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**File #:** TMP-3573

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230830

ORDINANCE NO. TMP-3573

Amending Chapter 2 of the Code of Ordinances of the Kansas City, Missouri, Classification and Compensation Plan, by repealing Section 2-1076, and enacting in lieu thereof a new section of like number and subject matter to create two new job classifications and corresponding pay grades; waiving the limitations established by the Fund Balance and Reserve Policy in Section 2-1954 of the Code of Ordinances; appropriating \$200,000.00 from the Unappropriated Fund Balance of the General Fund; and establishing an accelerated effective date.

WHEREAS, Council Aides are responsible for managing constituent relations, assisting with legislation, monitoring and responding to developments both in district and citywide, among other duties; and

WHEREAS, Council Aides are vital for the efficient and effective performance of Council Offices by briefing councilmembers on matters of significance and coordinating complex programs or projects; and

WHEREAS, Council Aides provide a wealth of institutional knowledge of various facets of City Hall Departments to the benefit of Councilmembers and other Council staff; and

WHEREAS, City Council seeks to adequately compensate these essential positions with an effective date of September 24, 2023; NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Chapter 2, Code of Ordinances, entitled “Administration,” relating to the Classification and Compensation Plan, is hereby amended by repealing Section 2-1076 and enacting in lieu thereof a new section of like number and subject matter, to read as follows.

**Sec. 2-1076. Salary schedules for occupational group classified as clerical, fiscal, and administrative with class code, class title, and pay grade therein.**

The following schedules are hereby adopted as the salary schedules for the following classes of positions as set out below by class code number, class title, and pay grade therein:

- (1) For those classes of positions within the managerial, professional, supervisory, and/or confidential group:

Class Code	Class Title	Pay Grade	Monthly Minimum	Monthly Maximum
(1XXX) CLERICAL, FISCAL, AND ADMINISTRATIVE				
1010	CLERICAL SUPERVISOR	NE4	3549	5323
1012	CUSTOMER SERVICE SUPERVISOR	NE5	3904	5856
1014	SUPPORTED EMPLOYEE ADMINISTRATIVE WORKER	NE1	2666	3999
1028	LEGAL SECRETARY	NE5	3904	5856
1030	PARALEGAL	NE6	4294	6441
1040U	ADMINISTRATIVE SECRETARY		4619	6928
1060U	ADMINISTRATIVE ASSISTANT TO THE JUDGES		4619	6928
1070U	ADMINISTRATIVE SECRETARY TO CITY COUNCIL		4619	6928
1071U	ASSISTANT TO ELECTED OFFICIAL		3549	5323
1072	EXECUTIVE AIDE TO COUNCILMEMBER		4619	6928
1073	EXECUTIVE AIDE TO MAYOR PRO TEM		5794	7150
1113	SENIOR ACCOUNTANT	EX3	5173	7759
1119	ACCOUNTANT	NE5	3904	5856
1121	ACCOUNTANT II	NE6	4294	6441
1123U	INTERNAL AUDITOR		5794	8833
1125	AUDITOR	EX1	4124	6186
1126	SENIOR AUDITOR	EX3	5173	7759
1127	AUDIT MANAGER	EX5	6489	9734
1129U	CITY AUDITOR		7567	14422
1139	TAXPAYER SPECIALIST SUPERVISOR	NE6	4294	6441
1150	CITY TREASURER	EX7	8140	12210
1152U	RETIREMENT SYSTEM EXECUTIVE OFFICER		8650	13620
1158	MANAGER OF CONSUMER SERVICES	EX3	5173	7759
1160	COMMISSIONER OF REVENUE	EX7	8140	12210
1166	CITY CONTROLLER	EX7	8140	12210
1167	MANAGER OF DEVELOPMENT FINANCE	EX7	8140	12210
1171	FINANCIAL MANAGER	EX6	7268	10902
1307	STORES MANAGER	NE4	3549	5323
1309	PROCUREMENT OFFICER	NE4	3549	5323
1314	SENIOR PROCUREMENT OFFICER	EX2	4619	6928
1312	PROCUREMENT MANAGER	EX4	5794	8833
1315	ACQUISITION SPECIALIST	NE5	3904	5856
1316	SENIOR ACQUISITION SPECIALIST	NE7	4724	7085
1335	BUILDING MANAGER	EX2	4619	6928
1510	GRAPHIC DESIGN SPECIALIST	NE5	3904	5856
1545	IT TECHNICIAN	NE5	3904	5856
1546	IT SENIOR TECHNICIAN	NE6	4294	6441
1548U	CHIEF TECHNOLOGY OFFICER		9117	15858
1552	IT ANALYST	NE7	4724	7085
1553	IT SENIOR ANALYST	EX3	5173	7759
1558	IT SPECIALIST	EX4	5794	8833
1559	IT SENIOR SPECIALIST	EX5	6489	9734
1561	IT MANAGER	EX6	7268	10902
1562	IT SUPERVISOR	EX5	6489	9734
1610	LEGAL INVESTIGATOR	NE5	3904	5856
1618	ASSISTANT CITY ATTORNEY	EX5	6489	9734
1619	ASSOCIATE CITY ATTORNEY	EX6	7268	10902
1623	CITY PROSECUTOR	EX8	8650	13620
1624	FIRST ASSISTANT CITY PROSECUTOR	EX6	7268	10902
1627	SENIOR ASSOCIATE CITY ATTORNEY	EX8	8650	13620
1629U	DEPUTY CITY ATTORNEY		9117	19167
1650	ADMINISTRATOR OF MUNICIPAL COURT	EX8	8650	13620
1652	EVENT COORDINATOR	NE6	4294	6441

1655	CHIEF OF EVENT COORDINATION	EX4	5794	8833
1657	EVENT OPERATIONS SUPERVISOR	NE6	4294	6441
1678	FINANCIAL ANALYST	EX5	6489	9734
1679	ASSISTANT BUDGET OFFICER	EX6	7268	10902
1680U	BUDGET OFFICER		8650	13620
1681	ANALYST	EX2	4619	6928
1682	SENIOR ANALYST	EX4	5794	8833
1683	CHIEF ANALYTICS OFFICER	EX5	6489	9734
1705	HUMAN RESOURCES SPECIALIST	EX2	4619	6928
1706	SENIOR HUMAN RESOURCES SPECIALIST	EX4	5794	8833
1707	HUMAN RESOURCES MANAGER	EX6	7268	10902
1716	MUNICIPAL INTERN	NE1	2666	3999
1717	MUNICIPAL MANAGEMENT TRAINEE	NE5	3904	5856
1719	ADMINISTRATIVE ASSISTANT	NE3	3226	5094
1723	SENIOR ADMINISTRATIVE ASSISTANT	NE4	3549	5323
1724U	COMMUNITY ENGAGEMENT COORDINATOR		4124	6186
1727U	EXECUTIVE AIDE TO ELECTED OFFICIAL		5794	8833
1728U	EXECUTIVE SECRETARY TO CITY MANAGER		5794	8833
1729	ADMINISTRATIVE OFFICER	EX2	4619	6928
1732U	CHIEF DEPUTY CITY CLERK		4619	6928
1733U	CITY CLERK		5362	10373
1734	ASST. TO DIRECTOR (ADMIN. SERV.)	EX4	5794	8833
1735	BUSINESS OPERATIONS MANAGER	EX6	7268	10902
1736U	DEPUTY DIRECTOR		9117	19167
1738U	ASSISTANT TO THE CITY MANAGER		7268	10902
1739	CITY COMMUNICATIONS OFFICER	EX6	7268	10902
1744U	ASSISTANT CITY MANAGER		9117	15858
1745U	EXECUTIVE ASSISTANT TO MAYOR		8140	12210
1746U	CHIEF EQUITY OFFICER		8140	12210
1747U	ASSISTANT DIRECTOR FOR ADMINISTRATION		6489	9734
1748U	MEDIA MANAGER		6489	9734
1749U	CHIEF AIDE TO THE MAYOR		9117	15858
1751U	DEPARTMENT DIRECTOR		12389	27500

U = Unclassified position.

- (2) For those classes of positions covered by the provisions of the memorandum of understanding between the city and Local 500-American Federation of State, County, and Municipal Employees.

Class Code	Class Title	Pay Grade	Hourly Minimum	Hourly Maximum
(1XXX) CLERICAL, FISCAL, AND ADMINISTRATIVE				
1007	CUSTOMER SERVICE REPRESENTATIVE	L-3	18.37	28.01
1008	CUSTOMER SERVICE SPECIALIST	L-4	19.27	29.39
1020	INFORMATION PROCESSOR	L-2	17.35	26.47
1114	ACCOUNTING CLERK	L-2	17.35	26.47
1118	SENIOR ACCOUNTING CLERK	L-4	19.27	29.39
1138	TAXPAYER SPECIALIST	L-6	22.61	34.48
1153	MEDICAL BILLING SPECIALIST I	L-4	19.27	29.39
1154	MEDICAL BILLING SPECIALIST II	L-6	22.61	34.48
1304	STOCK CLERK	L-3	18.37	28.01
1556	DISPATCHER	L-4	19.27	29.39
1608	MUNICIPAL COURT BAILIFF	L-3	18.37	28.01

Section 2. That the limitations set in place by Code of Ordinance Section 2-1954(h) are hereby waived for the limited purposes of this Ordinance.

Section 3. That the sum of \$200,000.00 is hereby appropriated from the Unappropriated Fund Balance of the General Fund to the following accounts:

24-1000-011500-A	Council Assistance	\$200,000.00
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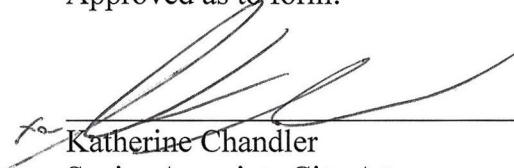
Section 4. That this ordinance, which appropriates money is recognized as an ordinance with an accelerated effective date as provided by Section 503(a)(3)(C) of the City Charter and shall take effect in accordance with Section 503 of the City Charter.

I hereby certify that there is a balance, otherwise unencumbered, to the credit of the appropriation to which the foregoing expenditure is to be charged, and a cash balance, otherwise unencumbered, in the treasury, to the credit of the fund from which payment is to be made, each sufficient to meet the obligation hereby incurred.



Tammy L. Queen  
Director of Finance

Approved as to form:



Katherine Chandler  
Senior Associate City Attorney



Authenticated as Passed



Quinton Lucas, Mayor

Marilyn Sanders, City Clerk

SEP 14 2023

Date Passed