

COMMITTEE SUBSTITUTE FOR ORDINANCE NO. 210656

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 section of like number and subject matter to create a Community Engagement Coordinator in the City's job classifications; and directing the City Manager to create a new job description that is specifically tailored for the job responsibilities of a Community Engagement Coordinator; and appropriating \$45,801.00 from the Unappropriated Fund Balance of the General Fund for this purpose.

BE IT ORDAINED 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 Sections 2-1076 and enacting in lieu thereof 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	M-G	2885	4656
1012	CUSTOMER SERVICE SUPERVISOR	M-H	3161	5103
1028	LEGAL SECRETARY	M-I	3353	5873
1030	PARALEGAL	M-J	3792	6120
1040U	ADMINISTRATIVE SECRETARY		3794	6769
1060U	ADMINISTRATIVE ASSISTANT TO THE JUDGES		3794	6769
1070U	ADMINISTRATIVE SECRETARY TO CITY COUNCIL		3794	6769
1071U	ASSISTANT TO ELECTED OFFICIAL		2865	8758
1113	SENIOR ACCOUNTANT	ME-F	4230	7534
1119	ACCOUNTANT	M-H	3161	5103
1121	ACCOUNTANT II	M-I	3353	5873
1123U	INTERNAL AUDITOR		4945	8552
1125	AUDITOR	ME-E	3957	6769

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1126	SENIOR AUDITOR	ME-F	4230	7534
1127	AUDIT MANAGER	ME-H	5719	10262
1129U	CITY AUDITOR		7567	14422
1139	TAXPAYER SPECIALIST SUPERVISOR	M-I	3353	5873
1141	SENIOR MUNICIPAL REVENUE AGENT	M-I	3353	5873
1150	CITY TREASURER	ME-I	6195	11169
1152	RETIREMENT SYSTEM EXECUTIVE OFFICER	ME-J	7147	13601
1158	MANAGER OF CONSUMER SERVICES	ME-F	4230	7534
1160	MANAGER OF REVENUES	ME-I	6195	11169
1165	MANAGER OF ACCOUNTS	ME-H	5719	10262
1166	CITY CONTROLLER	ME-I	6195	11169
1167	MANAGER OF DEVELOPMENT FINANCE	ME-I	6195	11169
1171	FINANCIAL MANAGER	ME-H	5719	10262
1200U	DIRECTOR OF FINANCE		7567	14422
1301U	DIRECTOR OF GENERAL SERVICES		7567	14422
1302U	DIRECTOR OF PUBLIC SAFETY		7567	14422
1307	STORES MANAGER	M-F	2610	4213
1308	STORES SUPERVISOR	M-H	3161	5103
1309	PROCUREMENT OFFICER	M-G	2885	4656
1314	SENIOR PROCUREMENT OFFICER	ME-E	3957	6769
1312	PROCUREMENT MANAGER	ME-G	4945	8833
1315	ACQUISITION SPECIALIST	M-H	3161	5103
1316	SENIOR ACQUISITION SPECIALIST	M-I	3353	5873
1335	BUILDING MANAGER	ME-F	4230	7534
1413U	DIRECTOR OF AVIATION		7567	22435
1420U	DIRECTOR OF PARKS & RECREATION		7567	14422
1510	GRAPHIC DESIGN SPECIALIST	M-J	3792	6120
1545	IT TECHNICIAN	M-I	3353	5873
1546	IT SENIOR TECHNICIAN	M-J	3792	6120
1548U	CHIEF INFORMATION OFFICER		6368	12363
1552	IT ANALYST	M-K	4327	6830
1553	IT SENIOR ANALYST	ME-E	4350*	6886*
1558	IT SPECIALIST	ME-F	4400*	7534
1559	IT SENIOR SPECIALIST	ME-G	4945	8833
1561	IT MANAGER	ME-H	5719	10262
1562	IT SUPERVISOR	ME-G	4945	8833
1610	LEGAL INVESTIGATOR	M-I	3353	5873
1618	ASSISTANT CITY ATTORNEY	ME-G	4945	8833
1619	ASSOCIATE CITY ATTORNEY	ME-I	6195	11169
1623	CITY PROSECUTOR	ME-J	7147	13601
1624	FIRST ASSISTANT CITY PROSECUTOR	ME-I	6195	11169
1627	SENIOR ASSOCIATE CITY ATTORNEY	ME-J	7147	13601
1629U	DEPUTY CITY ATTORNEY		7229	14422
1630U	CITY ATTORNEY		7567	16115
1650	ADMINISTRATOR OF MUNICIPAL COURT	ME-J	7147	13601
1652	EVENT COORDINATOR	M-I	3353	5873
1655	CHIEF OF EVENT COORDINATION	ME-E	3957	6769
1660U	DIRECTOR, CONVENTION AND ENTERTAINMENT CENTERS		7567	14422
1679	ASSISTANT BUDGET OFFICER	ME-H	5719	10262
1680U	BUDGET OFFICER		6368	12175
1681	ANALYST	ME-E	3957	6769
1682	SENIOR ANALYST	ME-G	4945	8833
1683	CHIEF ANALYTICS OFFICER	ME-H	5719	10262
1705	HUMAN RESOURCES SPECIALIST	M-J	3792	6120
1706	SENIOR HUMAN RESOURCES SPECIALIST	ME-G	4945	8833
1707	HUMAN RESOURCES MANAGER	ME-I	6195	11169

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1708	HUMAN RESOURCES CONSULTANT	ME-E	3957	6769
1710U	DIRECTOR OF HUMAN RESOURCES		7567	14422
1716	MUNICIPAL INTERN	M-D	2500	3273
1717	MUNICIPAL MANAGEMENT TRAINEE	M-H	3161	5103
1719	ADMINISTRATIVE ASSISTANT	M-F	2610	4213
1723	SENIOR ADMINISTRATIVE ASSISTANT	M-I	3353	5873
1724	COMMUNITY ENGAGEMENT COORDINATOR	ME-E	3957	6769
1726U	EXECUTIVE AIDE TO CITY MANAGER		3794	6769
1727U	EXECUTIVE AIDE TO MAYOR		3794	6769
1728U	EXECUTIVE SECRETARY TO CITY MANAGER		4945	8552
1729	ADMINISTRATIVE OFFICER	ME-E	4065*	6769
1732U	CHIEF DEPUTY CITY CLERK		3794	6769
1733U	CITY CLERK		5362	10373
1734	ASST. TO DIRECTOR (ADMIN. SERV.)	ME-G	4945	8833
1735	ASST. TO DIRECTOR ( BUSINESS AND SUPPORT)	ME-H	5719	10262
1736U	DEPUTY DIRECTOR		6368	12363
1738	ASSISTANT TO THE CITY MANAGER	ME-H	5719	10262
1739	CITY COMMUNICATIONS OFFICER	ME-H	5719	10262
1744U	ASSISTANT CITY MANAGER		7567	14422
1745U	EXECUTIVE ASSISTANT TO MAYOR		7567	14422
1746U	CHIEF EQUITY OFFICER		6368	12363

Assistant to Elected Official, pay range for Council Assistant is \$2,865 - \$4,886

\* These classifications have a higher minimum or maximum monthly salary.

(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	MONTHLY MINIMUM	MONTHLY MAXIMUM
<b>(1XXX) CLERICAL, FISCAL, AND ADMINISTRATIVE</b>				
1007	CUSTOMER SERVICE REPRESENTATIVE	L-E	2568	4014
1008	CUSTOMER SERVICE SPECIALIST	L-F	2610	4171
1020	INFORMATION PROCESSOR	L-D	2500	3273
1114	ACCOUNTING CLERK	L-E	2568	4014
1118	SENIOR ACCOUNTING CLERK	L-F	2610	4171
1132	MUNICIPAL REVENUE AGENT	L-H	3161	5103
1138	TAXPAYER SPECIALIST	L-Ib	2487	5096
1304	STOCK CLERK	L-E	2568	4014
1528	COMPUTER OPERATOR	L-F	2610	4171
1556	DISPATCHER	L-F	2610	4213
1608	MUNICIPAL COURT BAILIFF	L-E	2568	4014

U= Unclassified position.

Section 2. That the City Manager shall create a new job description that is specifically tailored for the job responsibilities of the Community Engagement Coordinator that includes the following responsibilities:

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- Inform and assist residents about the city charter, ordinances, and resolutions through a combination of responsive and outreach activities. This includes, but is not limited to, municipal, strategic planning programs, and City sponsored events.
- Coordinate with local City offices and committees in developing systems to effectively distribute information to community residents, with emphasis on 311 Call Center, DataKC, MyKCMO app, and Community Engagement University and work with other city departments to develop and maintain a MyKCMO citywide app to better provide city services including facilitating bill payment, reporting problems, providing feedback, viewing customized maps, tracking city events, and receiving up to date communications.
- Provide training to residents and neighborhood group on using Open Data and other tools to improve resident understanding of services available from the City and to track the city's performance in service delivery to Work with the 311-call center and other departments to maximize 311's ability to reach and assist residents in reporting problems and obtaining information about city services.
- Work with other city departments and community organizations to expand services under grants from the United States Department of Justice and assist residents with qualified language.
- Knowledge of primary City finances as well as local, federal, and state grants.
- Build and maintain relationships with individuals, neighborhoods, and representatives of community business and non-profit organizations.
- Must have strong communication skills to connect effectively with diverse audiences using appropriate communication channels.
- Ability to manage situations requiring de-escalation.
- Sound judgment and the ability to work with minimal direction.
- Ability to coordinate in person and digital outreach, including synchronization with local businesses to effectively and safely provide in person events/meet-ups.
- Experience with digital application development.
- Experience with community development or economic development.

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Section 3. That the sum of \$45,801.00 is hereby appropriated from the Unappropriated Fund Balance of the General Fund to the following account:

22-1000-101200-A	Action Center	\$45,801.00
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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.

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Tammy L. Queen  
Director of Finance

Approved as to form and legality:

  
\_\_\_\_\_  
Lana K. Torczon  
Assistant City Attorney



Authenticated as Passed

  
\_\_\_\_\_  
Quinton Lucas, Mayor

\_\_\_\_\_  
Marilyn Sanders, City Clerk

**AUG 26 2021**

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Date Passed