

**ORDINANCE 27-2022**

**AN ORDINANCE REVISING THE CITY OF OWENSBORO EMPLOYEE HANDBOOK CHAPTER 1000, SUBCHAPTER 1004, PAY CHART ENTITLED “PROFESSIONAL / TECHNICAL” THEREBY ADDING THE POSITION OF “COLLECTION SPECIALIST” AND REMOVING THE POSITION OF “ASSISTANT OCCUPATIONAL TAX ADMINISTRATOR”.**

**WHEREAS**, to better assist employees and management in accessing the information provided in various policies and procedures manuals, the City has created a comprehensive Employee Handbook; and

**WHEREAS**, the Board of Commissioners has delegated authority to establish certain employment and operational policies of the City, but has reserved certain policies to remain under the direct authority of the Commission; and

**WHEREAS**, it is necessary to amend Chapter 1000, Subchapter 1004, in the Pay Chart entitled “Professional/Technical-Exempt”, “Professional/Technical-Non-Exempt”, and associated organizational charts.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF OWENSBORO, KENTUCKY, AS FOLLOWS:**

**Section 1.** That the City further revises Chapter 1000, Subchapter 1004 – Pay Chart “Professional/Technical-Exempt”, replacing the position of “Assistant Occupational Tax Administrator” with the position of “Collection Specialist”.

**Section 2.** That this revision to the Chapter 1000, Subchapter 1004 – Pay Chart “Professional/Technical-Exempt”, “Professional/Technical–Non-Exempt”, and the Finance Department organizational chart are reflected in Exhibits A, B, and C, which are incorporated herein by reference.

**INTRODUCED AND PUBLICLY READ ON FIRST READING**, this the 15<sup>th</sup> day  
of November, 2022.

**PUBLICLY READ AND APPROVED ON SECOND READING**, this 6<sup>th</sup> day of  
December, 2022.

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Thomas H. Watson, Mayor

ATTEST:

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Beth Davis, City Clerk

**EXHIBIT A**

<b>PROFESSIONAL / TECHNICAL</b>							
<b>EFFECTIVE: FY 2022-2023</b>							
<b>EXEMPT*</b>							
<b>GRADES</b>							
<b>STEPS</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
ENTRY MIN	45,133	48,743	52,643	56,854	61,402	66,314	71,618
ENTRY MAX	51,903	56,056	60,539	65,379	70,608	76,259	82,360
3	52,551	56,757	61,295	66,199	71,495	77,214	83,391
4	53,208	57,465	62,063	67,024	72,387	78,179	84,434
5	53,874	58,183	62,838	67,866	73,291	79,155	85,488
6	54,549	58,910	63,624	68,711	74,207	80,147	86,558
7	55,229	59,646	64,418	69,570	75,136	81,150	87,642
8	55,919	60,392	65,225	70,439	76,073	82,163	88,736
9	56,620	61,147	66,040	71,320	77,025	83,192	89,847
10	57,325	61,914	66,865	72,212	77,987	84,229	90,969
11	58,042	62,686	67,701	73,115	78,962	85,283	92,106
12	58,767	63,469	68,546	74,029	79,950	86,348	93,257
13	59,503	64,262	69,404	74,954	80,950	87,429	94,423
14	60,247	65,065	70,270	75,893	81,963	88,522	95,604
15	60,999	65,878	71,150	76,840	82,989	89,627	96,796
16	61,762	66,703	72,039	77,801	84,024	90,747	98,007
17	62,535	67,536	72,939	78,774	85,074	91,881	99,231
18	63,318	68,383	73,850	79,757	86,138	93,029	100,472
19	64,109	69,235	74,776	80,755	87,214	94,193	101,728
20	64,910	70,100	75,709	81,763	88,303	95,372	103,001
21	65,722	70,975	76,655	82,787	89,407	96,563	104,288
22	66,544	71,865	77,615	83,821	90,527	97,770	105,593
23	67,377	72,761	78,584	84,870	91,658	98,990	106,910
24	68,218	73,673	79,566	85,929	92,803	100,228	108,246
25	69,072	74,591	80,561	87,004	93,961	101,483	109,601

**NOTE:**

Figures on these charts may be rounded due to administrative purposes, or may vary in the payroll system due to rounding.

**GRADES**

<b>GRADE 8:</b>	PAYROLL ADMINISTRATOR	
<b>GRADE 9:</b>	RECREATION FACILITIES MGR GOLF COURSE MANAGER	RADIO/NETWORK SYSTEMS TECHNICIAN NETWORK SYSTEMS TECHNICIAN
<b>GRADE 10:</b>	ACCOUNTANT HUMAN RESOURCES ASSISTANT	<del>ASSISTANT OCCUPATIONAL TAX ADMINISTRATOR</del> NETWORK ADMINISTRATOR
<b>GRADE 11:</b>	PURCHASING MANAGER SR. ACCOUNTANT CITY CLERK	GIS ANALYST/PROGRAMMER OCCUPATIONAL TAX ADMINISTRATOR COMMUNICATIONS AND MARKETING MGR
<b>GRADE 12:</b>	SYSTEMS ANALYST/PROGRAMMER	
<b>GRADE 13:</b>	NETWORK SYSTEMS ENGINEER	APPLICATIONS SUPERVISOR
<b>GRADE 14:</b>	INFRASTRUCTURE SUPERVISOR	

**\*EXEMPT EMPLOYEES:**

EXEMPT EMPLOYEE PAY IS BASED ON A WEEKLY SALARY PURSUANT TO APPLICABLE WAGE AND HOUR REGULATIONS. THE AMOUNT SHOWN FOR EXEMPT EMPLOYEES REFLECTS WHEN AN EMPLOYEE IS EMPLOYED FOR 52 WEEKS (IF APPLICABLE) WITHOUT ANY PAY DOCKAGE AS PERMITTED BY APPLICABLE LAW.

**SERVICE RECOGNITION AWARD**

Awarded every 5 years in \$250.00 increments

based on most recent hire date.

5 YEARS	\$250
10 YEARS	\$500
15 YEARS	\$750
20 YEARS	\$1,000
25 YEARS	\$1,250
30 YEARS	\$1,500

**EXHIBIT B**

<b>PROFESSIONAL / TECHNICAL</b>										
<b>EFFECTIVE: FY 2022-2023</b>										
<b>NON-EXEMPT</b>										
<b>GRADES</b>										
<b>STEPS</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
ENTRY MIN	14.7680	15.9492	17.2249	18.6029	20.0912	21.6983	23.4342	25.3088	27.3332	29.5197
ENTRY MAX	15.5066	16.7467	18.0862	19.5331	21.0959	22.7832	24.6059	26.5742	28.6998	30.9958
3	15.7003	16.9562	18.3119	19.7770	21.3598	23.0681	24.9136	26.9061	29.0586	31.3833
4	15.8968	17.1683	18.5411	20.0238	21.6266	23.3564	25.2250	27.2422	29.4220	31.7758
5	16.0955	17.3826	18.7727	20.2744	21.8971	23.6486	25.5401	27.5825	29.7900	32.1731
6	16.2965	17.6000	19.0077	20.5281	22.1705	23.9444	25.8591	27.9270	30.1622	32.5753
7	16.5005	17.8200	19.2451	20.7846	22.4478	24.2439	26.1828	28.2762	30.5394	32.9825
8	16.7061	18.0427	19.4856	21.0443	22.7283	24.5469	26.5097	28.6298	30.9213	33.3950
9	16.9152	18.2682	19.7287	21.3074	23.0126	24.8534	26.8411	28.9877	31.3080	33.8126
10	17.1267	18.4965	19.9751	21.5737	23.3007	25.1642	27.1765	29.3502	31.6993	34.2352
11	17.3405	18.7276	20.2249	21.8436	23.5922	25.4786	27.5165	29.7170	32.0957	34.6634
12	17.5573	18.9619	20.4780	22.1163	23.8871	25.7973	27.8602	30.0887	32.4970	35.0968
13	17.7764	19.1993	20.7340	22.3929	24.1859	26.1194	28.2082	30.4646	32.9027	35.5350
14	17.9988	19.4389	20.9930	22.6729	24.4885	26.4459	28.5607	30.8452	33.3145	35.9796
15	18.2243	19.6819	21.2558	22.9567	24.7942	26.7766	28.9177	31.2308	33.7305	36.4290
16	18.4515	19.9276	21.5214	23.2433	25.1047	27.1114	29.2792	31.6212	34.1522	36.8843
17	18.6825	20.1768	21.7905	23.5339	25.4183	27.4508	29.6453	32.0161	34.5792	37.3455
18	18.9162	20.4293	22.0629	23.8277	25.7363	27.7939	30.0160	32.4162	35.0117	37.8126
19	19.1530	20.6847	22.3387	24.1252	26.0579	28.1415	30.3911	32.8216	35.4496	38.2856
20	19.3922	20.9429	22.6183	24.4269	26.3838	28.4932	30.7713	33.2318	35.8929	38.7643
21	19.6342	21.2050	22.9005	24.7322	26.7140	28.8491	31.1563	33.6474	36.3415	39.2488
22	19.8793	21.4699	23.1866	25.0413	27.0475	29.2099	31.5460	34.0676	36.7956	39.7393
23	20.1282	21.7387	23.4764	25.3546	27.3855	29.5751	31.9403	34.4936	37.2560	40.2364
24	20.3799	22.0104	23.7696	25.6715	27.7277	29.9448	32.3395	34.9249	37.7216	40.7393
25	20.6347	22.2856	24.0666	25.9924	28.0742	30.3189	32.7437	35.3616	38.1932	41.2486

NOTE:

Figures on these charts may be rounded due to administrative purposes, or may vary in the payroll system due to rounding.

**GRADES**

GRADE 3:	
GRADE 4:	PARKS & RECREATION FACILITIES SPECIALIST FULL-TIME CALLTAKER
GRADE 5:	
GRADE 6:	ACCOUNTING CLERK REVENUE CLERK RECREATION SPECIALIST
GRADE 7:	TELECOMMUNICATOR PURCHASING SPECIALIST HOUSING AND GRANT COORDINATOR IMAGING SPECIALIST GARAGE PARTS CLERK AUDIO/VISUAL CREW LEADER
GRADE 8:	EVENTS COORDINATOR OCC/REVENUE CLERK RECREATION SUPERVISOR ASST TAC TELECOMMUNICATOR PROPERTY MAINTENANCE INSPECTOR
GRADE 9:	LEAD TELECOMMUNICATOR
GRADE 10:	COLLECTION SPECIALIST
GRADE 11:	ENGINEERING TECHNICIAN
GRADE 12:	SENIOR ENGINEERING TECHNICIAN CHIEF SURVEYOR

**EXAMPLE CALCULATIONS:**

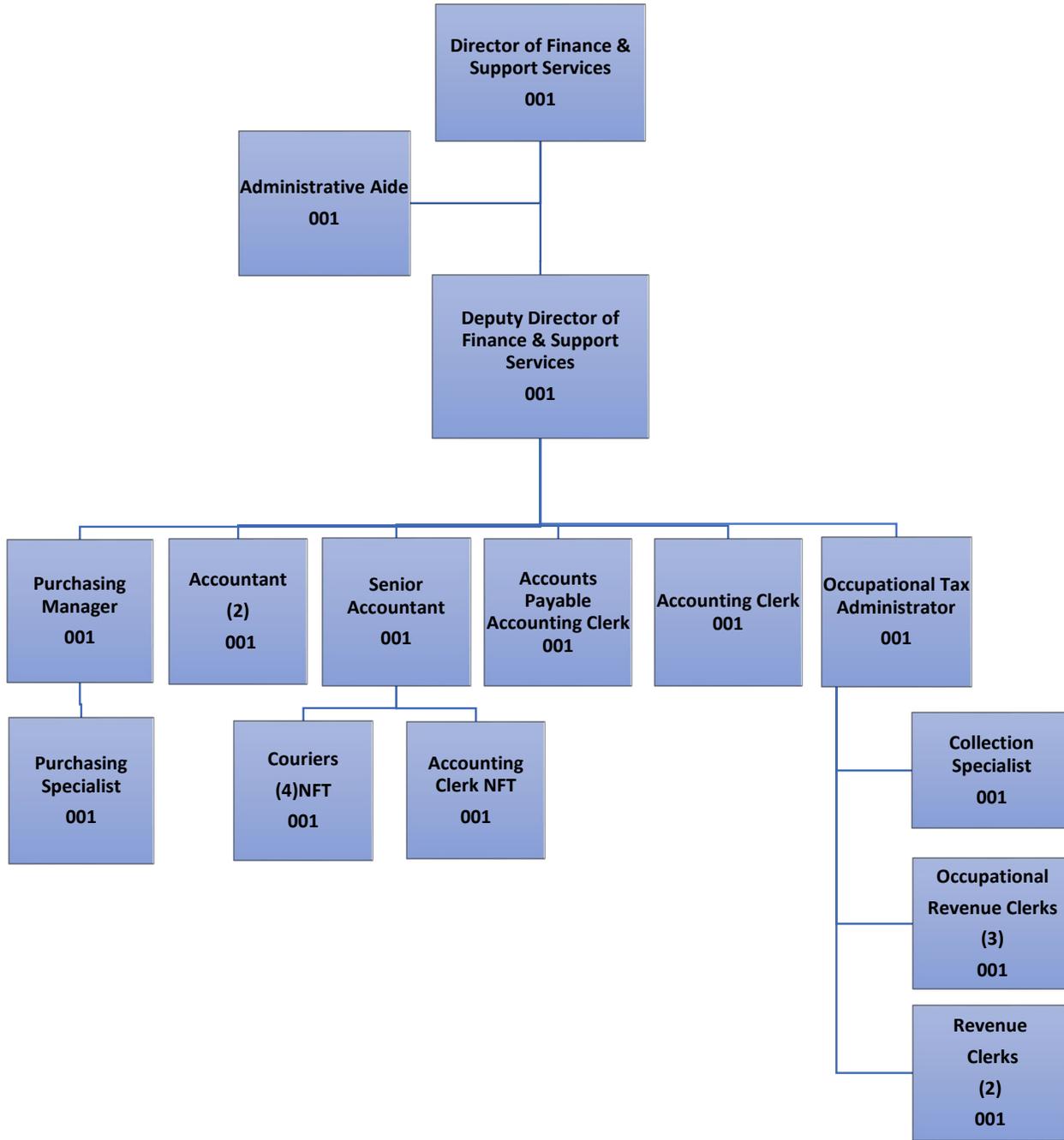
**REGULAR EARNINGS:**

ASSUME ANNUAL HRS 2,080  
REGULAR HOURLY RATE \* 2,080

5 YEARS	\$250
10 YEARS	\$500
15 YEARS	\$750
20 YEARS	\$1,000
25 YEARS	\$1,250
30 YEARS	\$1,500

**FINANCE**

**General Fund (001)**



<b>FUND.DEPARTMENT.</b>	<b>001.034.</b>
<b>DIVISION</b>	<b>001</b>
FULL TIME (FT):	17
NON FULL TIME (NFT):	5
<b>TOTAL</b>	<b>22</b>
<i>Structure Subject to Change FY 22-23</i>	