

ORDINANCE 29-2023

**AN ORDINANCE REVISING THE CITY OF OWENSBORO
EMPLOYEE HANDBOOK CHAPTER 1000, SUBCHAPTER
1004, PAY CHART ENTITLED “FULL-TIME PAY
GRADES” THEREBY ADDING THE POSITION OF
“INFORMATION TECHNOLOGY PROJECT AND
SUPPORT MANAGER”.**

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 “Full-Time Pay Grades”, 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 “Full-Time Pay Grades”, adding the position of “Information Technology Project and Support Manager”.

Section 2. That this revision to the Chapter 1000, Subchapter 1004 – Pay Chart “Full-Time Pay Grades”, and the Information Technology Department organizational chart are reflected in Exhibits A and B, which are incorporated herein by reference.

INTRODUCED AND PUBLICLY READ ON FIRST READING, this the 21st day of November, 2023.

PUBLICLY READ AND APPROVED ON SECOND READING, this 5th day of
December, 2023.

Thomas H. Watson, Mayor

ATTEST:

Beth Davis, City Clerk

Exhibit A

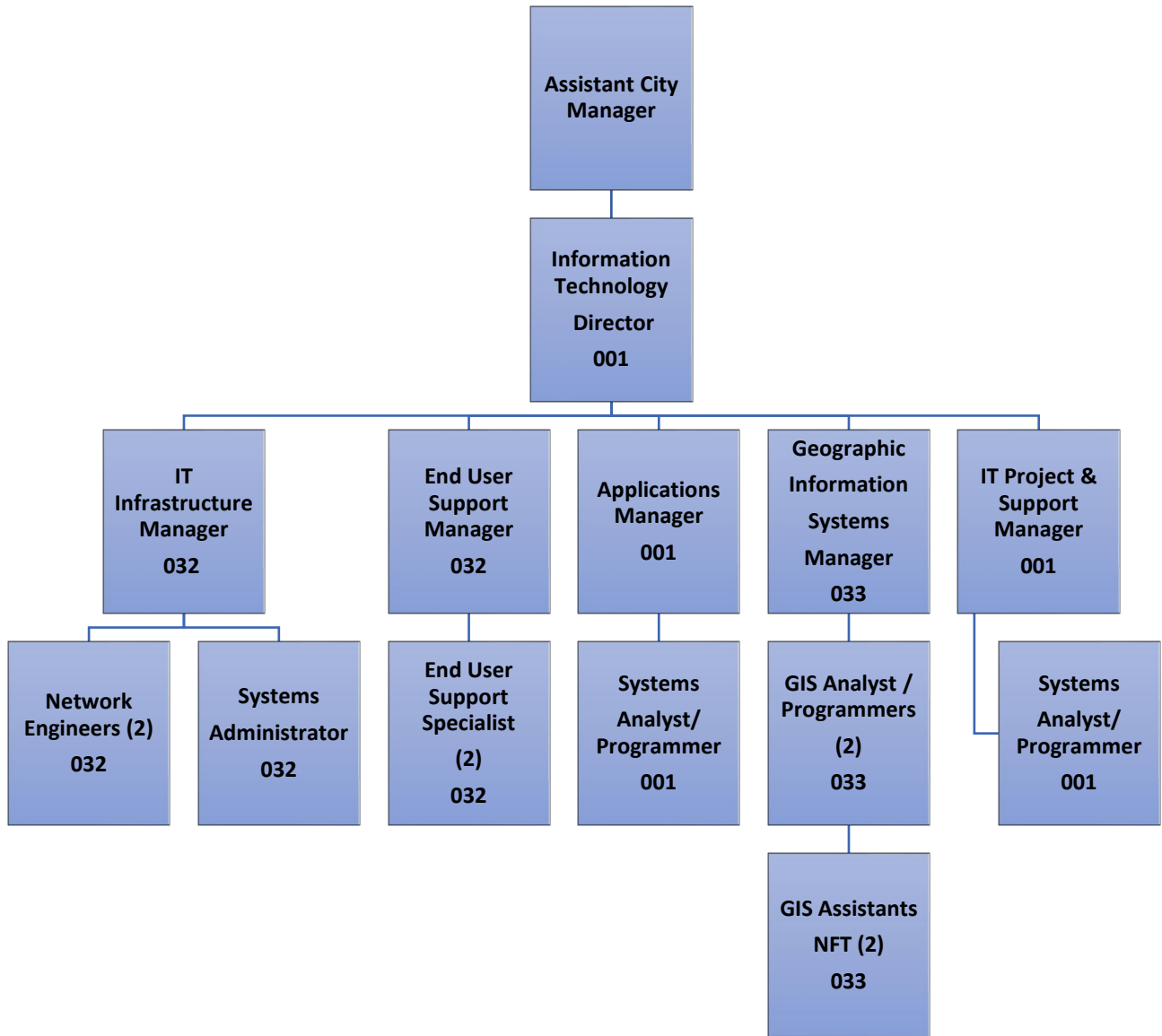
CITY OF OWENSBORO - FULL-TIME PAY GRADES

Job Title	Pay Grade	FLSA Status
Accountant	E-10	Exempt
Accounting Clerk	NE-6	Non-Exempt
Administrative Aide	NE-7	Non-Exempt
Assistant City Engineer	E-14	Exempt
Assistant City Manager	E-22	Exempt
Asst Greens Superintendent	NE-7	Non-Exempt
Asst. TAC Telecommunicator	NE-8	Non-Exempt
Building Maintenance/Operations Specialist	NE-9	Non-Exempt
Bus Driver	NE-6	Non-Exempt
Bus Driver/Dispatcher	NE-7	Non-Exempt
Calltaker (Dispatch)	NE-4	Non-Exempt
Chief Surveyor	NE-12	Non-Exempt
Citizens Service Representative	NE-4	Non-Exempt
City Attorney	E-22	Exempt
City Clerk	E-12	Exempt
City Engineer	E-17	Exempt
City Manager	E-25	Exempt
Clerk/Typist	NE-4	Non-Exempt
Collections Specialist	NE-11	Non-Exempt
Communications and Marketing Manager	E-12	Exempt
Community Development Director	E-16	Exempt
Construction Inspector	NE-9	Non-Exempt
Crew Leader	NE-8	Non-Exempt
Deputy Chief of Police	E-18	Exempt
Deputy Director Finance & SS	E-17	Exempt
Deputy Director Public Works	E-16	Exempt
Director - 911 Central Dispatch	E-15	Exempt
Director of Finance & Support Se	E-19	Exempt
Director of Parks & Recreation	E-16	Exempt
Director of Public Events	E-19	Exempt
Director of Public Works	E-19	Exempt
Electrician	NE-8	Non-Exempt
Engineering Technician	NE-11	Non-Exempt
Events Coordinator	NE-8	Non-Exempt
Evidence Collection Unit Supvr	NE-11	Non-Exempt
Evidence Collection Unit Tech	NE-9	Non-Exempt
Executive Assistant to Mayor	NE-8	Non-Exempt
Facilities Maintenance Manager	E-13	Exempt
Fire Chief	E-22	Exempt
Garage Manager	E-13	Exempt
Garage Parts Clerk	NE-7	Non-Exempt
GIS Analyst/Programmer	E-12	Exempt
GIS Manager	E-14	Exempt
Golf Course Manager	E-11	Exempt
Greens Superintendent	NE-8	Non-Exempt
Grounds Manager/Horticulturist	E-13	Exempt
Housing & Grant Coordinator	NE-7	Non-Exempt
Human Resources Assistant	E-10	Exempt
Human Resources Manager	E-16	Exempt
HVAC Technician	NE-8	Non-Exempt
Imaging Specialist	NE-7	Non-Exempt

Job Title	Pay Grade	FLSA Status
IT Application/Business Analyst	E-13	Exempt
IT Applications/Business Analyst Manager	E-14	Exempt
IT Director	E-19	Exempt
IT End User Support Manager	E-14	Exempt
IT End User Support Specialist	E-9	Exempt
IT Infrastructure Manager	E-15	Exempt
IT Network Systems Engineer	E-14	Exempt
IT Project & Support Manager	E-15	Exempt
IT Systems Administrator	E-12	Exempt
Instrument Technician	NE-9	Non-Exempt
Laborer	NE-4	Non-Exempt
Laborer/Maintenance Helper	NE-4	Non-Exempt
Lead Telecommunicator	NE-9	Non-Exempt
Loss Prevention Manager	E-14	Exempt
Maintenance Equipment Operator	NE-6	Non-Exempt
Maintenance Specialist	NE-7	Non-Exempt
Maintenance Worker	NE-5	Non-Exempt
Mechanic	NE-8	Non-Exempt
Occupational Revenue Clerk	NE-8	Non-Exempt
Occupational Tax Administrator	E-12	Exempt
Office Manager	NE-7	Non-Exempt
Paralegal	NE-10	Non-Exempt
Parkkeeper/Maintenance Helper	NE-2	Non-Exempt
Parks & Recreation Facilities Specialist	NE-4	Non-Exempt
Payroll Administrator	E-9	Exempt
Police Chief	E-22	Exempt
Police Lieutenant	NE-12	Non-Exempt
Police Major	E-17	Exempt
Police Officer	NE-9	Non-Exempt
Police Sergeant	NE-10	Non-Exempt
Property Maintenance Inspector	NE-8	Non-Exempt
Property Maintenance Manager	E-13	Exempt
Purchasing Manager	E-12	Exempt
Purchasing Specialist	NE-7	Non-Exempt
Records Manager	NE-8	Non-Exempt
Recreation Facilities Manager	E-11	Exempt
Recreation Specialist	NE-6	Non-Exempt
Recreation Superintendent	E-14	Exempt
Recreation Supervisor	NE-8	Non-Exempt
Refuse Truck Driver	NE-6	Non-Exempt
Revenue Clerk	NE-6	Non-Exempt
Road Worker	NE-5	Non-Exempt
Sanitation Manager	E-13	Exempt
School Resource Officer	NE-9	Non-Exempt
Secretary	NE-5	Non-Exempt
Senior Accountant	E-12	Exempt
Senior Engineering Technician	NE-12	Non-Exempt
Street Manager	E-13	Exempt
Telecommunicator	NE-7	Non-Exempt
Transit Manager	E-13	Exempt

INFORMATION TECHNOLOGY / GEOGRAPHIC INFORMATION SYSTEMS

General Fund (001) / GIS Fund (406)



FUND. DEPARTMENT.	001.031.		406.031.	
DIVISIONS	001	032	033	TOTAL
FULL TIME (FT):	5	7	3	15
NON FULL TIME (NFT):	0	0	2	2
TOTALS	5	7	5	17
Structure Subject to Change FY 23-24				