

1 Introduced April 28, 2026, by Councilman  
2 DiSanti, seconded by Councilman Brownfield,  
3 (by request of Administration)

4 **Item No. 26-04-3640**

5 **ORDINANCE NO. 4285**

6  
7 An ordinance approving updated job descriptions for the positions of Code  
8 Enforcement Officer (with move to 80 hour scale); Grease Trap Inspector (with move to 80  
9 hour scale); CBO/CFM; Utility Technician; Legal Assistant; Legal Secretary III (with  
10 renaming); Administrative Secretary; Human Resources Manager; Buyer I; Buyer II; and  
11 Buyer III; reclassifying the positions of IT Support Specialist to IT Support Specialist II and  
12 Engineering Field Representative to Engineering Inspector II; approving the creation of,  
13 and job descriptions for, the positions of IT Support Specialist I; IT Support Specialist III;  
14 Human Resources Generalist; Engineering Inspector I; and Engineering Inspector III; and  
15 removing from the position/grade classification the position of Warehouse Specialist.  
16

17 WHEREAS the City's Home Rule Charter (Sec. 7-08) requires Council  
18 approval for changes to any pay plans or position classification plans; and  
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20 WHEREAS the City's Civil Service Rules (Rule 2.18) contemplate "job  
21 descriptions" and "minimum qualifications" as being part of a classification plan; and  
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23 WHEREAS Council approval also is generally required to amend, change,  
24 increase, or reallocate any Municipal Service Pay Grade levels or staffing;  
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26 WHEREAS the respective new or updated job descriptions are attached *in*  
27 *globo* hereto, and these proposals have been presented to the Civil Service Board.  
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29 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it:  
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31 approves updated attached respective job descriptions for the positions of Code  
32 Enforcement Officer (with move to 80 hour scale); Grease Trap Inspector (with move to 80  
33 hour scale); CBO/CFM; Utility Technician; Legal Assistant; Legal Secretary (renamed from  
34 Legal Secretary III); Administrative Secretary; Human Resources Manager; Buyer I; Buyer  
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1 **ORDINANCE NO. 4285**  
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3 **PAGE 2**

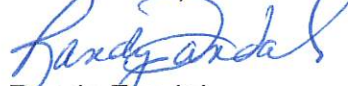
4 II; and Buyer III; approves reclassifying the positions of IT Support Specialist to IT Support  
5 Specialist II (72 hour scale; Grade 9) and Engineering Field Representative to Engineering  
6 Inspector II (72 hour scale; Grade 15); approves the creation of, and attached respective  
7 job descriptions for, the positions of IT Support Specialist I (72 hour scale; Grade 7); IT  
8 Support Specialist III (72 hour scale; Grade 11); Human Resources Generalist (72 hour  
9 scale; Grade 9); Engineering Inspector I (72 hour scale; Grade 14); and Engineering  
10 Inspector III (72 hour scale; Grade 16); and approves removing from the position/grade  
11 classification the position of Warehouse Specialist. Requisite adjustments to the city's  
12 respective pay plan and staffing levels, consistent with the city's 2026-2027 budget, are to  
13 be made accordingly.  
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21 The changes reflected in this ordinance shall take effect June 29, 2026.  
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23 **ADOPTED** this 26th day of May, 2026.

24 

25 Nick DiSanti  
26 President of the Council  
27 Councilman, District D

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29 Randy Fandal  
30 Mayor

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32 Thomas P. Reeves  
33 Council Administrator

DELIVERED	5/29/26
3:30 pm	to the Mayor
RECEIVED	6/1/26
10:00 am	from the Mayor

# City of Slidell Job Description



<b>Job Title:</b> Code Enforcement Officer	<b>Effective Date:</b> 03/04/2020	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 5
<b>Job Class Code:</b> 2306			

<b>Department:</b>	<b>Public Operations</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Public Works</b>		

## GENERAL PURPOSE:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

## SUPERVISION RECEIVED:

Works under the general guidance and direction of a Sr. Crew Chief, Assistant Superintendent, and Superintendent.

## 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. Periodically patrols or inspects an assigned area to monitor for violations of local codes or other hazardous situations.
2. Responds to complaints of potential code violations and other hazards relating to illegal or improper signage, abandoned and illegally parked vehicles, nuisances, or other conditions, abandoned or un-maintained properties or other code related matters.
3. Conducts field investigations of potential violations, gathers evidence, interviews complainants, witnesses and suspects, compares facts to code requirements, makes findings, and issues warnings, correction notices, or citations.
4. Researches ownership of real estate property as part of notification process to achieve compliance.
5. Maintains a variety of logs and records related to complaints received.
6. Coordinates efforts with the police, planning, building and related departments, the City Prosecutor, and other staff or agencies, as needed.
7. Works with police and prosecutors to obtain written statements, depositions, or admissions, as needed.
8. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made, consults with prosecutors, prepares case report for court action, and testifies in court.
9. Assists department in obtaining, preparing or presenting exhibits or other evidence in court, as required.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:****Education and Experience:**

1. High school diploma or General Equivalency Development (GED) certificate, and
2. Two (2) years' experience related to inspection, law enforcement, building inspection, land use, public administration or a related field.
3. Any equivalent combination of related higher education, training, certifications or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

**General Requirements:**

1. Must possess a valid state driver's license.

**Special Requirements:**

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
2. Skill in operating the listed tools and equipment.
3. Ability to prepare, organize and maintain inspection field data, reports and systems.
4. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
5. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner.
6. Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits.
7. Ability to communicate effectively orally and in writing.
8. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
9. Ability to follow verbal and written instructions, handle stressful situations and effectively deal with difficult or angry people.
10. Must be proficient in all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word-processing and data base software, motor vehicle, phone, mobile or portable radio, camera, and copy and fax machine.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee is occasionally required to stand, walk, talk or hear, use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must 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.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters and the employee is regularly exposed to inclement weather and extreme weather conditions (e.g., extremely hot or cold, humid, raining, windy, and/or a combination thereof).

The employee occasionally works in high, precarious places and is occasionally exposed to wet conditions, with potential exposure to fumes, airborne particles / toxins, caustic chemicals, and biological hazards, and is occasionally at risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate and occasionally loud.

**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 only an example of various types of work that may be performed. 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Grease Trap Inspector <b>Job Class Code:</b> 0108	<b>Effective Date:</b> November 21, 2011	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 5
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<b>Department:</b>	<b>Public Operations</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Public Utilities</b>		

## GENERAL PURPOSE:

Grease Trap Inspector is responsible for inspecting all Grease Traps within the City of Slidell. These inspections are used to ensure that all businesses are in compliance with all City and State Plumbing Codes. Position educates businesses of the requirements and proper maintenance of grease traps.

## SUPERVISION RECEIVED:

This person works under the close supervision of the Senior Crew Chief, Superintendent, or 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. Manages State and City required Grease Trap program.
2. Inspects all businesses in the City on a scheduled basis.
3. Inspects all grease traps to ensure that they are installed and functioning properly by opening all grease traps in order to perform a visual inspection and reviewing all grease trap related records from the customer.
4. Sends letters and makes phone calls to customers informing them that there is an issue with their grease trap. Notify customers of any noncompliance issues.
5. Records and files all inspections and noncompliance issues.
6. Works with businesses/customers in educating them of proper procedures for maintaining grease traps.
7. Works with Grease Trap haulers/companies to perform inspections and witness cleaning procedures.
8. Issues Violation Notices/citations for customers/businesses found to be in non-compliance, and make court appearances if necessary.
9. Maintain the City's database and hard copy filing system.

## ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Conducts readings of wastewater lift stations.
2. Assists co-workers within the wastewater division as directed by Supervisor(s).
3. Assists with any other job related duties as assigned.

## **REQUIRED MINIMUM QUALIFICATIONS:**

### ***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate, and
2. Two (2) years' experience working with a Wastewater System.
3. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

### ***General Requirements:***

1. Must possess a valid state driver's license.
2. Must be eighteen (18) years of age or older.

### ***Special Requirements:***

None

## **MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge and understanding of how to maintain all State and City requirements, as applicable.
2. Knowledge and understanding of, and ability to maintain, compliance with applicable Federal, State (Louisiana State Plumbing Codes) and local laws, codes, regulations, operations, policies and procedures.
3. Understand how grease traps function and the impact on the city's wastewater system if not working properly.
4. Must be familiar with the City's Wastewater Collection System.
5. Must be proficient in all indicated Tools and Equipment Used.
6. Ability to read and understand blueprints and building plans.
7. Ability to communicate effectively orally and in writing with other employees and with citizens.

## **TOOLS AND EQUIPMENT USED:**

Personal computer with application software, including word processing and data base management, motor vehicle, phone, mobile or portable radio, copy and fax machines, basic hand tools, such as screwdrivers, hammers, wrenches, shovels, manhole hooks, weed eaters, and lawn mowers, etc.

## **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee is occasionally required to stand, walk, talk or hear, use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must 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.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if accommodations can be made without causing the department and "undue hardship".*

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters and the employee is regularly exposed to inclement and extreme weather conditions (e.g., extremely hot or cold, humid, raining, windy, and/or a combination thereof).

The employee occasionally works in high, precarious places and is occasionally exposed to wet conditions, with potential exposure to fumes, airborne particles / toxins, caustic chemicals, and biological hazards, and is occasionally at risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate and occasionally loud.

**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 only an example of various types of work that may be performed. 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> CBO / CFM	<b>Effective Date:</b> August 19, 2021	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 20
<b>Job Class Code:</b> 3111			

<b>Department:</b>	<b>Building Safety</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Division:</b>			

**GENERAL PURPOSE:**

This is a highly technical position that involves specialized management and inspection skills. This position is responsible for conducting the day-to-day operations, overseeing production of clerical and inspection staff, as well as reviewing and authorizing the issuance of permits for construction, as well as responsibility for administration and enforcement of the Building Codes as set forth by City Ordinance. Serves as the City's Chief Building Official. The Floodplain Manager is the principal city administrator in the daily implementation of Slidell's flood loss reduction activities including enforcing the city's flood damage prevention ordinance, updating flood maps, plans, and policies of the city, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

**SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Building Safety.

**SUPERVISION EXERCISED:**

Position is responsible for supervision of the Department of Building Safety. Exercises supervision of Building Inspectors and Administrative Staff and/or other temporary staff 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. Serves as the principal community administrator in the daily implementation of the City's flood loss reduction activities which includes serving as the City's project manager for mitigation, risk assessment and analysis of floodplain activities.
2. Plans, directs, manages, and supervises the Department of Building Safety, and interprets all building code requirements.
3. Works closely with the State Fire Marshal's office and Health Department in matters involving commercial projects under construction as well as hazardous and health safety issues.
4. Coordinates and assists the Director of Planning regarding inter-related department actions.
5. Recommends programs and policies and prepares status reports as requested. Assists in preparing and reviewing the yearly budget, and assists the department director in interviewing employee candidates.
6. Consults and provides technical information with the Director and Assistant Director of Public Operations on proposed City buildings. Inspects, consults, and works with the Assistant Director of Facility Operations and the Director and Assistant Director of Public Operations on

- the maintenance, renovation and construction of city buildings.
7. Assists the Planning Department and U.S. Post Office in assigning municipal addresses to new developments.
  8. Reviews and makes recommendations on building code revisions to determine applicability and need when such revisions are published by the adopted model code administration, and supervises maintenance of departmental technical codes, reference material, product literature, and permit records.
  9. Supervises issuance of local contractors' licenses., ensures that all necessary requirements are met prior to issuance of licenses, and communicates regularly with current and prospective licensed contractors to clarify requirements or resolve problems.
  10. Supervises cash flow through department for permits and license purchases.
  11. Composes and occasionally revises departmental building permit applications, notices of violation and citations, and other department applications and forms issued by the Permit Department.
  12. Consults with contractors, architects, engineers, building owners, and the public regarding the building code and permitting process. Recommends compliance procedures to contractors, craft workers, design professionals etc.
  13. Supervises inspectors and engages in the enforcement of and engages in the enforcement of the International Building Codes and City Ordinances relative to the construction of residential and commercial buildings.
  14. Works closely with the City Attorney on all legal matters between the city and building code/property maintenance code issues, provides all documentation for cases of blighted property brought before the City Council, and testifies before the City Council for cases of blighted property brought before it.
  15. Researches property to determine ownership as part of the enforcement process when complaints are received due to code and ordinance violations, obtains evidence and prepares reports concerning violations of current codes or standards that have not been met or corrected, and records and maintains inspection records for use by administrative or judicial authorities.
  16. Issues notice of violations and summons for court for violations of the International Property Maintenance Code and City Ordinances relative to the maintaining of residential and commercial buildings. Prepares reports, files, photographs, etc. for the City Attorney in conjunction to and in preparation of the filing of legal injunctions or other legal remedies for violations of the Building Codes, the International Property Maintenance Code and City Ordinances. Prepares for and attends court both in civil and criminal matters involving enforcement activities.
  17. Supervises the inspections of departmental inspectors as construction activity progresses on permitted projects.
  18. Mediates disputes that may occur between the public and department staff, or between contractors, developers, homeowners, and business tenants.
  19. Attends "after hour" meetings and functions such as homeowner meetings, public hearings, City Council meetings, and enforcement activities, and responds to afterhours call outs.
  20. Reviews and makes recommendations on proposed ordinances related to building code standards as well as community abatement provisions such as dilapidated structures.
  21. Oversees the review of residential and commercial plans for permits including shopping centers, hospitals, schools, office buildings, new homes, garages, signs, tree removal, public facilities, and other various projects requiring permits.
  22. Coordinates inspections on residential and commercial projects, including to determine building code compliance in Plumbing, Mechanical, Gas, Electrical and Building fields
  23. Inspects major construction sites and develops working relationships with contractors, engineers, architects, and building owners.
  24. Conducts code and product research for various projects when plans are submitted to the office for review, and esearches manufacturer's products for approved and listed usage in specific job applications.

25. Provides Floodplain advice, information and recommendations to City Officials, Department Directors, contractors, homeowners, business owners, and design professionals. Reviews elevation certificates for completeness and accuracy.
26. Reviews and issues all commercial and residential building plans and permit applications for compliance with the City Floodplain Ordinance and FEMA regulations for structures within the Special Flood Hazard Area.
27. Inspects and determines if buildings located within the Special Flood Hazard Area that have been damaged due to storms of other causes are to be considered Substantially Damaged as required by FEMA rules. Inspects and determines if buildings located within the Special Flood Hazard Area undergoing renovations are to be considered a Substantial Improvement as required by FEMA rules.
28. Assist in the adaption, revision, maintenance and enforcement of the City's flood damage prevention ordinance.
29. Works with the city's CRS coordinator to maintain records and documents necessary to keep the community eligible to participate in the FEMA's NFIP and CRS. Helps to maintain all records and reference materials in regards to floodplain administration.
30. In emergency situations, including disaster response and recovery, participates on the Emergency Response Team in a capacity specified by the City's CAO.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Assists with any other job related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate, and
2. In accordance with the adopted building code, the Building Official shall have at least ten (10) years' experience or equivalent, as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, five years of which shall have been the responsible official of the work, or
  - college training in Architecture, Engineering, Construction Management or related field may be substituted for up to five years' work experience on a year for year basis with the remaining years' experience being in responsible charge of the work.
3. Must possess and maintain the International Construction Code (ICC) certification as an ICC Certified Building Official as required by state law.
4. Must maintain proper registration with the Louisiana State Uniform Construction Code Council (LSUCCC) as a certified Building Official as per State law.
5. Must possess and maintain certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager.
6. Must possess and maintain the International Construction Code (ICC) certification as a Disaster Response Inspector within one year of acceptance of this job position.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. Must possess and maintain any certifications that may become required by law and City Ordinance to be designated as the City of Slidell Building Official.

***MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:***

1. The Chief Building Official must have knowledge of the functions and interrelationships of the City and other governmental agencies.
2. Knowledge of City ordinances, State adopted building codes, and State and Federal regulations as they pertain to the duties and responsibilities of the position, and be highly knowledgeable of ordinances, codes, and regulations pertaining to department activities and

- functions, and able to ensure the implementation and enforcement of same.
3. Ability to understand and apply principals, practices, and methods associated with planning and zoning activities, and how to coordinate, plan, direct, and supervise inspections and permitting regulated by the City of Slidell Department of Building Safety..
  4. Substantial knowledge of the methods associated with resolving zoning issues, policy development, enforcing codes and regulations, maintaining required documentation, and providing overall guidance and advice, and a basic knowledge of principals of surveying, building construction, hydrology and hydraulics.
  5. Comprehensive knowledge of the terminology, principals, and methods utilized within the department, and the operations of a modern building department, including legal requirements, staff management, computer technology, and public relations.
  6. Ability to comprehend, interpret, and apply regulations, procedures, and related information, use independent judgment as needed in performing routine and non-routine tasks, interpret ordinances, laws, regulations, blue prints, charts, specifications and other related materials, and plans and specifications as they pertain to building construction.
  7. Ability to professionally and effectively communicate with all groups involved with department and City operations, representatives of public agencies and law enforcement, and the public.
  8. Understanding of and ability to apply supervisory and managerial concepts and principals, and offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
  9. Knowledge of electrical, plumbing, mechanical and building terminology, as well as engineering terminology and principals, and thorough knowledge of applicable local and State laws and regulations governing electrical, mechanical, plumbing and building standards.
  10. Comprehensive knowledge of and ability to perform inspections in both residential and commercial buildings for electrical, mechanical, gas, plumbing and building trades, and to utilize current practices and methods employed in building, plumbing, electrical, mechanical, and utility gas inspections.
  11. Highly knowledgeable in floodplain management and the rules and laws that govern construction within the flood zones, and thorough knowledge in FEMA regulations and requirements as to construction / renovation of structures in the Special Flood Hazard Area, and in the use of FEMA flood insurance rate maps for determining flood zones and establishing base flood elevation.
  12. Ability to learn and utilize various computer programs related to the National Flood Insurance Program (NFIP) permit requirements. Knowledge in criminology or law enforcement training or experience, or combination of both, or a bachelor's degree in criminology or similar law is desirable due to the high level of enforcement involved in the job responsibilities for the role / responsibility of the Building Official designation for the City.
  13. Must be proficient in all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

Included by not limited to motor vehicles, two-way radio, telephone, cell phone, moisture meter, computer, camera and video equipment, stepladder, and extension ladder.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is regularly required to reach with hands and arms. Some tasks may involve the ability to exert moderate physical activity involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling. Performance of these duties require a considerable amount of time standing and walking.

The employee occasionally lifts and/or moves up to 25 pounds and rarely lifts and/or moves more than 40 pounds. Specific vision abilities required by this job include close and distance 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud during indoor or outdoor night shift operations.

**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 only an example of the various types of work that may be performed. 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Utility Technician <b>Job Class Code:</b> 3014	<b>Effective Date:</b> February 2015	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 7
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<b>Department:</b>	<b>Public Operations or Data Processing</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Public Utilities - Water</b>		

## **GENERAL PURPOSE:**

Performs a variety of routine clerical and semi-skilled utility work in the reading and operation of utility meters.

## **SUPERVISION RECEIVED:**

Works under the general supervision of the Senior Crew Chief.

## **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. Travels assigned meter routes and obtains meter readings through the City's radio read meter system using an onboard computer. Reviews data received for reading errors. Records any problems observed and reports directly to his/her supervisor.
2. Inspects meters and connections for defects, damage and unauthorized connection or use; assists in the maintenance and repair of meters; replaces defective meters; tests meters for accuracy; reports findings to supervisor; rechecks readings as needed to determine abnormal consumption patterns and analyzes possible causes for fluctuation or consumption.
3. Maintains, cleans, and performs routine inspection and preventive maintenance on assigned tools and equipment, and refers defects or needed repairs to supervisor.
4. Responds to work orders for utility disconnections, reconnections, new orders, fire hydrant maintenance and other Public Operations department service requests, as assigned.
5. Assists in the analysis and improvement of assigned routes.
6. Performs all duties in conformance to appropriate safety and security standards.
7. Performs required labor involved in projects as part of a maintenance crew.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Assists with any other job related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:*****Education and Experience:***

1. High School diploma or General Equivalency Development (GED) certificate; and
2. One (1) year experience with the City of Slidell or one (1) year experience in reading meters, utility, or maintenance work.
3. Any equivalent combination of related higher education, corresponding training, certifications, or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

1. Must possess valid state driver's license.
2. Must be eighteen (18) years or older.

***Special Requirements:***

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of data entry and basic arithmetic.
2. Proficient in the use of all indicated Tools and Equipment Used.
3. Ability to adhere to strict attendance requirements.
4. Ability to perform and record arithmetic computations accurately and quickly.
5. Ability to accurately read and record data from various types of meter dials.
6. Ability to understand and carry out written and oral instructions and to communicate effectively verbally and in writing with other employees and citizens.
7. Ability to establish successful working relationships, and to work with angry or difficult customers.
8. Ability to work overtime, as scheduled.

**TOOLS AND EQUIPMENT USED:**

Micro-computing device, City's radio read meter system using an onboard computer, computer, calculator, portable or mobile radio, motorized vehicles and equipment, including pickup truck, common hand and power tools, shovels, wrenches, and detection devices.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is required to reach with hands and arms, use hands to fingers, handle, feel and operate objects, tools, or controls. The employee is constantly required to stand and walk, occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is occasionally required to work in an outdoor setting and be exposed to inclement weather. The noise level in the work environment is usually light to moderate and occasionally loud.

**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 only an example of various types of work that may be performed. 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 or contract 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 and evolve.

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Legal Assistant	<b>Effective Date:</b> October 7, 1999	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 13
<b>Job Class Code:</b> 0130			

<b>Department:</b>	Legal, City Prosecutor	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	N/A		

**GENERAL PURPOSE:**

Specialized and highly responsible paralegal and clerical work involving complex work methods of a legal nature.

**SUPERVISION RECEIVED:**

Works under the supervision of the City Attorney or City Prosecutor and Assistant City Attorney.

**SUPERVISION EXERCISED:**

May supervise interns, temporaries or other clerical personnel, as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Establishes and maintains effective working relationships with attorneys, directors, employee litigants, other employees, and the general public.
2. Receives and screens telephone calls from litigants, attorneys, court personnel, and other persons seeking information regarding the operation of the legal office, provides general information and directs visitors and callers to proper City departments.
3. Schedules meetings, appointments and conferences, maintains attorneys' calendars, and makes all travel arrangements.
4. Assists in drafting, typing and compiling routine and difficult non-routine letters, correspondence and pleadings, proofreads and sends out correspondence and pleadings prepared by City Attorney / City Prosecutor, answers routine emails, replies, scans and attaches files to incoming messages, and retrieves, opens, sorts and calendars incoming mail twice daily.
5. Composes and types routine legal documents, such as extensions of time and motions to continue, public works contracts and change orders for filing with the clerk of court of various courts, responds to garnishments, and assists in preparation of leases, contracts, and donations.
6. Establishes case files, files correspondence, pleadings, documents and resolutions as directed, and organizes and maintains filing system.
7. Completes all city forms in accordance with City Procedure, reconciles monthly bills, completes annual inventory, completes payroll timekeeping, and orders supplies and equipment.
8. Maintains law library.

### **City Attorney**

9. Prepares routine easements, servitude agreements, settlement documents of lawsuits, Acts of Sale, ordinances and resolutions for approval, signatures and filing.
10. Conducts abstract and title search to determine ownership of property for condemnation, demolition, and code enforcement procedures, and participates in a bi-weekly meeting for review.
11. Prepares sale documents for cemetery plots for Greenwood Cemetery, arranges closing dates, collects fees and records deeds.
12. Assists in the collection of past due water accounts of flat fee customers.
13. Prepares letters to delinquent liquor license applicants and to previous year's delinquent occupational licenses, determines if licensee is still in business, and discusses course of action with City Attorney.
14. Review new lawsuits with City Attorney for course of action, draft and prepare routine correspondence and pleadings, monitors calendar deadlines, records documents with Clerk of Court.
15. Assists City Attorney with trial preparation to include organization of exhibits, deposition abstractions, and witness notifications, reviews case records, assembles necessary information for legal proceedings, and prepares trial books.
16. Assists City Attorney with preparation for Civil Service hearings to include organization of exhibits and assembly of necessary information for Civil Service Board, and assists City Attorney with presentation of case at Civil Service Board hearing.
17. Receives and reviews public records requests, forwards to necessary City departments for response(s), assimilates information, prepares invoice and forwards to requester.
18. Reviews notices from bankruptcy court, prepares memo to Finance for outstanding fees, and monitors proceedings for filing of claims.
19. Reviews fee statements of outside counsel, prepares for approval by all parties and forwards to third party administrator for payment.
20. Prepares Oaths of Office for various Boards and arranges meetings with City Attorney for notarizing signatures.
21. Receives and reviews questionable rap sheets of liquor licenses and taxicab applicants from Slidell Police Department. If arrest has no disposition, calls jurisdiction to ascertain disposition in preparation for discussion with City Attorney.
22. Reviews all liquor license packets for accuracy and completion and completes local background checks for review by City Attorney.
23. Works with local high school interns and occasional temporary help.

### **City Prosecutor**

24. Maintains and organizes physical and electronic case files, including legal documents, correspondence, and filings.
25. Coordinates the collection, review, and distribution of evidence and discovery materials.
26. Prepares and verifies court dockets and related documentation for hearings.
27. Utilizes law enforcement and prosecutorial systems to obtain and manage case and defendant information.
28. Prepares subpoenas, witness lists, and other required legal documents.
29. Provides in-court administrative support, including coordinating witnesses, assisting attorneys, and maintaining accurate records of proceedings.
30. Collaborates with law enforcement agencies to manage active cases and ensure proper disposition of closed cases.
31. Administers and monitors compliance for pre-trial diversion programs.
32. Maintains and updates internal databases, systems, and procedural documentation.
33. Performs administrative operations, including reporting, financial reconciliation, payroll support, inventory control, and procurement.
34. Prepares statistical reports and data summaries for management and budget planning.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:*****Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Two (2) years of training in a legal related field or paralegal certificate (60 hours minimum) experience in related field and five (5) years legal secretary experience; or
3. Seven (7) years of legal secretary experience if no legal related training or paralegal certificate.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of computers.
2. Ability to use computers to access databases for research purposes.
3. Ability to perform basic arithmetic computations accurately.
4. Ability to establish successful working relationships.
5. Ability to work under pressure and/or with demanding conditions, frequent interruptions or distractions, and with difficult clients.
6. Ability to maintain confidentiality.
7. Ability to work with little or no supervision.
8. Proficient in the use of all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

Phone switchboard, personal computer including word processing, spreadsheet, and database software, copy, scan, fax machine, calculator.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle or feel objects, or tools, reach with hands and arms, and bend / stoop.

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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Human Resources Director Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Legal Secretary	<b>Effective Date:</b> April 20, 2016	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 12
<b>Job Class Code:</b> 3105			

<b>Department:</b>	Legal, City Prosecutor	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	N/A		

**GENERAL PURPOSE:**

Perform a variety of routine and complex clerical work of a legal nature.

**SUPERVISION RECEIVED:**

Works under the supervision of the City Attorney or City Prosecutor, Assistant City Attorney, and Legal Assistant.

**SUPERVISION EXERCISED:**

May assist in supervising interns and temporary workers as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Establishes and maintains effective working relationships with attorneys, directors, employee litigants, other employees, and the general public, answers and screens incoming calls with courtesy, providing caller appropriate information as well as maintaining confidentiality of information that is not to be disseminated.
2. Receives and screens calls from litigants, attorneys, court personnel, and other persons seeking information regarding the operation of the legal office, and provides general information and directs visitors and callers to proper City departments.
3. Schedules meetings, appointments and conferences, maintains calendars, and makes all travel arrangements.
4. Assists in drafting, typing and compiling routine and difficult non-routine letters, correspondence and pleadings, proofreads and sends out correspondence and pleadings prepared by City Attorney / City Prosecutor, answers routine emails, replies, scans and attaches files to incoming messages, and retrieves, opens, sorts and calendars incoming mail twice daily.
5. Establishes case files, files correspondence, pleadings, documents and resolutions, as directed, and organizes and maintains filing system.
6. Assists with maintaining law library.

**City Attorney**

7. Assists in the collection of past due water accounts of flat fee customers.
8. Prepares letters to delinquent liquor license applicants and to previous year's delinquent occupational licenses, determines if licensee is still in business, and discusses course of action with City Attorney.

9. Receives and reviews public records requests, forwards to necessary City departments for response(s), assimilates information, prepares invoice and forwards to requester.
10. Prepares Oaths of Office for various Boards and arranges meetings with City Attorney for notarizing signatures.
11. Works with local high school interns and occasional temporary help.

**City Prosecutor**

12. Assists with maintaining and organizing case files, documents, and records.
13. Supports preparation of discovery materials and case-related paperwork.
14. Assists with reviewing dockets and preparing materials for court proceedings.
15. Helps prepare subpoenas, witness lists, and communicates basic information to witnesses.
16. Enters and retrieves information using law enforcement and case management systems.
17. Provides general support during court proceedings, including tracking case activity.
18. Processes routine court paperwork, citations, and data entry tasks.
19. Assists with maintaining office databases and record systems.
20. Supports bond forfeiture tracking and related administrative tasks.
21. Performs basic administrative duties, including filing, inventory, and supply ordering.
22. Provides general support to office staff.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Performs any other job-related duties, as required or assigned.
2. Assists the Legal Assistant in duties for the office, as necessary.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Two (2) years of training in a legal related field or paralegal certificate (30 hours minimum) experience in related field and four (4) years legal secretary experience; or
3. Five (5) years of legal secretary experience if no legal related training or paralegal certificate.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of computers.
2. Ability to use computers to access databases for research purposes.
3. Ability to execute internet searches for information.
4. Ability to perform basic arithmetic computations accurately.
5. Ability to establish successful working relationships.
6. Ability to work under pressure and with demanding conditions, handle stressful situations, work with frequent interruptions or distractions, and with difficult clients.
7. Ability to work with little or no supervision.
8. Ability to maintain confidentiality.

9. Ability to prepare all written materials using good judgment as to the content, accuracy and completeness.
10. Ability to receive / greet the public and answer questions in a professional, knowledgeable manner.
11. Proficient in the use of all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

Phone switchboard, personal computer including word processing, spreadsheet, and database software, copy, scan, fax machine, calculator.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, or tools, reach with hands and arms, and bend / stoop.

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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
 Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
 Human Resources Director Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b>	Administrative Secretary	<b>Effective Date:</b>	October 5, 2022	<b>Revised Date:</b>	July 1, 2026	<b>Grade:</b>	9
<b>Job Class Code:</b>	0010						

<b>Department:</b>	Airport, Engineering, Finance, Planning, Public Operations, Recreation, City Prosecutor	<b>FLSA:</b>	Non-Exempt
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**General Purpose:**

Position performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support to the head of a department or a higher-level executive, and assisting in the administration of the standard operating policies and procedures of the department.

**Supervision Received:**

Position works under the general supervision of the Department Head.

**Supervision Exercised:**

Position may supervise other non-exempt full-time, part-time or temporary 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 for this classification. Other duties may be required and assigned.*

1. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.
2. Answers in-coming calls and routes callers or provides information, as required.
3. Receives the public and answers questions, responds to inquiries from employees, citizens, and others, and refers, when necessary, to appropriate persons.
4. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Assists the department head in researching, writing, and editing data for reports, budgets, contracts, etc.
5. Schedules meetings and arranges the physical space for various boards, commissions, or committee meetings and attends meetings as required by department head. Coordinates travel plans for staff.
6. Prepares records such as payroll, notices, minutes, and resolutions.
7. Acts as a custodian of departmental documents and records, establishes and maintains filing systems, records relating to the departmental budget, control records, and indexes using moderate independent judgment.
8. Maintains inventories and orders office supplies and materials.
9. Schedules appointments and performs other administrative and clerical duties in the maintenance of the department head's calendar, and maintains a suspense file on upcoming department matters to be handled or that require the attention of the department head.
10. Operates a vehicle to conduct department business, as requested by department head.

**AIRPORT**

1. Performs customer service duties by taking service requests for fuel, oil, towing and lavatory service. Reserves and secures rental cars, hotel reservations, and catering orders as requested by airport customers. Insures customer service delivery levels are maintained at the highest level. Keeps Line Technicians and Operations Supervisor informed of all customer service issues and complaints in a timely manner.
2. Assists Operations Supervisor with tracking fuel inventory levels and information and completion of grant paperwork.
3. Serves as a liaison between Operations Supervisor and the EAA, LADOTD and FAA regarding airport issues.
4. Maintains and disseminates FAA Notifications, Airport Operational Policies and Notice to Airman (NOTAMS) to airport patrons.
5. Responsible for data entry utilizing accounts receivable and securing payment for all services rendered, including processing credit cards and accepting cash for services rendered. Under supervision of the Public Operations Department, performs all close out procedures daily for balancing monies received.
6. Prioritizes tasks and issues fuel orders and all other related services and needs to line technicians. Monitors and dispatches on the Unicom radio. Answers emergency communications and communicates proper notification to internal staff.
7. Maintains terminal building housekeeping and appearance and performs other collateral duties as assigned.

#### **ENGINEERING**

1. Assists Director with administration of engineering capital projects.
2. Assists Director with correspondence relating to all Engineering projects, regulatory agency issues, citizen requests, and any other City matter related to Engineering.
3. Assists citizens, contractors, and engineering firms with development permit applications both residential and commercial and maintains permit log.
4. Assists citizens, engineering firms and surveying companies with flood zone information.
5. Catalogs and maintains the flood information records for audits by FEMA, including (but not limited to) elevation certificates, flood insurance rate maps, and letters of flood insurance rate map revisions and amendments.
6. Assists Director with all contract payments for Engineering projects and maintains files on such payments.
7. Assists other departments and citizens in printing and scanning large format maps, plans, drawings.
8. Responsible for hyperlinking development permits, both residential and commercial, to the City's GIS mapping program.
9. Responsible for selling bid, proposal, or quote packets to Engineering projects, when applicable.

#### **FINANCE**

1. Assists Director in the preparation of budget. Assembles all data and prepares final budget document packet.
2. Handles special projects for the Finance Department as assigned by the Department Director.
3. Assists Director in the preparation of the Comprehensive Annual Finance Report.
4. Maintains originating file and database on contract payments. Records payments and files original contracts.
5. Serves as backup for telephone operator when the telephone operator is away, e.g., lunch, vacation, sick leave, etc.
6. Responsible for purchasing supplies for department and maintaining inventory.
7. Processes and records receipt of Franchise Tax Payments, City Court Payments, & Miscellaneous Revenue Payments.
8. Receive bids, proposals, and/or quotes, and then compiles documents required to document proper procurement.
9. Acts as liaison between Finance and other departments.

#### **PLANNING**

1. Coordinates meeting activities for the Planning and Zoning Commissions and Board of Zoning Adjustments, including compiling and distribution of detailed agendas, issuance of required notification letters, and the scheduling of adequate meeting locations and facilities.
2. Properly and timely posting properties affected by various land use hearings before the Planning and Zoning Commissions and the Board of Zoning Adjustments with meeting notices according to State and local law. Prepares public meeting notices for said hearings for publication in the official journal of the City according to State and local law.
3. Attends all meetings of the Planning and Zoning Commissions and the Board of Zoning Adjustments to record the minutes of said meetings for subsequent transcription and recordation of those minutes in appropriate public format.
4. Prepares and composes routine correspondence and memorandums; types reports, letters, memorandums, etc. for Director and professional staff. Maintains files on all activities of the Planning and Zoning Commissions and Board of Zoning Adjustments.
5. Prepares and maintains time sheets for office staff, recording all work and leave periods for entire department, and ensures that time sheets are signed by the Director.
6. Responds to, forwards, and records complaints and work requests from the public, Council, Planning and Zoning Commissions, and the Board of Zoning Adjustments.
7. Assists or coordinates in the special departmental projects.
8. Opens, date-stamps, routes, and distributes incoming mail, and processes outgoing mail.
9. Maintains the City property files.
10. Maintains annexation lists.
11. Hyperlinks planning documents to the GIS base map on a monthly basis.

#### **RECREATION**

1. Assists Director in the preparation of the annual report and the budget.
2. Prepares contracts for booking Park services and venues. Assists with proper scheduling of facilities and fields.
3. Schedules concessions staff based upon bookings.
4. Coordinates new hire paperwork for all seasonal staff with Human Resources.
5. Trains seasonal staff on park procedures and may provide supervision over volunteers, seasonal employees and some subordinate recreation workers.
6. Provides administrative oversight for Summer Recreation Program.
7. Schedules parent/staff disciplinary meetings, obtains applications, medical verification, birth certificate verification and other documents needed for Summer Recreation Program.
8. Maintains Gym membership program and oversees free-play activity.
9. Serves as the point of contact for Parks & Recreation in the absence of the Director.

#### **CITY PROSECUTOR**

1. Processes mandatory citations and payments within applicable computer systems.
2. Establishes and maintains physical and electronic case files, including correspondence, pleadings, and related documents.
3. Assists with preparation of court dockets and related materials.
4. Contacts witnesses regarding court appearances and provides general information as needed.
5. Maintains departmental records and filing systems, ensuring organization and accessibility.
6. Assists with maintaining legal reference materials and law library resources.
7. Monitors office supply levels and assists with ordering and inventory control.
8. Schedules appointments and maintains the department head's calendar.
9. Provides general administrative and clerical support to the City Prosecutor and office staff, as needed.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

1. High school diploma or General Equivalency Development (GED) certificate, with specialized course work in general office practices such as keyboarding, filing, accounting, and bookkeeping, and
2. Four (4) years of related clerical experience as a clerk or secretary with the City, or
3. Two (2) years of increasingly responsible secretarial experience.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

**General Requirements:**

1. Must possess a valid state driver's license.

**Special Requirements:**

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of computers, word processing, spreadsheet and data base software, and modern office practices and procedures.
2. Some knowledge of accounting principles and practices.
3. Ability to transcribe information from machines (may be required based on department needs).
4. Ability to perform cashier or accounting duties accurately.
5. Ability to effectively meet and deal with the public.
6. Ability to communicate effectively verbally and in writing.
7. Ability to handle stressful situations and handle multiple tasks and meet deadlines.
8. Ability to travel between city properties and facilities.
9. Proficient in the use of all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

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

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Human Resources Director Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Human Resources Manager	<b>Effective Date:</b> February 4, 2015	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 15
<b>Job Class Code:</b> 0127			

<b>Department:</b>	Human Resources	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>			

**GENERAL PURPOSE:**

Serves as principal assistant to the Director of Human Resources. Position is responsible for conducting the daily operations associated with the employment process, retirement and the management of employee data and records.

**SUPERVISION RECEIVED:**

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

**SUPERVISION EXERCISED:**

Supervises the Human Resources Assistant, Payroll Specialist, and other positions within the Human Resources Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

**RECRUITMENT:**

1. Develops and implements appropriate recruitment strategies in helping department directors fill their staffing requirements. Ensures such programs comply with Federal, State, Municipal regulations, and Civil Service Rules.
2. Partners with hiring managers to understand their staffing needs and business requirements and guides them through the hiring process. Maintains good working relationships at all levels of the organization.
3. Receives and processes job requisitions for posting.
4. Oversees the Civil Service Examination process for applicants to ensure that testing requirements are met and testing procedures are properly followed by the Municipal Administration.
5. Administers Police department New Hire Civil Service Examinations to qualified applicants.
6. Performs a full range of recruiting responsibilities for all Classified positions including review of position descriptions, pre-screening applicants, determining applicant eligibility for open positions, reference checking, and maintaining eligibility and certification listings.
7. Performs searches for qualified job candidates, using sources such as computer databases, networking, job fairs and employee referrals.
8. Selects qualified applicants to refer to Department Directors, making hiring recommendations when appropriate.
9. Ensures that all post-offer employment screening is conducted on candidates for hire.

**HUMAN RESOURCES INFORMATION SYSTEMS (HRIS):**

10. Maintains log of employment requests; tracks all employment actions through computer, providing status reports as requested.
11. Reviews and analyzes HRIS systems capabilities and makes recommendations for upgrades to Director.
12. Initiates all paperwork necessary to hire candidates and activates payroll status.
13. Maintains Human Resources database, personnel records, employee medical files, and office files.
14. Composes, types and edits a variety of correspondence, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
15. Responds to inquiries from employees regarding policies and rules, as well as assists employees with information regarding retirement plans.

**RETIREMENT AND OTHER PAY RELATED BENEFITS:**

16. Maintains Municipal Employee Retirement Systems, Municipal Police Employee's Retirement Systems, Police State Supplemental Pay, Deferred Compensation and Louisiana State Employees' Retirement System (LASERS) retirement records.
17. Conducts new hire onboarding and exit processing for all employees entering or exiting City of Slidell employment.
18. Supervises the Employer Information Report EEO-1 report that must be reported to the U.S. Equal Employment Opportunity Commission.
19. Assists Director in studies, performs research, and compiles data for the compensation survey as well as help with maintaining City department organizational charts.
20. Maintains and provides regular recruitment status reports on all open positions.
21. Assists Director in completing various administrative tasks and supervises day-to-day operations of department in Director's absence.
22. May attend meetings at the Director's request.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:*****Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and five (5) years progressive experience working in a Human Resources department.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

- 1) Must possess a valid state driver's license.

***Special Requirements:***

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of computers and word processing; working knowledge of modern office practices and procedures.
2. Excellent business writing and public relations skills, and skill in the operation of listed tools and equipment used.
3. Ability to establish successful working relationships, execute internet research using search engines, and handle sensitive information with a high level of confidentiality.
4. Ability to effectively meet and deal with the public, communicate effectively verbally and in writing, and multi-task.
5. Ability to appropriately handle stressful situations and/or emergency calls with professionalism and a calm demeanor, work under pressure and/or with frequent

- interruptions, and work without direct supervision.
- 6. Must have sound reasoning and critical thinking abilities.
- 7. Human Resources Certification through HRCI, SHRM or IPMA preferred.

**TOOLS AND EQUIPMENT USED:**

Phone switchboard, personal computer including word processing, spreadsheet, database software, copy, scan, fax machine, and calculator.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or listen, stand, and bend/stoop. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b>	Buyer I	<b>Effective Date:</b>	November 20, 2024	<b>Revised Date:</b>	July 1, 2026	<b>Grade:</b>	8
<b>Job Class Code:</b>	0051						

<b>Department:</b>	Finance	<b>FLSA:</b>		<b>Non-Exempt</b>	
<b>Division:</b>	Purchasing				

**GENERAL PURPOSE:**

Performs warehouse inventory and purchasing functions for all city departments. Responsible for receiving, storing, issuing, and maintaining inventory of equipment and supplies, as well as processing purchase requisitions and coordinating procurement activities in accordance with City purchasing procedures.

**SUPERVISION RECEIVED:**

Works under the supervision of the Purchasing Agent or the Buyer III in the absence of the Purchasing Agent.

**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. Reviews and processes incoming City department purchase requisitions for goods and services in compliance with the City's Purchasing Procedures and assigns purchase order numbers utilizing the daily Purchase Order, Blanket and Contract purchase order logs.
2. Assists with preparation and obtainment of written, faxed, emailed or verbal quotes and conducts price comparisons.
3. Enters all requisition data into the network computer finance program.
4. Enters required Purchase Order maintenance and other adjustments such as freight charges, discounts and credits.
5. Maintains purchasing records in accordance with established procedures.
6. May interact with vendors and departments regarding procurement process and status of orders.
7. Uses the telephone, fax, and mail services to interface with suppliers.
8. Works from vendor catalogs, price lists, Internet, State contracts and similar sources to obtain item sourcing, pricing and information.
9. Maintains an inventory control system by keeping records, maintaining inventory, compiling reports, and entering all data and adjustments into Munis inventory module daily.
10. Writes requisitions for restocking and assists with all phases of the stock procurement, receipt and physical restocking of shelves.
11. Safely operates 4000 lb. fork lift, maintains fueling and coordinates related maintenance.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Assists with any other job-related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:*****Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate, and one (1) year direct purchasing experience or related field, or
2. Bachelor's degree in a related field.
3. Any equivalent combination of related higher education, corresponding training, certifications, or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

**General Requirements:**

- 1) Must possess a valid state driver's license.

**Special Requirements:**

- 1) None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to analyze purchasing requests for compliance with established purchasing procedures, evaluate quotes, conduct cost comparisons, and document work in process.
2. Working knowledge of computers and electronic data processing.
3. Working knowledge of modern office practices and procedures.
4. Some knowledge of engineering, construction, and ADPE terminology.
5. Ability to execute Internet research using search engines.
6. Ability to handle sensitive information with a high level of confidentiality.
7. Ability to effectively meet and deal with the public and communicate effectively verbally and in writing.
8. Ability to appropriately handle stressful situations with a calm demeanor and work with frequent interruptions.
9. Physical ability, visual aptitude and skill to safely operate, load and unload using a forklift.
10. Knowledge of hazardous materials.

**TOOLS AND EQUIPMENT USED:**

Phone switchboard; personal computer including word processing, spreadsheet, and database software; copy machine; fax machine; calculator, hand truck, pallet jack, forklift.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear and is occasionally 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 50 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

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 only an example of the various types of work that may be performed. 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 or contract 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 and evolve.

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b>	Buyer II	<b>Effective Date:</b>	<b>Revised Date:</b>	<b>Grade:</b>
<b>Job Class Code:</b>	0147	November 20, 2024	July 1, 2026	11

<b>Department:</b>	Finance	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	Purchasing		

**General Purpose:**

Performs purchasing functions for all city departments for services, office supplies, equipment, parts, repairs, etc. confirming budget authorizations; responsible for the operation of the Purchasing office and Warehouse functions in the absence of the Purchasing Agent and Buyer III.

**SUPERVISION RECEIVED:**

Works under the supervision of the Purchasing Agent or the Buyer III in the absence of the Purchasing Agent.

**SUPERVISION EXERCISED:**

Will fulfill the duties of the Buyer I in his/her absence. May provide direct guidance and supervision to the Buyer I.

**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. Reviews and processes incoming City department purchase requisitions for goods and services in compliance with the City's Purchasing Procedures and assigns purchase order numbers utilizing the daily Purchase Order, Blanket and Contract purchase order logs.
2. Prepares and obtain written, faxed, emailed or verbal quotes and conducts price comparisons.
3. Enters all requisition data into the network computer finance program.
4. Enters required Purchase Order maintenance and other adjustments such as freight charges, discounts and credits.
5. Maintains purchasing records in accordance with established procedures.
6. Interacts with vendors and departments regarding procurement process and status of orders.
7. Uses the telephone, fax, and mail services to interface with suppliers.
8. Works from vendor catalogs, price lists, Internet, State contracts and similar sources to obtain item sourcing, pricing and information.
9. May assist the Purchasing Agent with formal bid openings when required.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Assists with any other job-related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and four (4) years' experience in direct purchasing; or
2. Bachelor's degree in a related field plus one (1) year's experience in direct purchasing; or
3. Certified Professional Public Buyer or Certified Public Procurement Officer.
4. Any equivalent combination of related higher education, corresponding training, certifications, or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. Buyer II must possess the knowledge, skills, and abilities required to perform all duties of the Buyer I position and is expected to assume those responsibilities as needed to ensure continuity of operations during workload demands or staff absences.

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to analyze purchasing requests for compliance with established purchasing procedures, evaluate quotes, conduct cost comparisons, and document work in process.
2. Working knowledge of computers, electronic data processing, and modern office practices and procedures.
3. Some knowledge of engineering, construction, and ADPE terminology.
4. Ability to execute Internet research using search engines.
5. Ability to handle sensitive information with a high level of confidentiality.
6. Ability to effectively meet and deal with the public and communicate effectively verbally and in writing.
7. Ability to appropriately handle stressful situations with a calm demeanor and work with frequent interruptions.

**TOOLS AND EQUIPMENT USED:**

Phone switchboard, personal computer, including word processing, spreadsheet, and database software, copy machine, fax machine, calculator, hand truck, pallet jack, forklift.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is occasionally 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 50 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, accommodations can be made without causing the department an "undue hardship".

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 only an example of the various types of work that may be performed. 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 or contract 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 and evolve.

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b>	Buyer III	<b>Effective Date:</b>	<b>Revised Date:</b>	<b>Grade:</b>
<b>Job Class Code:</b>	0106	November 20, 2024	July 1, 2026	16

<b>Department:</b>	Finance	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	Purchasing		

**GENERAL PURPOSE:**

Performs purchasing functions for City services, equipment, parts, repairs, etc. from budget authorizations; responsible for the operation of the Purchasing office and Warehouse functions in the absence of the Purchasing Agent.

**SUPERVISION RECEIVED:**

Works under the supervision of the Purchasing Agent.

**SUPERVISION EXERCISED:**

Will fulfill the duties of the Buyer I and II in his/her absence. Will provide direct guidance and supervision to the Buyer II and Buyer I.

**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. Purchase of a variety of commodities to include highly technical items such as computer hardware, software, and related items, electronic communication equipment, HVAC equipment, water and waste treatment motors, pumps, piping, and fittings, copiers, law enforcement equipment, electrical panels and related materials, and construction materials.
2. Stay up to date with Louisiana State Bid Law and recognize when to utilize bid law.
3. Review and process incoming City department purchase requisitions and specifications for goods and services in compliance with the City's Purchasing Procedures and assign purchase order numbers utilizing the daily purchase order log.
4. Responsible for researching and comparing suppliers, goods and services while preparing and obtaining written, faxed, or verbal quotes.
5. Maintain purchasing records in accordance with established procedures.
6. Interact with vendors and departments regarding procurement process and status of orders.
7. Use the telephone, fax, and mail services to interface with suppliers.
8. Work from vendor catalogs, price lists, Internet, State contracts and similar sources to obtain item sourcing, pricing and information while also maintaining and updating vendor catalogs, as needed.
9. Assist the Purchasing Agent with compiling bid specifications, formal bid openings and evaluating potential or existing bids or procedural protests.
10. Assist the Purchasing Agent with resolving problems related to the preparation, advertising, presentation, and reception of specialized and technical specifications and bids; and assist with

- the resolution of any vendor-related problems.
11. Assist the Purchasing Agent with annual inventory and movable property surplus auction.
  12. Fulfill the duties as Purchasing Agent in his/her absence. This includes supervising Purchasing personnel, assigning workflow, conducting formal bids and attending bid openings.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Assist with any other job-related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school graduation or General Equivalency Development (GED) certificate; and eight (8) years direct purchasing experience; or
2. Bachelor's Degree in related field plus three (3) years direct purchasing experience; or,
3. CPPB, CPPO certification plus three (3) years direct purchasing experience.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. Must have purchasing experience in at least two of the following commodity areas.
  - a) Water and Treatment Plant Materials and Equipment
  - b) ADPE Computer Systems, Hardware, Software, and related Equipment
  - c) Electronic Communication Equipment
  - d) HVAC Equipment
  - e) Construction Materials
2. Buyer III must possess the knowledge, skills, and abilities required to perform all duties of the Buyer II position and is expected to assume those responsibilities as needed to ensure continuity of operations during workload demands or staff absences.

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to analyze purchasing requests for compliance with established purchasing procedures, evaluate quotes, conduct cost comparisons, and document work in process.
2. Working knowledge of computers and electronic data processing, modern office practices and procedures, and knowledge of engineering, construction, and ADPE terminology.
3. Ability to execute Internet research using search engines.
4. Ability to handle sensitive information with a high level of confidentiality.
5. Ability to effectively meet and deal with the public and communicate effectively verbally and in writing.
6. Ability to appropriately handle stressful situations with a calm demeanor and work with frequent interruptions.
7. Ability to read and interpret plans, technical drawings and formulate specifications.

**TOOLS AND EQUIPMENT USED:**

Phone switchboard; personal computer including word processing, spreadsheet, and database software; copy machine; fax machine; calculator, hand truck, pallet jack, forklift.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is frequently required to sit and talk or hear. The employee is occasionally 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 50 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The work environment is mainly an indoor, climate-controlled office. The noise level in the work environment is light to moderate. The employee occasionally works in precarious places and is sometimes exposed to fumes, or toxic or caustic chemicals. The noise level in the environment is moderate and occasionally loud.

**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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> IT Support Specialist II	<b>Effective Date:</b> November 20, 2024	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 9
<b>Job Class Code:</b>			

<b>Department:</b>	Finance	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>	Data Processing		

## GENERAL PURPOSE

The IT Support Specialist II is responsible for providing technical support to municipal departments. This role requires a blend of technical expertise and customer service skills to ensure efficient IT operations. This position provides troubleshooting on both hardware and software, as well as maintains client/server application software.

## SUPERVISION RECEIVED

Works under the general supervision of the Computer Systems Manager, IT Director, or Director of Finance.

## SUPERVISION EXERCISED

Fulfill the duties of the IT Support Specialist I in his/her absence. May provide direct guidance to IT Support Specialist I.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the first point of contact for technical assistance via phone, email, or in-person.
2. Supports network and computer users by providing technical assistance, phone support, and hardware and software troubleshooting, services user equipment or systems quickly and efficiently with minimal disruption.
3. Troubleshoots problems related to all computers and data communications equipment and takes appropriate actions.
4. Performs minor repairs and upgrades as required.
5. Documents and tracks issues using a ticketing system, ensuring timely resolution.
6. Undertakes special projects at the direction of the Computer Systems Manager.
7. Originates and maintains personal computer inventory records.
8. Maintains endpoint security software and Multi-factor Authorization (MFA) software.
9. Installs software, printers, and hardware.
10. Maintains a hybrid Active Directory environment.
11. Assists with utility bill run process, as needed.

## ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Post secondary classes and/or certifications through college or other technical school in computer related subjects required.
3. Four (4) years of experience as a PC Support Specialist, Network Administrator or closely related position.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

- 1) Must possess a valid state driver's license.

***Special Requirements:***

1. May be required to work overtime or adjust working hours to address problems or assist with afterhours/weekend computer updates and/or server work.
2. Maintain technical expertise and competence by attending classes and seminars.

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to interact effectively with users.
2. Capable of working under stress to meet deadlines.
3. Must maintain strict confidentiality.
4. Ability to read, write, understand and follow oral and written instructions.
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft 365, network protocols, Internet and intranet.

**TOOLS AND EQUIPMENT USED:**

Personal computers, computer servers, network cable testers, and network printers.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle or feel objects, or tools, and reach with hands and arms. Vision abilities required by this job include close vision and ability to adjust focus.

The employee may be required to push, pull, lift, and carry up to 40 pounds.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Human Resources Director Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Engineering Inspector II	<b>Effective Date:</b> September 5, 2007	<b>Revised Date:</b> July 1, 2026	<b>Grade:</b> 15
<b>Job Class Code:</b> 0102			

<b>Department:</b>	<b>Engineering</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>			

**GENERAL PURPOSE:**

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

**SUPERVISION RECEIVED:**

Works under the supervision of the Department Director and/or Assistant 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 those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Coordinates the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Performs the final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Performs elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Makes a written determination, based on the City code, for establishments requesting a liquor license.
7. Gathers documentation, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Attends pre-bid and pre-construction meetings.
10. Attends progress meetings on projects.
11. Assists City Engineer in estimating project costs.

## **CAPITAL PROJECTS**

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects related to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solutions relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

## **ANNUAL MAINTENANCE PROJECTS**

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
6. Performs necessary investigative action and suggest solutions relative to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

## **SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL**

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.

4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate, and ten (10) years' experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman in charge of construction.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.
3. Training as an Inspector for the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of computers, word processing, and modern office practices and procedures.
2. Excellent business writing skills, public relations skills, and skill in the operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions, communicate effectively verbally and in writing, observe proper safety precautions, establish effective working relationships with other employees, supervisors and the public, perform heavy manual tasks under varying weather conditions, and work from construction specifications.
4. Must be proficient in all indicated Tools and Equipment Used.

**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:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 (including 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 25 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship."*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> IT Support Specialist I	<b>Effective Date:</b> July 1, 2026	<b>Revised Date:</b>	<b>Grade:</b> 7
<b>Job Class Code:</b>			

<b>Department:</b>	<b>Finance</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Data Processing</b>		

**GENERAL PURPOSE:**

The IT Support Specialist is responsible for providing technical support to municipal departments. This role requires a blend of technical expertise and customer service skills to ensure efficient IT operations. This position provides troubleshooting on both hardware and software, as well as maintains client/server application software.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Computer Systems Manager, IT Director, or Director of Finance.

**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 those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Serves as the first point of contact for technical assistance via phone, email, or in-person.
2. Supports network and computer users by providing technical assistance, phone support, and hardware and software troubleshooting, services user equipment or systems quickly and efficiently with minimal disruption.
3. Performs minor repairs and upgrades as required.
4. Documents and tracks issues using a ticketing system, ensuring timely resolution.
5. Undertakes special projects at the direction of the Computer Systems Manager.
6. Originates and maintains personal computer inventory records.
7. Maintains endpoint security software.
8. Assists with utility bill run process, as needed.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Post secondary classes and/or certifications through college or other technical school in computer related subjects required.
3. Two (2) years of experience as a PC Support Specialist, Network Administrator or closely related position.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. Maintain technical expertise and competence by attending classes and seminars
2. May be required to work overtime or adjust working hours to address problems or assist with afterhours / weekend computer updates and/or server work.

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to interact effectively with users.
2. Capable of working under stress to meet deadlines.
3. Must maintain strict confidentiality.
4. Ability to read, write, understand and follow oral and written instructions.
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft 365, network protocols, Internet and intranet.
6. Must be proficient in all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

Personal computers, computer servers, network cable testers, and network printers.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle or feel objects, or tools, and reach with hands and arms. Vision abilities required by this job include close vision and ability to adjust focus.

The employee must occasionally lift and/or move up to 40 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Human Resources Director Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> IT Support Specialist III	<b>Effective Date:</b> July 1, 2026	<b>Revised Date:</b>	<b>Grade:</b> 11
<b>Job Class Code:</b>			

<b>Department:</b>	<b>Finance</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Data Processing</b>		

## GENERAL PURPOSE

The IT Support Specialist III is responsible for providing technical support to municipal departments. This role requires a blend of technical expertise and customer service skills to ensure efficient IT operations. This position provides troubleshooting on both hardware and software, as well as maintains client/server application software.

## SUPERVISION RECEIVED

Works under the general supervision of the Computer Systems Manager, IT Director, or Director of Finance.

## SUPERVISION EXERCISED

Will fulfill the duties of the IT Support Specialist I and II in his/her absence. May provide direct guidance to IT Support Specialist I and II.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the first point of contact for technical assistance via phone, email, or in-person.
2. Supports network and computer users by providing technical assistance, phone support, and hardware and software troubleshooting, services user equipment or systems quickly and efficiently with minimal disruption.
3. Troubleshoots problems related to all network computers and data communications equipment and takes appropriate actions.
4. Performs PC and Server repairs and upgrades as required.
5. Documents and tracks issues using a ticketing system, ensuring timely resolution.
6. Undertakes special projects at the direction of the Computer Systems Manager.
7. Originates and maintains personal computer inventory records.
8. Administers endpoint security software and Multi-factor Authentication (MFA) software.
9. Installs software, printers, and hardware.
10. Administers a hybrid Active Directory environment.
11. Maintains switches and routers.
12. Assists with utility bill run process as needed.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:*****Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Post secondary classes and/or certifications through college or other technical school in computer related subjects required.
3. Six (6) years of experience as a PC Support Specialist, Network Administrator or closely related position.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. Maintain technical expertise and competence by attending classes and seminars.

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to interact effectively with users.
2. Capable of working under stress to meet deadlines.
3. Must maintain strict confidentiality.
4. Ability to read, write, understand and follow oral and written instructions.
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft 365, network protocols, Internet and intranet.
6. Proficient in the use of all indicated Tools and Equipment Used.

**TOOLS AND EQUIPMENT USED:**

Personal computers, computer servers, network cable testers, and network printers.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

The employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle or feel objects, or tools, and reach with hands and arms. Vision abilities required by this job include close vision and ability to adjust focus.

The employee must occasionally lift and/or move up to 40 pounds.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Human Resources Director Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Human Resources Generalist	<b>Effective Date:</b> July 1, 2026	<b>Revised Date:</b>	<b>Grade:</b> 9
<b>Job Class Code:</b> 0226			

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

**GENERAL PURPOSE:**

Provides administrative support to the Human Resources department and administers various Human Resources functions such as recruitment, onboarding, employee records administration, and compliance with employment laws and City policies. Coordinates new hire processing, mandatory reporting requirements, and employee documentation.

**SUPERVISION RECEIVED:**

Duties and responsibilities are performed without close supervision. Works under the general supervision of the Human Resources Manager or Human Resources Director.

**SUPERVISION EXERCISED:**

May serve as a lead worker and direct the work of temporaries and volunteers.

**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. Performs general administrative duties such as answering phones, managing correspondence, mail courier for interoffice items, preparing documents, and scheduling appointments for the Human Resources Manager and Director.
2. Coordinates recruitment activities including posting job vacancies, reviewing applications, scheduling interviews, and communicating with applicants. Screens applications to identify candidates that meet Required Minimum Qualifications, checks references, schedules pre-screens, interviews and all pre-employment health tests and screenings.
3. Administers and scores individual, position specific pre-employment Civil Service Examinations.
4. Facilitates onboarding for new employees, including preparing hiring documentation, assisting with new employee orientation, and ensuring completion of required forms.
5. Creates and maintains employment files, ensuring that documents are filed correctly and promptly; updates employee files to document personnel actions and provides information for payroll and other uses, as required, using moderate independent judgment.
6. Electronically reports new-hires to the Social Security Administration, Child Support Enforcement Agency, and E-Verify. Verifies I-9 documents and police background packets for completion and maintains compliance.
7. Gathers and processes data for multiple time sensitive reports, such as EEO.

8. Assists with employee training programs, certifications, and required compliance training.
9. Processes incoming income verifications and telephone verifications of employment on current employees.
10. Tracks employee birthdays through HRIS and sends out birthday cards via inter-office mail.
11. Generates newly hired employee photo identification/facility access badges and current employee replacement badges.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Assists with any other job-related duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

***Education and Experience:***

1. High School diploma or General Equivalency Development (GED) certificate; and
2. Four (4) years of clerical experience preferably in Human Resources.
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 may be evaluated for consideration.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of human resources principles and practices, including recruitment, onboarding, and applicable federal and state employment laws and reporting requirements.
2. Knowledge of HR records management, confidentiality standards, and modern office practices and procedures.
3. Skill in effective verbal, written, and telephone communication and in operating computers and standard office equipment.
4. Ability to accurately enter and maintain data in computer systems while maintaining confidentiality of sensitive information.
5. Ability to interact professionally with employees, supervisors, and the public.
6. Ability to manage multiple tasks, prioritize work, meet deadlines, and remain professional in a fast-paced environment with frequent interruptions.

**TOOLS AND EQUIPMENT USED:**

Phone, personal computer including word processing, spreadsheet, graphics, database software, copy machine, scanner, fax machine, camera, and employee ID badge printer.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if the accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear, walk, use hands to fingers, 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if the accommodations can be made without causing the department an "undue hardship".

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Engineering Inspector I	<b>Effective Date:</b> July 1, 2026	<b>Revised Date:</b>	<b>Grade:</b> 14
<b>Job Class Code:</b>			

<b>Department:</b>	Engineering	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>			

**GENERAL PURPOSE:**

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

**SUPERVISION RECEIVED:**

Works under the supervision of the Department Director and/or Assistant 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 those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Coordinates the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Assists in the final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Assists in surveying elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Assists in making a written determination, based on the City code, for establishments requesting a liquor license.
7. Assists in gathering documentation, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Assists with any other job related duties as assigned.
10. Attends pre-bid and pre-construction meetings.
11. Attends progress meetings on projects.
12. Assists City Engineer in estimating project costs.

### **CAPITAL PROJECTS**

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects related to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solution relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

### **ANNUAL MAINTENANCE PROJECTS**

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
6. Assists in necessary investigative action and suggest solutions related to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

### **SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL**

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:*****Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and five (5) years' experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman, in charge of construction.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.
3. Training as an Inspector in the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of computers, word processing, and modern office practices and procedures.
2. Excellent business writing skills, public relations skills, and skill in the operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions, communicate effectively verbally and in writing, observe proper safety precautions, establish effective working relationships with other employees, supervisors and the public, perform heavy manual tasks under varying weather conditions, and work from construction specifications.

**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:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 25 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship."*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_  
Civil Service Director

Approval: \_\_\_\_\_  
Department Director

Approval: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_  
Additional Authorizer (if needed)

# City of Slidell Job Description



<b>Job Title:</b> Engineering Inspector III	<b>Effective Date:</b> July 1, 2026	<b>Revised Date:</b>	<b>Grade:</b> 16
<b>Job Class Code:</b>			

<b>Department:</b>	Engineering	<b>FLSA:</b>	Non-Exempt
<b>Division:</b>			

**GENERAL PURPOSE:**

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

**SUPERVISION RECEIVED:**

Works under the supervision of the Department Director and/or Assistant 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 those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

1. Supervises the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Supervises the final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Supervises surveying elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Supervises in making a written determination, based on the City code, for establishments requesting a liquor license.
7. Supervises the gathering of documentation, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Assists with any other job related duties as assigned.
10. Attends pre-bid and pre-construction meetings.
11. Attends progress meetings on projects.
12. Assists City Engineer in estimating project costs.

## **CAPITAL PROJECTS**

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects related to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solution relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

## **ANNUAL MAINTENANCE PROJECTS**

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
6. Performs necessary investigative action and suggest solutions relative to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need or relocation to ensure expeditious project completion.

## **SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL**

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.

6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs any other job-related duties, as required or assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and fifteen (15) years' experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman, in charge of construction.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.
3. Training as an Inspector in the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

***General Requirements:***

1. Must possess a valid state driver's license.

***Special Requirements:***

1. None

**MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of computers, word processing, and modern office practices and procedures.
2. Excellent business writing skills, public relations skills, and skill in the operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions, communicate effectively verbally and in writing, observe proper safety precautions, establish effective working relationships with other employees, supervisors and the public, perform heavy manual tasks under varying weather conditions, and work from construction specifications.

**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:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".*

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 25 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 Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship."*

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 only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those 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 or contract 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 and evolve.**

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Civil Service Director Department Director

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Human Resources Director Additional Authorizer (if needed)

## **FY2027 Budget Changes Summary**

### **IT Support Specialist I, II, III (Classified)**

Administration is proposing reorganization of the existing IT Support Specialist position into three levels: IT Support Specialist I, II, and III. This change is intended to support career growth, improve role clarity, and better align responsibilities with the level of work being performed. Currently, the City of Slidell maintains a single IT Support Specialist position at pay grade 7. To promote internal advancement opportunities and align with the City of Slidell's broader goal of creating clear career pathways across all departments, this position will be reclassified as IT Support Specialist II at pay grade 9. Two additional levels are being created, IT Support Specialist I and IT Support Specialist III, proposed at pay grades 7 and 11. These new classifications introduce a structured progression that reflects increasing levels of responsibility, technical expertise, and independence in job performance. The proposed changes include adjustments to duties and responsibilities, as evaluated in coordination with the Finance Director and lead IT position. The restructuring primarily formalizes the scope of work already being performed while clearly defining expectations at each level. This classification structure enhances employee development opportunities, improves retention by providing upward mobility, and ensures that the City of Slidell's IT support functions are appropriately aligned with operational demands.

<b>Grade 7</b>	<b>\$33,461.65, \$42,462.35, \$53,884.11</b>
<b>Grade 9</b>	<b>\$36,891.47, \$46,814.74, \$59,407.23</b>
<b>Grade 11</b>	<b>\$40,672.85, \$51,613.26, \$65,496.48</b>

# Job Pricing Report



## PC Maintenance Technician II (IT10000069)

Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or 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.

### Competencies/Skills

Computer Maintenance | Computer Repair | Computer Service | Desktop Administration | Disk Imaging | Hardware Installation | Hardware Troubleshooting | IT Support | Software Installation | User Administration | General Office Software | IT Help Desk Software | Operating System

Level	Experience	FLSA Status
Intermediate (II)	1 - 3 Years	Typically Non-Exempt
Education	Manage People	Reports To
Associate	No	Project Leader or Supervisor
Job Family	Job Function	Job Focus
Information Technology	IT Support	Device Management

### Alternate Job Titles

Computer Technician - Intermediate | Desktop Support Tech II | PC Helpdesk Technician II

### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %				
		50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	
25th	50.0	53.8	56.1	56.7	50.6	57.0	63.9	57.7	47.4	57.5	68.3	4.0

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %				
		50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	
25th	50.3	54.1	56.4	57.0	50.9	57.3	64.3	58.0	47.7	57.9	68.7	4.0

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

Notes:  
 All orgs/incs are at least the number specified.  
 † Analysis based on at least this many orgs/incs that partially match the selected scope.  
 ‡ Analysis based on all orgs/incs adjusted for selected scope.

Displayed as general business information only; not legal advice

Age to date 7/1/2026

Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
PC Maintenance Technician II (IT10000069)	3/1/2026	\$ 50,000	\$ 53,800	\$ 56,100	\$ 62,500	\$ 50,334	\$ 54,160	\$ 56,475	\$ 62,918
Market Composite \$ 50,334 \$ 54,160 \$ 56,475 \$ 62,918									

Company Job Title	P40	Scale	Target	Grade	Min	FY26 Pay Scale		
						Mid	Max	%
IT Support Specialist I	\$ 54,160	Classified	P20	7	\$ 33,462	\$ 42,462	\$ 53,884	127.5%

**Note**

Market has moved up slightly, but since this job was just created in November 2024 I would recommend the entry level position to remain a grade 7. If the position continues to fall out of line in the future, then we can discuss increasing the grade.

Human Resources Director Approval: Kathrin St. Pierre

Survey Job Title	Survey Job Description	Note
PC Maintenance Technician II (IT100000069)	<p>Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or 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.</p>	<p>Current match for the IT Support Specialist position effective Nov 20, 2024. Job Class Code: 0149</p>

## PC Maintenance Technician II (IT10000069)

Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or 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.

### Competencies/Skills

Computer Maintenance | Computer Repair | Computer Service | Desktop Administration | Disk Imaging | Hardware Installation | Hardware Troubleshooting | IT Support | Software Installation | User Administration | General Office Software | IT Help Desk Software | Operating System

Level	Experience	FLSA Status
Intermediate (II)	1 - 3 Years	Typically Non-Exempt
Education	Manage People	Reports To
Associate	No	Project Leader or Supervisor
Job Family	Job Function	Job Focus
Information Technology	IT Support	Device Management

### Alternate Job Titles

Computer Technician - Intermediate | Desktop Support Tech II | PC Helpdesk Technician II

### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %
		25th	50th	75th	MIN	MID	MAX	
25th	52.5	56.5	58.9	65.6	49.8	60.5	71.7	4.0
Avg	59.5	53.1	67.1	60.6				
50th								
75th								

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %
		25th	50th	75th	MIN	MID	MAX	
25th	52.8	56.8	59.2	66.0	50.1	60.8	72.1	4.0
Avg	59.9	53.4	67.5	60.9				
50th								
75th								

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 5.0% Adjustment

Notes:  
 All orgs/mcs are at least the number specified.  
 † Analysis based on at least this many orgs/lines that partially match the selected scope.  
 ‡ Analysis based on all orgs/mcs adjusted for selected scope.

Displayed as general business information only; not legal advice.

Age to date 7/1/2026

Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
PC Maintenance Technician II (IT10000069)	3/1/2026	\$ 52,500	\$ 56,500	\$ 58,900	\$ 65,600	\$ 52,851	\$ 56,878	\$ 59,294	\$ 66,039
		Market Composite		\$ 52,851	\$ 56,878	\$ 59,294	\$ 66,039		

Company Job Title	P40	Scale	Target	Grade	Min	FY26 Pay Scale		
						Mid	Max	%
IT Support Specialist II	\$	56,878	Classified P20	9	\$ 36,891	\$ 46,815	\$ 59,407	121.5%

**Note**

Same match as level I position with a 5% increase for advancement. I would recommend a grade 9 for this position.

Human Resources Director Approval: Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
PC Maintenance Technician II (IT10000069)	<p>Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or 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.</p>	<p>Same match for IT Support Specialist I with a 5% increase to account for advancement of position.</p>

## PC Maintenance Technician III (IT10000070)

Installs, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a supervisor or manager.

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.

### Competencies/Skills

Computer Maintenance | Computer Repair | Computer Service | Desktop Administration | Disk Imaging | Hardware Installation | Hardware Troubleshooting | IT Support | Software Installation | User Administration | General Office Software | IT Help Desk Software | Operating System

Level	Senior (III-VI)	Experience	3 - 5 Years	FLSA Status	Typically Non-Exempt
Education	Associate	Manage People	Manage People	Reports To	Supervisor or Manager
Job Family	Information Technology	Job Function	IT Support	Job Focus	Device Management

### Alternate Job Titles

Computer Technician -Senior | Desktop Support Tech III | PC Helpdesk Technician III

### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %		
		25th	50th	75th	Avg	MIN	MID	MAX		
57.3	61.7	64.3	72.5	65.3	58.3	74.5	67.2	54.6	77.7	5.6

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %		
		25th	50th	75th	Avg	MIN	MID	MAX		
57.6	62.0	64.7	73.0	65.7	58.6	75.0	67.6	55.0	78.2	5.6

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

Age to date 7/1/2026  
 Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
PC Maintenance Technician III (IT10000070)	3/1/2026	\$ 57,300	\$ 61,700	\$ 64,300	\$ 72,500	\$ 57,683	\$ 62,112	\$ 64,730	\$ 72,985
Market Composite		\$ 57,683	\$ 62,112	\$ 64,730	\$ 72,985				

Company Job Title	P40	Scale	Target	Grade	Min	FY26 Pay Scale		
						Mid	Max	%
IT Support Specialist III	\$	62,112	Classified P20	11	\$ 40,673	\$ 51,613	\$ 65,496	120.3%

**Note**

Next level match for the position. I would recommend a grade 11 for this position.

Human Resources Director Approval: Kaitlin St. Pierre

Survey Job Title	Survey Job Description	Note
PC Maintenance Technician III (IT10000070)	<p>Installs, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a supervisor or manager. 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.</p>	<p>Next level of the same match used for IT Support Specialist levels I &amp; II.</p>

## FY2027 Budget Changes Summary

### **Engineering Inspector I, II, III (Classified)**

Administration is proposing the funding and restructuring of the Engineering Inspector position within the Engineering Department to address increasing workload demands and support organizational career progression goals. The Engineering Inspector position exists but is not funded and hasn't been for many years, however, due to the growing volume and complexity of engineering projects, the department has identified the need to fund this role in the upcoming budget cycle to ensure adequate oversight and project support. In alignment with the City of Slidell's commitment to establishing clear career pathways, Administration is recommending the creation of multiple levels within this classification. Under this proposal, the existing Engineering Field Representative position will be reclassified as Engineering Inspector II at Pay Grade 15, based on compensation data and the scope of responsibilities currently defined. Additionally, a new entry-level Engineering Inspector I position is proposed at Pay Grade 14, along with an advanced Engineering Inspector III position at Pay Grade 16. This structure establishes a clear progression of responsibility, experience, and technical expertise within the classification. The current Engineering Field Inspector position, which is filled, will be reclassified to Engineering Inspector II to align with this updated structure. This proposal supports operational needs within the Engineering Department while advancing the City's goal of providing defined career growth opportunities, improving retention, and ensuring appropriate alignment between job responsibilities and compensation.

<b>Grade 14</b>	\$47,083.90,	\$59,748.79,	\$75,820.36
<b>Grade 15</b>	\$49,438.10,	\$62,736.23,	\$79,611.37
<b>Grade 16</b>	\$51,910.01,	\$65,873.05,	\$83,591.94

# Job Pricing Report



## Construction Representative, Sr. (SC16000367)

Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager.

**P04-Specialist :** A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

### Competencies/Skills

Building Codes and Regulations | Construction Estimating | Construction Management | Construction Scheduling | Construction Site Inspection | Construction Site Safety | Contract Compliance | Quality Inspection | Reading Blueprints/Diagrams | Troubleshooting

Level	Experience	FLSA Status
Senior (III-VI)	7+ Years	Varies
Education	Manage People	Reports To
Bachelor's	NO	Supervisor or Manager
Job Family	Job Function	Job Focus
Construction & Architecture	Construction	Quality Control

### Alternate Job Titles

Senior Construction Control Representative | Senior Construction Inspection Representative

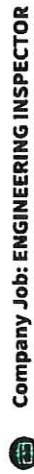
### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %			
25th	40th	50th	Avg	75th	50th	75th	Avg	MIN	MID	MAX	50th
67.0	73.0	76.6	78.7	89.0	79.6	80.2	80.9	64.5	78.3	96.6	N/A

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %			
25th	40th	50th	Avg	75th	50th	75th	Avg	MIN	MID	MAX	50th
67.4	73.5	77.1	79.1	89.5	80.1	80.7	80.7	64.9	78.7	97.2	N/A

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | -5.0% Adjustment



**Company Job: ENGINEERING INSPECTOR** Based on CAMD Job: Construction Representative, Sr. (SC16000367) Adjusted by 0.0%

Comment: N/A

Age to date 7/1/2026  
Aging factor 2%

<b>Survey Job Title</b>	<b>Effective Date</b>	<b>P25</b>	<b>P40</b>	<b>P50</b>	<b>P75</b>	<b>Aged P25</b>	<b>Aged P40</b>	<b>Aged P50</b>	<b>Aged P75</b>
Construction Representative, Sr. (SC16000367)	3/1/2026	\$ 67,000	\$ 73,000	\$ 76,600	\$ 89,000	\$ 67,448	\$ 73,488	\$ 77,112	\$ 89,595
					Market Composite	\$ 67,448	\$ 73,488	\$ 77,112	\$ 89,595

FY26 Pay Scale								
<b>Company Job Title</b>	<b>P40</b>	<b>Scale</b>	<b>Target</b>	<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>%</b>
Engineering Inspector I	\$ 73,488	Classified	P20	14	\$ 47,084	\$ 59,749	\$ 75,820	123.0%

**Note**  
I am recommending a grade 14 for this position.

*Kathleen St. Pierre*

Human Resources Director Approval:

Survey Job Title	Survey Job Description	Note
Construction Representative, Sr. (SC16000367)	<p>Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager. P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.</p>	<p>Negative 5% adjustment applied. Match is good but years of experience for first level is less than match.</p>

# Job Pricing Report



## Construction Representative, Sr. (SC16000367)

Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager.

P04-Specialist: A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

### Competencies/Skills

Building Codes and Regulations | Construction Estimating | Construction Management | Construction Scheduling | Construction Site Inspection | Construction Site Safety | Contract Compliance | Quality Inspection | Reading Blueprints/Diagrams | Troubleshooting

Level	Senior (III-VI)	Experience	7+ Years	FLSA Status	Varies
Education	Bachelor's	Manage People	No	Reports To	Supervisor or Manager
Job Family	Construction & Architecture	Job Function	Construction	Job Focus	Quality Control

### Alternate Job Titles

Senior Construction Control Representative | Senior Construction Inspection Representative

### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %							
25th	70.5	40th	76.9	50th	80.5	75th	83.8	85th	84.5	Avg	MIN	MID	MAX	50th	N/A

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %							
25th	71.0	40th	77.3	50th	81.1	75th	84.2	85th	85.0	Avg	MIN	MID	MAX	50th	N/A

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

Company Job: ENGINEERING INSPECTOR

Based on CAMD Job: Construction Representative, Sr. (SC16000367) Adjusted by 0.0%

Comment: N/A

Age to date 7/1/2026

Ageing factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Construction Representative, Sr.	3/1/2026	\$ 70,500	\$ 76,900	\$ 80,600	\$ 93,700	\$ 70,971	\$ 77,414	\$ 81,139	\$ 94,326
					Market Composite	\$ 70,971	\$ 77,414	\$ 81,139	\$ 94,326

Company Job Title	P40	Scale	Target	Grade	Min	Mid	Max	%
Engineering Inspector II	\$ 77,414	Classified	P20	15	\$ 49,438	\$ 62,736	\$ 79,611	123.4%

**Note**

I am recommending a grade 15 for this position.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
Construction Representative, Sr. (SC16000367)	<p>Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager. P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.</p>	same match as first level with no adjustment.

# Job Pricing Report



## Construction Representative, Sr. (SC16000367)

Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager.

P04-Specialist: A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

### Competencies/Skills

Building Codes and Regulations | Construction Estimating | Construction Management | Construction Scheduling | Construction Site Inspection | Construction Site Safety | Contract Compliance | Quality Inspection | Reading Blueprints/Diagrams | Troubleshooting

Level Senior (III-VI)

Experience 7+ Years

FLSA Status

Varies

Education Bachelor's

Manage People

Reports To

Job Family Construction & Architecture

Job Function Construction

Supervisor or Manager

Quality Control

Quality Control

### Alternate Job Titles

Senior Construction Control Representative | Senior Construction Inspection Representative

### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %
		50th	75th	Avg	50th	75th	Avg	50th
25th	74.1	80.7	84.7	86.9	75.3	88.0	88.7	N/A
75th	98.4							
MAX								

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %
		50th	75th	Avg	50th	75th	Avg	50th
25th	74.5	81.2	85.2	87.4	75.8	88.5	89.2	N/A
75th	99.0							
MAX								

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 5.0% Adjustment



Company Job: ENGINEERING INSPECTOR

Based on CAMD Job: Construction Representative, Sr. (SC16000367) Adjusted by 0.0%

Comment: N/A

Age to date 7/1/2026

Aging factor 2%

<b>Survey Job Title</b>	<b>Effective Date</b>	<b>P25</b>	<b>P40</b>	<b>P50</b>	<b>P75</b>	<b>Aged P25</b>	<b>Aged P40</b>	<b>Aged P50</b>	<b>Aged P75</b>
Construction Representative, Sr. -----	3/1/2026	\$ 74,100	\$ 80,700	\$ 84,700	\$ 98,400	\$ 74,595	\$ 81,239	\$ 85,266	\$ 99,058
					Market Composite	\$ 74,595	\$ 81,239	\$ 85,266	\$ 99,058

						<b>FY26 Pay Scale</b>			
<b>Company Job Title</b>	<b>P40</b>	<b>Scale</b>	<b>Target</b>	<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>		<b>%</b>
Engineering Inspector III	\$ 81,239	Classified P20	P20	16	\$ 51,910	\$ 65,873	\$ 83,592		123.3%

**Note**

I am recommending a grade 16 for this position.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
Construction Representative, Sr. (SC16000367)	<p>Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager. P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.</p>	<p>added 5% increase for next level position. Position requires 15 years of experience.</p>

## **FY2027 Budget Changes Summary**

### **HR Generalist (Classified) Grade 9 Clerical/72 Hour Pay Scale**

Administration is proposing a new classification of HR Generalist within the Human Resources Department. This position is currently filled, and the proposed change reflects the natural evolution of the role over time. Over the years, the duties and responsibilities of this position have expanded significantly, requiring a higher level of expertise, independent judgment, and decision-making than is typically associated with an assistant-level role. The position now manages a broader scope of human resources functions and operates with increased autonomy, supporting departmental operations at a more advanced level. In addition, the required experience for this position has increased to four years, further reflecting the elevated expectations and complexity of the work being performed. The HR Generalist classification more accurately aligns with the current duties, responsibilities, and professional standards of the position. To maintain flexibility for future departmental growth, the HR Assistant job description will remain active but unfunded. This will allow the department to reintroduce an entry-level position in the future, should funding become available, to support continued expansion and succession planning within Human Resources. This new job classification ensures proper alignment between job duties and title, supports operational effectiveness, and reinforces the City's commitment to structured career development and organizational growth.

### **HR Manager (Classified) Grade 15 Clerical/72 Hour Pay Scale**

Per the request of the Civil Service Director, this job description will be updated with non-substantive changes as well as will be placed in the new format for job descriptions provided by the Civil Service Director. Since there are non-substantial changes, the pay grade will remain the same as a pay grade 15.

## Human Resources Generalist I (HR09200010)

Serves as administrator for several critical human resources functions and workforce management, including recruiting, employee/labor relations, health and safety, compensation, benefits, training, diversity, employee engagement, leave and attendance tracking, payroll, and employee records. Facilitates and communicates organizational policies and programs and ensures labor law and regulatory compliance. Provides internal support and partnership to business lines to deliver required human resources. May evaluate, select, and oversee vendors that provide supplemental HR processes and services. Coordinates with HR support staff to process and maintain employment, attendance, and other records. Typically requires a bachelor's degree. Typically reports to a manager.

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

### Competencies/Skills

Compensation & Benefits | Employee Communications | Employee Data Management | Employee Relations | Employment Authorization | Full-Cycle Recruiting | HR Policy Administration | HR Regulatory Environment & Compliance | Onboarding | Performance Management Programs | Training Delivery | Human Resource Management Systems (HRMS) | Human Resources Policies, Strategies and Environment | HR: Policies, Standards and Procedures | HR Legal and Regulatory Environment | Human Resources Consulting | HR PLANNING and DEVELOPMENT | HR OPERATIONS

Level	Experience	FLSA Status
Entry (I)	0 - 2 Years	Varies
Education	Manage People	Reports To
Bachelor's	No	Manager
Job Family	Job Function	Job Focus
Human Resources	Human Resources Generalist	Human Resources Generalist

### Alternate Job Titles

Entry HR Generalist | HR Generalist I | HR Representative I | Human Resources Representative I

### Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %				
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
52.3	55.8	57.9	63.9	58.5	53.2	59.2	65.9	60.0	50.0	59.4	70.3	6.7

### South (Region) | Government | 200 - 500 FTEs

Base (000s)		TCC (000s)			Salary Structure (000s)			Bonus Target %				
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
52.8	56.4	58.6	64.6	59.1	53.8	59.8	66.6	60.6	50.5	60.0	71.0	6.7

Age to date 7/1/2026

Aging factor 2%

**Survey Job Title**  
 Human Resources  
 Generalist I  
 .....

<b>Effective Date</b>	<b>P25</b>	<b>P40</b>	<b>P50</b>	<b>P75</b>	<b>Aged P25</b>	<b>Aged P40</b>	<b>Aged P50</b>	<b>Aged P75</b>
1/1/2026	\$ 52,300	\$ 55,800	\$ 57,900	\$ 63,900	\$ 52,819	\$ 56,353	\$ 58,474	\$ 64,534

Market Composite \$ 52,819 \$ 56,353 \$ 58,474 \$ 64,534

				<b>FY26 Pay Scale</b>			
<b>Company Job Title</b>	<b>P40</b>	<b>Scale</b>	<b>Target</b>	<b>Grade</b>	<b>Min</b>	<b>Max</b>	<b>%</b>
HR Generalist	\$ 56,353	Classified P20	P20	9	\$ 36,891	\$ 46,815	\$ 59,407 120.4%

**Note**

Same grade as an Admin Secretary. Two above Payroll position and 6 below HR Manager. This upgrade will cost an additional \$2,854. I pulled the job match with 0-2 years of experience because our job description does not require a degree.

Human Resources Director Approval:

Kathrin St. Pierre

Survey Job Title	Survey Job Description	Note
Human Resources Generalist I (-HR09200010)	<p>Serves as administrator for several critical human resources functions and workforce management, including recruiting, employee/labor relations, health and safety, compensation, benefits, training, diversity, employee engagement, leave and attendance tracking, payroll, and employee records. Facilitates and communicates organizational policies and programs and ensures labor law and regulatory compliance. Provides internal support and partnership to business lines to deliver required human resources. May evaluate, select, and oversee vendors that provide supplemental HR processes and services. Coordinates with HR support staff to process and maintain employment, attendance, and other records. Typically requires a bachelor's degree. Typically reports to a manager. P01-Entry : Work is closely managed. Works on projects/matters of limited complexity in a support role. Typically requires 0-2 years of related experience.</p>	<p>Position doesn't require a bach degree. I will allow education to sub for experience which is why I am selecting the lower match for years of experience.</p>

## FY2027 Budget Changes Summary

### **Removing Warehouse Specialist (Classified) Grade 2 on Clerical/72 Hour Scale**

#### **Updating Buyer I, II, III (Classified) Grades 8, 11, 16 on Clerical/72 Hour Scale**

Administration is proposing the elimination of the Warehouse Specialist position within the Purchasing Department to better align staffing structure with operational needs and career development goals. Over the past five years, the department has hired four individuals into the Warehouse Specialist role. In each instance, employees left the position citing limited compensation and a lack of advancement opportunities within the department. This pattern has highlighted ongoing challenges with retention and the overall sustainability of the position as currently structured. Additionally, the Warehouse Specialist role does not provide a clear pathway for progression into the Buyer classification series. To support employee growth and establish a more defined career ladder, warehouse-related responsibilities will be reassigned to the Buyer I position. This adjustment allows the entry-level Buyer role to gain hands-on experience in both purchasing and warehouse operations, creating a more comprehensive skill set and a clearer trajectory to higher-level Buyer positions. The Buyer II and Buyer III positions will provide operational support by assuming warehouse-related duties as needed, ensuring continuity of service and maintaining workflow efficiency in the absence of a dedicated warehouse role. **Buyer I, Buyer II, and Buyer III pay grades will not change as a result of this restructuring.** Analysis of compensation data showed that averaging the data for the Warehouse Specialist and Buyer I positions would result in a reduction to the Buyer I pay grade, due to the significantly lower compensation associated with the Warehouse Specialist role. This is not recommended, as it would not appropriately reflect the scope and responsibilities of the Buyer classifications. Therefore, we recommend maintaining the current pay grades: Buyer I – Grade 8, Buyer II – Grade 11, and Buyer III – Grade 16. This restructuring is intended to improve employee retention, enhance internal career mobility, promote cross-functional training, and streamline departmental operations without reducing service levels.

**Grade 2**      \$26,218.08, \$33,270.36, \$42,219.61-

**Grade 8**      \$35,134.73, \$44,585.47, \$56,578.32

**Grade 11**     \$40,672.85, \$51,613.26, \$65,496.48

**Grade 16**     \$51,910.01, \$65,873.05, \$83,591.94

## FY2027 Budget Changes Summary

### Code Enforcement (Classified) Grade 5 on Field/80 Hour Pay Scale

Administration is proposing to reassign the Code Enforcement Officer position from the Building Safety Department to the Streets and Drainage Division within Public Operations. Upon review of current operations and departmental alignment, it has been determined that many of the core responsibilities of this position are directly related to the maintenance and protection of the City's drainage infrastructure. While code enforcement is often perceived as a "beautification" function, it serves a much more critical role as the first line of defense in protecting the City's drainage network. Preventative enforcement of high grass, fallen branches, and loose debris plays a vital role in keeping culverts and catch basins clear, particularly during storm events. By ensuring that residents and businesses address these issues proactively, the Code Enforcement Officer contributes to a measurable reduction in localized flooding and emergency response calls for debris removal. This preventative approach supports more efficient use of City resources and enhances overall stormwater management efforts. Reassigning this position to the Public Works Division of Public Operations (Streets and Drainage) will improve operational efficiency and coordination by placing it within the same department responsible for maintaining the City's drainage system. This unified structure allows for a more coordinated strategy to keep the City's "veins", its pipes and ditches, clear while enabling direct collaboration with crews who have the equipment and capacity to address violations and remove debris. The position will transition from the 72-hour pay scale to the 80-hour pay scale to align with Public Operations. In coordination with the Civil Service Director, the employees will be placed at the nearest step within the new pay scale that is equal to or greater than their current hourly rate. This ensures a smooth transition and prevents any reduction in compensation. This proposed reassignment ensures that the position is functionally aligned with its core responsibilities, strengthens preventative maintenance efforts, and supports a more proactive and coordinated approach to drainage and stormwater management.

**Grade 5**      \$30,350.70, \$38,514.61, \$48,874.48

By placing the employees nearest but not less than their current hourly rate, we ensure that no employee loses money with this transition. If we moved the employees based on annual salary, they would make the same annual salary but would be working 8 more hours per pay period which would equate to less salary. This method was agreed upon by the HR Director, Civil Service Director, and Finance Director. 1 FT, 1 PT (not on grade/step), and 1 vacancy

Employee: Current Salary = \$17.72149 / \$33,186.77 G5 / S7

New Salary = \$17.9734 / \$37,384.65

## FY2027 Budget Changes Summary

### **Grease Trap Inspector (Classified) Grade 5 on Field/80 Hour Pay Scale**

Administration is proposing to reassign the Grease Trap Inspector position from the Building Safety Department back to the Public Utilities Division within Public Operations. Historically, this position was housed within the Public Utilities Division and was reassigned to Building Safety under prior administration in 2020. Upon review of current operations and departmental alignment, it has been determined that the responsibilities of the Grease Trap Inspector are more directly related to the function and protection of the City's wastewater infrastructure. The Grease Trap Inspector plays a critical role in preserving and protecting the wastewater collection system by monitoring commercial grease traps and ensuring compliance with applicable regulations. This work directly supports the integrity, performance, and longevity of the sewer system. Reassigning this position back to the Public Utilities Division will improve operational efficiency and coordination by aligning it with staff who are directly responsible for the maintenance and management of the wastewater collection system. This change will also enhance communication, oversight, and overall effectiveness of wastewater-related operations. **The position's pay grade will remain unchanged at Grade 5**, as there are no modifications to the duties or responsibilities. However, the position will transition from the 72-hour pay structure to the Field Employees (80-hour) pay scale to align with Public Utilities operations. In coordination with the Civil Service Director, the employee will be placed at the nearest step within the new pay scale that is equal to or greater than their current hourly rate. This approach ensures a smooth transition and prevents any reduction in compensation as a result of the change. This proposed reassignment ensures that the position is functionally aligned with its core responsibilities while maintaining equitable compensation and supporting the long-term sustainability of the City's wastewater infrastructure.

**Grade 5**      \$30,350.70, \$38,514.61, \$48,874.48

By placing the employees nearest but not less than their current hourly rate, we ensure that no employee loses money with this transition. If we moved the employees based on annual salary, they would the same annual salary but would be working 8 more hours per pay period which would equate to less salary. This method was agreed upon by the HR Director, Civil Service Director, and Finance Director. 1 FT

Employee: Current Salary = \$17.4660 / \$32,696.33 G5 / S6

New Salary = \$17.7078 / \$36,832.17

## **FY2027 Budget Changes Summary**

### **CBO/CFM (Classified) Grade 20 on the Clerical/72 Hour Pay Scale**

Administration is proposing to remove Code Enforcement oversight from the Chief Building Official/Certified Floodplain Manager (CBO/CFM) position and the Building Safety Department. Currently, the CBO/CFM oversees Building Inspectors, Permitting Technicians, Flood Damage Prevention, and Code Enforcement. With the reassignment of Code Enforcement Officers to the Streets and Drainage Division within Public Operations, this supervisory responsibility will be removed from the CBO/CFM role. Additionally, the Building Safety Department is preparing for a significant increase in workload, including the addition of approximately 300 new residential units within the City limits beginning July 1. This growth will substantially increase inspection and permitting demands, requiring focused attention and resources within the department. To ensure that services are delivered efficiently and effectively, this realignment allows the Building Safety Department to concentrate on its core functions of inspections, permitting, and floodplain management, while Code Enforcement operations are aligned under Public Operations where they more directly support drainage and infrastructure maintenance. There is no change to the pay grade associated with the CBO/CFM position, as compensation data supports maintaining the current classification. This adjustment promotes a more balanced distribution of responsibilities across departments, improves operational efficiency, and ensures that the City is well-positioned to meet increasing service demands while maintaining a high level of service to the citizens of Slidell.

**Grade 20**     \$63,096.94, \$80,069.10, \$101,606.53

## **FY2027 Budget Changes Summary**

### **Utility Technicians (Classified) Grade 7 on Field/80 Hour Pay Scale**

Administration is proposing an adjustment to the reporting structure of the Utility Technician position, which is currently assigned to the Public Utilities Division within Public Operations. The Utility Technician has historically worked in close coordination with the Data Processing Department, particularly in the areas of meter reading and utility billing services. Given the highly integrated nature of these functions, Administration is recommending that the position be structured to report to either Public Utilities or Data Processing, as operational needs dictate. This flexibility will support improved management of the utility billing process by strengthening communication, coordination, and data accuracy between field operations and customer billing functions. Both Public Utilities and Data Processing have worked collaboratively for many years, and this adjustment formalizes and clarifies that longstanding partnership. Allowing dual-department reporting alignment will provide clearer supervision, more direct guidance to staff, and greater accountability across departments. It also ensures that the position can be strategically aligned based on workload demands and departmental priorities. These changes are intended to enhance operational efficiency, improve service delivery, strengthen interdepartmental accountability, and better align departmental functions with the Administration's vision of a more streamlined and responsive municipal government. The position's pay grade will remain unchanged at Grade 7, as there are no modifications to the duties or responsibilities.

**Grade 7**      \$33,461.65, \$42,462.35, \$53,884.11

## **FY2027 Budget Changes Summary**

### **Legal Assistant City Prosecutor (Classified) Grade 13 Clerical/72 Hour Pay Scale**

Administration is proposing the addition of a Legal Assistant position within the City Prosecutor's Office to address increasing workload demands and improve operational efficiency. The current Legal Assistant job description is specific to the Legal Department and does not fully reflect the unique functions and responsibilities required within the City Prosecutor's Office. At present, the department is staffed with a Legal Secretary and an Administrative Secretary; however, with only two clerical support positions, the office has been struggling to keep pace with the current volume of work. Recognizing this need, Administration has included funding for an additional position to provide necessary support. The creation of a Legal Assistant role within the City Prosecutor's Office will enhance the department's ability to manage caseloads, improve workflow, and maintain timely and effective operations. In conjunction with this addition, Administration will update existing job descriptions to include department-specific responsibilities for the City Prosecutor's Office. This will ensure that all clerical and legal support roles are clearly defined and accurately aligned with the functions they perform. The Legal Secretary and Administrative Secretary positions will remain in place, with the addition of the Legal Assistant providing critical support to meet current and anticipated workload demands. This proposal strengthens the operational capacity of the City Prosecutor's Office while ensuring that job classifications accurately reflect departmental responsibilities and service needs.

### **Legal Secretary City Prosecutor (Classified) Grade 12 Clerical/72 Hour Pay Scale**

Administration is proposing updates to the existing Legal Secretary job description within the City Prosecutor's Office to incorporate duties and responsibilities specific to the department's operations. While this position already exists, the current job description does not fully reflect the specialized functions performed in support of the City Prosecutor. Updating the job description will ensure greater accuracy, clarify expectations, and better align the position with the operational needs of the department. We would also like to update the name of this position to be "Legal Secretary" not "Legal Secretary III". We do not have multiple levels for this position. This revision supports improved role definition and enhances overall efficiency within the City Prosecutor's Office.

### **Administrative Secretary City Prosecutor (Classified) Grade 9 Clerical/72 Hour Pay Scale**

Administration is proposing updates to the existing Administrative Secretary job description within the City Prosecutor's Office to incorporate duties and responsibilities specific to the department's operations. While this position already exists, the current job description does not fully reflect the specialized functions performed in support of the City Prosecutor. Updating the job description will ensure greater accuracy, clarify expectations, and better align the position with the operational needs of the department. This revision supports improved role definition and enhances overall efficiency within the City Prosecutor's Office.

**Grade 13**    \$44,841.81, \$56,903.61, \$72,209.86

**Grade 12**    \$42,706.49, \$54,193.92, \$68,771.30

**Grade 9**     \$36,891.47, \$46,814.74, \$59,407.23