



Legislation Text

**File #: 210656, Version: 1**

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:

CLAS S CODE	PAY CLAGRADE	MONTH LY MINIMU M	MONTHLY MAXIMUM
(1XXX) CLER FISCAL, AND ADMINISTRA			

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1010	CM-G	2885	4656
	L E R I C A L		
	S U P E R V I S O R		
1012	CM-H	3161	5103
	U S T O M E R		
	S E R V I C E		
	S U P E R V I S O R		
1028	LM-I	3353	5873
	L E G A L		
	S E C R E T A R Y		

1030	P M-J	3792	6120
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1040U	A	3794	6769
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1071U	A S S I S T A N T  T O  E L E C T E D  O F F I C I A L	2865	8758
1113	S ME-F E N I O R  A C C O U N T A N T	4230	7534
1119	A M-H C C O U N T A N T	3161	5103

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1121	A M-I C C O U N T A N T	3353	5873
1123U	I I N T E R N A L	4945	8552
1125	A U D I T O R A ME-E U D I T O R	3957	6769
1126	S ME-F E N I O R  A U D I T O R	4230	7534

1127	A ME-H U D I T		5719	10262
	M A N A G E R			
1129U	C I T Y		7567	14422
	A U D I T O R			
1139	T M-I A X P A Y E R		3353	5873
	S P E C I A L I S T			
	S U P E R V I S O R			



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1141	S M-I E N I O R  M U N I C I P A L  R E V E N U E  A G E N T	3353	5873
1150	CME-I I T Y  T R E A S U R E R	6195	11169

1152	R ME-J	7147	13601
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1165	MME-H	5719	10262
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1167	MME-I A N A G E R  O F  D E V E L O P M E N T  F I N A N C E	6195	11169
1171	F ME-H I N A N C I A L  M A N A G E R	5719	10262

1200U	D I R E C T O R  O F  F I N A N C E D I R E C T O R  O F  G E N E R A L  S E R V I C E S	7567	14422
1301U		7567	14422

1302U	D I R E C T O R  O F  P U B L I C  S A F E T Y	7567	14422
1307	S M-F T O R E S	2610	4213
1308	M A N A G E R S M-H T O R E S  S U P E R V I S O R	3161	5103

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1309	P M-G R O C U R E M E N T  O F F I C E R	2885	4656
1314	S ME-E E N I O R  P R O C U R E M E N T  O F F I C E R	3957	6769



1312	P ME-G R O C U R E M E N T	4945	8833
1315	M A N A G E R A M-H C Q U I S I T I O N  S P E C I A L I S T	3161	5103

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1316	S M-I E N I O R  A C Q U I S I T I O N  S P E C I A L I S T B	3353	5873
1335	ME-F U I L D I N G  M A N A G E R	4230	7534

1413U	D I R E C T O R  O F  A V I A T I O N	7567	22435
1420U	D I R E C T O R  O F  P A R K S  &  R E C R E A T I O N	7567	14422

1510	GM-J R A P H I C  D E S I G N  S P E C I A L I S T	3792	6120
1545	I M-I T  T E C H N I C I A N	3353	5873
1546	I M-J T  S E N I O R  T E C H N I C I A N	3792	6120

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1548U	C H I E F  I N F O R M A T I O N  O F F I C E R	6368	12363
1552	I M-K T  A N A L Y S T	4327	6830
1553	I ME-E T  S E N I O R  A N A L Y S T	4350*	6886*

1558	I T  S P E C I A L I S T I T	ME-F	4400*	7534
1559	I T  S E N I O R  S P E C I A L I S T I T	ME-G	4945	8833
1561	I T  M A N A G E R I T	ME-H	5719	10262
1562	I T  S U P E R V I S O R	ME-G	4945	8833

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1610	L E G A L  I N V E S T I G A T O R	3353	5873
1618	A M E - G S S I S T A N T  C I T Y  A T T O R N E Y	4945	8833

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1619	A ME-I S S O C I A T E  C I T Y  A T T O R N E Y	6195	11169
1623	C ME-J I T Y  P R O S E C U T O R	7147	13601



1624	FF ME-I	6195	11169
	I R S T		
	A S S I S T A N T		
	C I T Y		
	P R O S E C U T O R		
1627	S ME-J	7147	13601
	E N I O R		
	A S S O C I A T E		
	C I T Y		
	A T T O R N E Y		

1629U	D E P U T Y  C I T Y  A T T O R N E Y		7229	14422
1630U	C I T Y  A T T O R N E Y	1630U	7567	16115

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1650	A ME-J D M I N I S T R A T O R  O F  M U N I C I P A L  C O U R T	7147	13601
1652	E M-I V E N T  C O O R D I N A T O R	3353	5873

1655	C ME-E	3957	6769
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1679	U A ME-H S S I S T A N T  B U D G E T  O F F I C E R	5719	10262
1680U	B U D G E T  O F F I C E R	6368	12175
1681	R A ME-E N A L Y S T	3957	6769
1682	S ME-G E N I O R  A N A L Y S T	4945	8833

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1683	I CME-H H I E F  A N A L Y T I C S  O F F I C E R H M-J U M A N  R E S O U R C E S  S P E C I A L I S T	5719	10262
1705		3792	6120

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1706	I S ME-G E N I O R  H U M A N  R E S O U R C E S  S P E C I A L I S T	4945	8833
1707	H ME-I U M A N  R E S O U R C E S  M A N A G E D	6195	11169



1708	N HME-E  U M A N  R E S O U R C E S  C O N S U L T A N T D I R E C T O R  O F  H U M A N  R E S O U R C E S	3957	6769
1710U		7567	14422

1716	U MM-D U N I C I P A L	2500	3273
1717	I N T E R N M M-H U N I C I P A L  M A N A G E M E N T  T R A I N E E	3161	5103

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1719	E A M-F D M I N I S T R A T I V E	2610	4213
1723	A S S I S T A N T S M-I E N I O R A D M I N I S T R A T I V E A S S I S T A N T	3353	5873

1724	I C ME-E	3957	6769
	O M M U N I T Y		
	E N G A G E M E N T		
	C O O R D I N A T O R		

1726U EXECUTIVE

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1727U EXECUTIVE

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1728U EXECUTIVE

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SECRETARY

TO

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MANAGER

1729 A ME-E

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ADMINISTRATIVE

OFFICE

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1732U	CHIEF	3794	6769
	DEPUTY		
	CITY		
	CLERK		
1733U	CITY	5362	10373
	CLERK		

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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-lb	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:

- 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.

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:

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Lana K. Torczon  
Assistant City Attorney