographic, and engineering data required in the development and implementation of the City's land use plan or in connection with City programs directed toward development and implementation of local, regional, and federal programs. Responsible for the direction and supervision of the Current Planning, Long Range Planning, and Hazard Mitigation areas of the Department. Performs permit reviews for development code-related permit applications.

SUPERVISION RECEIVED

Receives necessary supervision from Department Director.

SUPERVISION EXERCISED

Supervises Planner II, Planner I and clerical staff.

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 of the classification. Other duties may be required and assigned.

1. Advises City department heads, Council, and Administration on matters related to the Department's areas of responsibility.
2. May act as and/or represent the Director during the Director's absence or as delegated by Director.
3. Assists the public, City staff and elected and appointed officials, and other professionals in areas related to development regulations and processes, including interpretation of regulations, maps, and other technical documents.
4. Reviews applications for permits, zoning amendments, subdivisions, annexations, variances, and certificates of appropriateness for compliance with development-related

regulations, including field evaluations and inspections; and makes either a determination or a technical recommendation, as appropriate.

5. Conducts planning studies and prepares recommended text amendments to development-related regulations in the City's Code of Ordinances, including independent project organization and management, research, analysis, and oral and written reports.
6. Assists with the update of the City's comprehensive plan and ongoing implementation of the plan.
7. Assists code enforcement officials and the public in resolving zoning code violations.
8. Assists with administration of the City's Community Development Block Grant (CDBG) program.
9. Assists with the City's historic preservation efforts.
10. Assists with floodplain management and hazard mitigation, including administration of the City's Community Rating System (CRS) program.
11. Coordinates with the City's Geographic Information System (GIS) department to update relevant data.
12. Conducts research and prepares reports and presentations related to the Department's areas of responsibility.
13. Represents the Department at meetings and public hearings, as directed.
14. Maintains case files and other public records.
15. Performs other related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Bachelor's degree in planning, architecture, landscape architecture, public administration, geography, or related field and five (5) years full-time professional experience in planning.
2. Master's degree in planning may substitute for two (2) years of experience.
3. Certification from the American Institute of Certified Planners (AICP) may substitute for formal education and up to two (2) years of experience.
4. Eight (8) years of experience in planning, zoning and subdivision administration or related activities may substitute for the minimum educational requirement.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and ability to apply the principles and practices of planning.
2. Knowledge and ability to utilize the principles and practices of research and data collection effectively.
3. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
4. Knowledge of and ability in computer programs and applications, which may include Microsoft Office, Internet applications, and GIS database management.
5. Skill in the operation of listed tools and equipment.
6. Ability to understand and follow oral or written instructions.
7. Ability to communicate effectively verbally and in writing.
8. Ability to observe proper safety precautions.
9. Ability to establish effective working relationships with other employees, supervisors and the public.
10. Ability to work from construction specifications.
11. Must possess a valid driver's license.

TOOLS AND EQUIPMENT USED

Included but not limited to computer, internet, telephone, cell phone, GPS locator, copier, large format printer, recorder, calculator, office supplies, laminator, hammer, stakes, motor vehicles, two-way radio, measuring tape, and less frequently, a level rod, flashlight, fax, camera, architectural scale, engineering scale, and stepladder.

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 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 occasionally lift and/or move up to 25 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 time pressures, noisy/distracting environment, performing multiple tasks simultaneously, confrontation by the general public, 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.

The work environment includes both indoor, climate-controlled office and outside locations. The noise level in the work environment can vary from moderate to noisy.

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: _____ Approval: _____
Civil Service Director Department Director

Approval: _____
Human Resources Director

Survey Job Title	Survey Job Description	Note	Match Approved
Project Planner III (SC16000565)	Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Prepares reports for management and maintains all essential records and reports. Ensures that all work orders and projects are properly documented and closed in scheduling systems. Determines the level of schedule compliance and identifies reasons for completion shortfalls. Requires a bachelor's degree. Typically reports to a head of a unit/department. P03-Senior (Career Level) : Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.	Current match on file still is accurate. No proposed change	

Age to date 7/1/2025
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25			Aged P40			Aged P50			Aged P75		
Project Planner III (SC16000565)	7/1/2025	\$ 86,000	\$ 95,300	\$ 100,900	\$ 116,000	\$ 86,000	\$ 86,000	\$ 95,300	\$ 95,300	\$ 100,900	\$ 100,900	\$ 100,900	\$ 100,900	\$ 116,000	\$ 116,000	\$ 116,000	\$ 116,000
Market Composite		\$ 86,000			\$ 95,300	\$ 86,000			\$ 95,300	\$ 100,900			\$ 100,900	\$ 116,000			\$ 116,000

FY25 Pay Scale											
Company Job Title	P40	Scale	Target	Grade	Min	Mid	Max				
Planner III	\$ 95,300	Classified	P20		20	\$ 63,097	\$ 80,375	\$ 101,607	118.6%		

Note

The proposed job description presented updates to the current duties and responsibilities to more accurately reflect the day-to-day duties of the Planner III position as practices have modernized over time. The core duties and responsibilities as well as the minimum education and experience requirements have not changed except that the education requirement can be substituted with 8 years of experience. The recommendation is no change in grade for this position.

Human Resources Director Approval:

Kathryn St Pierre

• [Back to Job List](#)

Project Planner III (SC16000565)

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Prepares reports for management and maintains all essential records and reports. Ensures that all work orders and projects are properly documented and closed in scheduling systems. Determines the level of schedule compliance and identifies reasons for completion shortfalls. Requires a bachelor's degree. Typically reports to a head of a unit/department.

P03-Senior (Career Level) : Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Typically requires 4 to 7 years of related experience.

▼ **Alternate Job Titles**

Project Planning and Scheduling Specialist III | Senior Project Planner

► **Competencies/Skills**

Data Source: Market Data Currency: Local Rate: Annual Data Effective: 1 Jul 2025 Age from 1 Dec 2024 Aging Factor: 0.0% Edit Field Definitions Reset

DISPLAY

Data Grid

Bar Charts Matched Company Jobs Job Focus Report

SCOPE ↑

BASE(000s)				
	25TH	40TH	50TH	75TH
Louisiana (State) Government 200 - 500 FTEs	86.0	95.3	100.9	116.0