

ORDINANCE 18-2025

AN ORDINANCE REVISING THE CITY OF OWENSBORO EMPLOYEE HANDBOOK CHAPTER 1000, SUBCHAPTER 1004, PAY CHART ENTITLED “FULL-TIME PAY GRADES”, THEREBY ADDING THE POSITION “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 Board of Commissioners; 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 “Assistant Occupational Tax Administrator”.

Section 2. That this revision to the Chapter 1000, Subchapter 1004 – Pay Chart “Full-Time Pay Grades”, and the Finance 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 7th day of
October, 2025.

PUBLICLY READ AND APPROVED ON SECOND READING, this 21st day of
October, 2025.

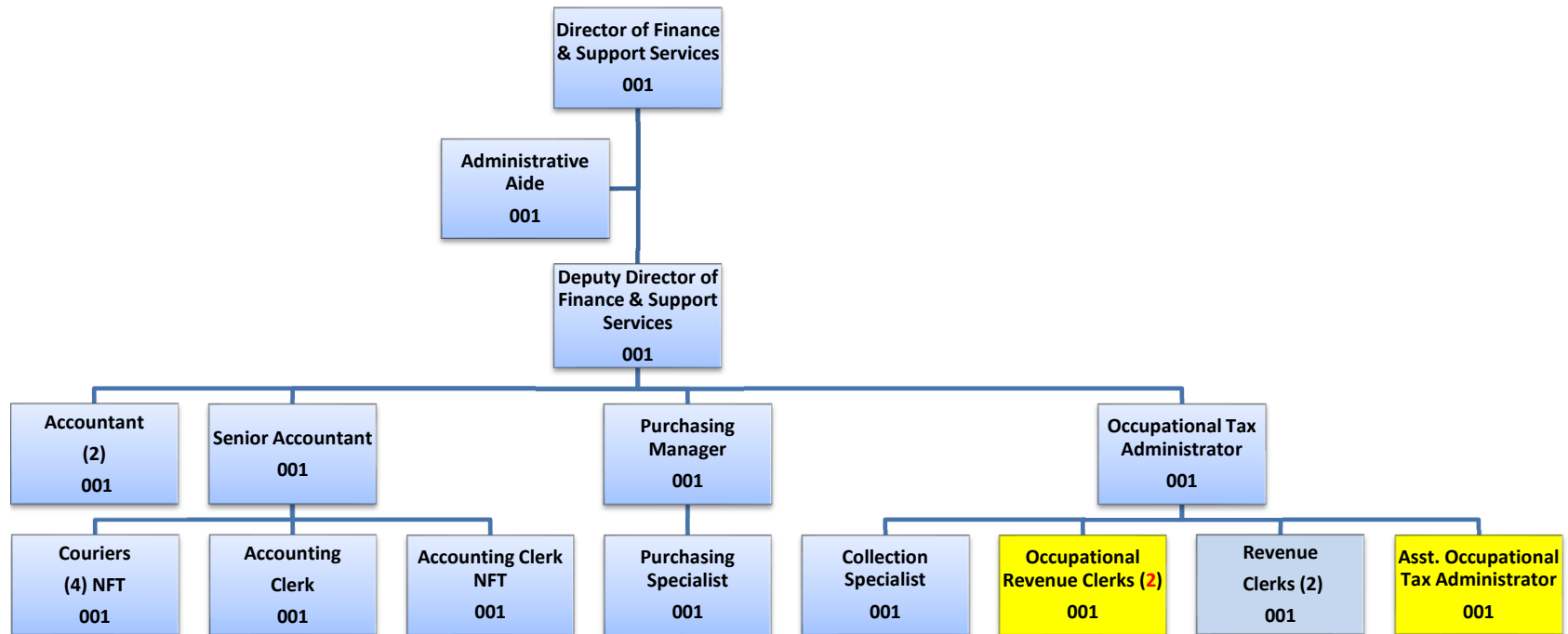
Thomas H. Watson, Mayor

ATTEST:

Beth Davis, City Clerk

FINANCE

General Fund (001)



FUND.DEPARTMENT.	001.034.
DIVISION	001
FULL TIME (FT):	17
NON FULL TIME (NFT):	5
TOTAL	22
Structure Subject to Change FY 25-26	

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
Asst. City Engineer	E-14	Exempt
Asst. City Manager	E-22	Exempt
Asst. Greens Superintendent	NE-7	Non-Exempt
Asst. Occupational Tax Administrator	NE-11	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/Clerical Asst.	NE-4	Non-Exempt
Collections Specialist	NE-11	Non-Exempt
Communications and Marketing Manager	E-12	Exempt
Communications and Digital Media Coordinator	NE-8	Non-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-Systems Analyst/Programmer	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 Citation Officer	NE-4	Non-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-8	Non-Exempt
Records Manager	NE-8	Non-Exempt
Records Clerk	NE-4	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
Recruiting & Outreach Coordinator	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

CITY OF OWENSBORO - FULL-TIME PAY GRADE RANGES

1.0145																									
Exempt Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
E-9	\$60,441	\$61,318	\$62,207	\$63,108	\$64,023	\$64,952	\$65,894	\$66,849	\$67,818	\$68,803	\$69,800	\$70,812	\$71,839	\$72,881	\$73,938	\$75,010	\$76,098	\$77,202	\$78,323	\$79,458	\$80,611	\$81,779	\$82,965	\$84,167	\$85,389
E-10	\$64,680	\$65,618	\$66,570	\$67,535	\$68,514	\$69,507	\$70,515	\$71,537	\$72,575	\$73,628	\$74,695	\$75,779	\$76,877	\$77,990	\$79,121	\$80,268	\$81,432	\$82,613	\$83,810	\$85,026	\$86,258	\$87,509	\$88,778	\$90,066	\$91,371
E-11	\$68,920	\$69,918	\$70,933	\$71,960	\$73,004	\$74,061	\$75,136	\$76,226	\$77,331	\$78,451	\$79,589	\$80,742	\$81,914	\$83,101	\$84,306	\$85,528	\$86,768	\$88,027	\$89,304	\$90,599	\$91,913	\$93,245	\$94,597	\$95,969	\$97,360
E-12	\$75,277	\$76,369	\$77,476	\$78,600	\$79,738	\$80,896	\$82,068	\$83,259	\$84,465	\$85,690	\$86,932	\$88,193	\$89,473	\$90,771	\$92,086	\$93,422	\$94,777	\$96,152	\$97,546	\$98,959	\$100,396	\$101,851	\$103,328	\$104,826	\$106,346
E-13	\$83,755	\$84,970	\$86,202	\$87,452	\$88,719	\$90,006	\$91,310	\$92,634	\$93,978	\$95,341	\$96,723	\$98,125	\$99,547	\$100,991	\$102,455	\$103,942	\$105,449	\$106,978	\$108,529	\$110,103	\$111,699	\$113,319	\$114,962	\$116,629	\$118,320
E-14	\$92,233	\$93,571	\$94,929	\$96,306	\$97,702	\$99,118	\$100,556	\$102,014	\$103,493	\$104,994	\$106,516	\$108,060	\$109,627	\$111,217	\$112,830	\$114,466	\$116,125	\$117,810	\$119,518	\$121,251	\$123,010	\$124,793	\$126,602	\$128,438	\$130,300
E-15	\$100,712	\$102,172	\$103,653	\$105,156	\$106,681	\$108,228	\$109,797	\$111,389	\$113,003	\$114,642	\$116,305	\$117,991	\$119,701	\$121,438	\$123,197	\$124,985	\$126,796	\$128,635	\$130,499	\$132,393	\$134,313	\$136,261	\$138,237	\$140,243	\$142,275
E-16	\$109,190	\$110,773	\$112,379	\$114,008	\$115,661	\$117,338	\$119,041	\$120,767	\$122,518	\$124,295	\$126,097	\$127,925	\$129,781	\$131,662	\$133,572	\$135,507	\$137,473	\$139,466	\$141,488	\$143,540	\$145,621	\$147,734	\$149,876	\$152,049	\$154,253
E-17	\$117,668	\$119,374	\$121,104	\$122,861	\$124,642	\$126,450	\$128,283	\$130,143	\$132,030	\$133,946	\$135,887	\$137,858	\$139,856	\$141,885	\$143,943	\$146,030	\$148,147	\$150,295	\$152,474	\$154,686	\$156,930	\$159,205	\$161,514	\$163,856	\$166,232
E-18	\$126,147	\$127,976	\$129,832	\$131,714	\$133,625	\$135,561	\$137,528	\$139,522	\$141,546	\$143,597	\$145,679	\$147,792	\$149,934	\$152,108	\$154,313	\$156,552	\$158,821	\$161,125	\$163,460	\$165,831	\$168,236	\$170,675	\$173,150	\$175,661	\$178,208
E-19	\$134,623	\$136,575	\$138,556	\$140,566	\$142,604	\$144,672	\$146,770	\$148,898	\$151,056	\$153,247	\$155,468	\$157,723	\$160,010	\$162,329	\$164,684	\$167,072	\$169,494	\$171,952	\$174,445	\$176,975	\$179,539	\$182,143	\$184,784	\$187,462	\$190,180
E-22	\$160,058	\$162,379	\$164,735	\$167,122	\$169,545	\$172,006	\$174,500	\$177,031	\$179,596	\$182,201	\$184,844	\$187,524	\$190,243	\$193,001	\$195,799	\$198,639	\$201,520	\$204,441	\$207,406	\$210,413	\$213,465	\$216,559	\$219,698	\$222,885	\$226,116
E-25	\$185,493	\$188,182	\$190,910	\$193,679	\$196,488	\$199,337	\$202,226	\$205,159	\$208,132	\$211,151	\$214,213	\$217,320	\$220,472	\$223,669	\$226,911	\$230,203	\$233,541	\$236,926	\$240,362	\$243,847	\$247,383	\$250,969	\$254,608	\$258,300	\$262,044

Non-Exempt Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
NE-2	\$14,7924	\$15.0070	\$15.2247	\$15.4457	\$15.6695	\$15.8964	\$16.1269	\$16.3606	\$16.5976	\$16.8384	\$17.0825	\$17.3299	\$17.5812	\$17.8364	\$18.0949	\$18.3574	\$18.6236	\$18.8936	\$19.1675	\$19.4453	\$19.7275	\$20.0135	\$20.3038	\$20.5982	\$20.8969
NE-3	\$16.8301	\$17.0742	\$17.3218	\$17.5730	\$17.8276	\$18.0861	\$18.3485	\$18.6147	\$18.8848	\$19.1587	\$19.4365	\$19.7180	\$20.0042	\$20.2940	\$20.5883	\$20.8870	\$21.1901	\$21.4972	\$21.8090	\$22.1254	\$22.4461	\$22.7719	\$23.1020	\$23.4371	\$23.7772
NE-4	\$18.8682	\$19.1415	\$19.4193	\$19.7010	\$19.9864	\$20.2764	\$20.5701	\$20.8682	\$21.1708	\$21.4778	\$21.7892	\$22.1050	\$22.4259	\$22.7510	\$23.0810	\$23.4156	\$23.7551	\$24.0997	\$24.4490	\$24.8034	\$25.1633	\$25.5283	\$25.8985	\$26.2738	\$26.6546
NE-5	\$20.9063	\$21.2094	\$21.5169	\$21.8289	\$22.1453	\$22.4666	\$22.7923	\$23.1230	\$23.4581	\$23.7982	\$24.1431	\$24.4932	\$24.8481	\$25.2085	\$25.5740	\$25.9448	\$26.3212	\$26.7027	\$27.0901	\$27.4830	\$27.8815	\$28.2859	\$28.6961	\$29.1122	\$29.5343
NE-6	\$22.9444	\$23.2773	\$23.6146	\$23.9569	\$24.3042	\$24.6562	\$25.0139	\$25.3765	\$25.7448	\$26.1179	\$26.4965	\$26.8807	\$27.2704	\$27.6656	\$28.0667	\$28.4735	\$28.8862	\$29.3051	\$29.7300	\$30.1610	\$30.5986	\$31.0422	\$31.4926	\$31.9495	\$32.4129
NE-7	\$24.9820	\$25.3440	\$25.7117	\$26.0842	\$26.4624	\$26.8459	\$27.2351	\$27.6303	\$28.0309	\$28.4370	\$28.8494	\$29.2676	\$26.6921	\$30.1224	\$30.5589	\$31.0021	\$31.4518	\$31.9076	\$32.3699	\$32.8394	\$33.3156	\$33.7991	\$34.2890	\$34.7861	\$35.2904
NE-8	\$27.0201	\$27.4120	\$27.8093	\$28.2128	\$28.6217	\$29.0366	\$29.4578	\$29.8848	\$30.3180	\$30.7579	\$31.2038	\$31.6562	\$32.1153	\$32.5811	\$33.0534	\$33.5328	\$34.0190	\$34.5123	\$35.0126	\$35.5203	\$36.0355	\$36.5581	\$37.0882	\$37.6261	\$38.1718
NE-9	\$29.0581	\$29.4793	\$29.9070	\$30.3406	\$30.7805	\$31.2269	\$31.6800	\$32.1390	\$32.6052	\$33.0782	\$33.5577	\$34.0443	\$34.5382	\$35.0392	\$35.5474	\$36.0626	\$36.5856	\$37.1163	\$37.6549	\$38.2010	\$38.7549	\$39.3171	\$39.8868	\$40.4651	\$41.0520
NE-10	\$31.0964	\$31.5470	\$32.0046	\$32.4687	\$32.9394	\$33.4171	\$33.9016	\$34.3932	\$34.8919	\$35.3979	\$35.9111	\$36.4318	\$36.9600	\$37.4956	\$38.0389	\$38.5907	\$39.1499	\$39.7176	\$40.2936	\$40.8779	\$41.4704	\$42.0716	\$42.6817	\$43.3007	\$43.9284
NE-11	\$33.1343	\$33.6150	\$34.1022	\$34.5965	\$35.0981	\$35.6068	\$36.1233	\$36.6468	\$37.1781	\$37.7171	\$38.2638	\$38.8188	\$39.3816	\$39.9524	\$40.5317	\$41.1192	\$41.7156	\$42.3207	\$42.9342	\$43.5569	\$44.1885	\$44.8296	\$45.4793	\$46.1391	\$46.8081
NE-12	\$36.1911	\$36.7157	\$37.2481	\$37.7882	\$38.3360	\$38.8921	\$39.4560	\$40.0280	\$40.6083	\$41.1969	\$41.7944	\$42.4006	\$43.0157	\$43.6396	\$44.2723	\$44.9144	\$45.5659	\$46.2266	\$46.8968	\$47.5770	\$48.2669	\$48.9670	\$49.6767	\$50.3972	\$51.1280

*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.

HAZARDOUS DUTY STATE INCENTIVE PAY:

ASSUMES \$4562 / YEAR, PAID IN MONTHLY INCREMENTS OF APPROXIMATELY \$380.17
\$2.1933/HR IN ABOVE CALCULATION ASSUMES \$4,562/YR INCENTIVE.

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

RETENTION BONUS (Hazardous Duty Police Only)

Awarded every 3 years up thru 12 years of
employment based on most recent Hazardous
duty classification date.

3 years	\$2,000
6 years	\$3,000
9 years	\$5,000
12 years	\$6,000

EXAMPLE CALCULATIONS:

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

PARKKEEPERS WITH CITY PROVIDED HOUSING/UTILITIES AND REGULAR OVERTIME:

ASSUME 400 REGULARLY SCHEDULED OT HRS/YR & HOUSING/UTILITY VALUE OF \$9,000/YR
[(REGULAR HOURLY RATE * 2,080) + (REG HRLY RATE * 400) + (REG HRLY RATE + \$3.63)(400)](.5)]

NOTE:

(1) \$9,000/2,480 = \$3.63
(2) GREENS SUPT WITH SAME HOUSING DOES NOT HAVE REG OT, BUT WHEN OT APPLIES, USE \$6,600/2080 = \$4.33