



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: April 21, 2025

Re: Amending the FY 2025 classification and pay plan and the FY 2025 Annual Budget. Also, amending Section 19-4 definitions and adjusting compensation in the Utilities Electric Production Division.

Executive Summary

An ordinance amending Section 19-4 (Definitions), the FY 2025 Annual Budget and the FY 2025 Classification and Pay Plan to add, close, and reassign classifications, change titles, and add additional FTE within the Fire, Parks and Recreation, and Utilities Departments. Additionally, the Utilities Department is requesting authorization for the City Manager to adjust the pay rate of the reassigned Power Supply Manager.

Discussion

City Manager's Office:

The City Manager's Office is requesting the downward reassignment of a vacant Assistant City Manager position to create a new Special Projects Manager role. This position will oversee the Contact Center, serve as a liaison to the Citizens Police Review Board (CPRB), manage complex special projects, and take responsibility for handling multi-departmental and City Manager's Office Sunshine Law Requests. To reduce personnel costs, the City Manager's Office will eliminate 1.0 full-time equivalent (FTE) Customer Service Manager position.

In addition, the City Manager's Office is requesting to reassign the 1.0 FTE Constituent Services and Legislative Affairs Administrator position to Assistant to the City Manager and the 1.0 FTE Assistant to the City Manager to Executive Assistant. These changes will not increase personnel costs and will better align job titles with the duties performed.

Fire Department:

The Fire Department is requesting the addition of 2.0 FTE Fire Battalion Chiefs to support the city's continued growth. These two positions will share responsibilities with other members in the classification but will focus on two specialized areas.

The Battalion Chief of Emergency Medical Services (EMS) will coordinate and maintain an effective Basic and emerging Paramedic EMS program. With over 9,430 emergency medical incidents annually, which account for 58% of the department's overall call volume, dedicated oversight is mandated by the Department of Health to ensure the effectiveness, efficiency, and continuous improvement of the higher level of EMS delivery. Additionally, the Columbia Fire Department now offers an internal Emergency Medical Technician course for all new employees requiring licensure. The Battalion Chief of EMS will oversee the course



City of Columbia

701 East Broadway, Columbia, Missouri 65201

delivery, monitor clinical hours completion, and coordinate testing and certification with the State of Missouri.

The Battalion Chief of Special Operations will oversee the department's growing response needs in Hazardous Materials, Water and Complex Technical Rescue operations. This position will provide oversight during incidents and ensure specialty team members maintain necessary certifications and training. The Battalion Chief of Special Operations will also collaborate with Airport Public Safety Officers on training and firefighting tactics and strategy. Furthermore, this position will serve as the department's liaison with various Emergency Operations Management Centers locally and statewide. The new positions are expected to increase personnel expenses in FY 2025 by \$155,000.

Human Resources Department:

The Human Resources Department is requesting the reassignment of 1.0 FTE Human Resources Training Assistant to a Training Coordinator and 1.0 FTE Human Resources Training Coordinator to a supervisory position to enhance the department's capacity to effectively support employee development across the City. As the City continues to grow, the need for training has increased. Shifting the current Training Coordinator position from a lead role to a supervisory role will ensure more comprehensive oversight, guidance and structure to training and wellness programs, allowing the trainer and wellness coordinator positions to focus on delivering training and programs. Additionally, the Training Assistant position has evolved, shifting from a support role to one that leads training sessions and contributes to the design and implementation of training content.

Together, these reassignments will improve the efficiency and impact of training and wellness efforts, positioning the department to better support workforce development and organizational excellence. The reassignments are expected to increase personnel expenses in FY 2025 by \$3,195.

Parks and Recreation Department:

The Parks and Recreation Department is requesting the addition of a 1.0 FTE Recreation Specialist in the Aquatics division to provide a dedicated full-time staff member, ensuring continuity of operations and quality customer service across all aquatic programs. This position will primarily assist the supervisor with training, supervising, evaluating, and retaining lifeguards and aquatic facility staff. This allows the other specialist to focus on improving and maintaining the swim lesson program and water fitness classes.

During the summer, the team of three aquatic staff will provide full-time onsite supervision at the Albert-Oakland Family Aquatic Center during peak hours, while maintaining supervision at other aquatic facilities, including the Lake of the Woods Pool, Douglass Family Aquatic Center, Activity & Recreation Center (ARC), and Hickman Pool.

In the non-summer season, this workgroup will take on pool manager and lifeguard duties during the workday, helping reduce labor costs and address staffing gaps at the ARC and Hickman Pool. The addition of this position is expected to save approximately \$18,000 in staff



City of Columbia

701 East Broadway, Columbia, Missouri 65201

labor hours over the course of the year. This role will also focus on developing new aquatic programs to increase community participation and generate additional revenue. Additional responsibilities will include scheduling, staff recruitment, payroll verification, managing concessions sales and inventory, and supervising the Activity and Recreation Center.

Police Department

The Police Department is requesting the elimination of a vacant 1.00 FTE Records Custodian position and the creation of 1.00 FTE Police Data and Records Management Supervisor position. This new position will report to the Administrative Services Manager within the Support Services Bureau and will function as the civilian equivalent of a Police Lieutenant, overseeing the newly established Data & Records Division.

The creation of this role will centralize and streamline the management of Police Records, Sunshine Law requests, Crime Analysis, and the administration of the Records Management System. Additionally, this position will ensure the accurate reporting of crime statistics to the Federal Bureau of Investigation (FBI) and the Missouri State Highway Patrol (MSHP).

Utilities Department

The Utilities Department is requesting the reassignment of 1.0 FTE Assistant Power Production Assistant, 1.0 FTE Power Production Superintendent, and title changes for 2.0 FTE Assistant Power Production Superintendents. For more than two years, the City has struggled to attract or hire a qualified Assistant Power Production Superintendent to manage the North American Electric Reliability Corporation (NERC) operations and compliance within Power Production, including the 24/7 Control Room. This is a highly specialized and technical role, essential to maintaining regulatory compliance and ensuring the electric reliability of the Utility.

Although current NERC Certified System Operators may be qualified, they are not interested in considering a promotion due to a significant reduction in annual wages when transitioning from a non-exempt to an exempt position. Additionally, future retirement benefits could be significantly diminished as a result of such a promotion. The City has also not received any qualified applicants from outside for the position.

The currently vacant Assistant Power Production Superintendent position, responsible for overseeing the Control Room and NERC operations, entails different and more complex duties than the other two Assistant Power Production Superintendent roles, which focus on power generation. After reviewing the job descriptions for both Assistant Power Production Superintendent and Power Production Superintendent, staff recommends the reassignments and title changes to better attract and retain qualified personnel, accurately reflect job duties, and support long-term succession planning.

Reassigning one of the three Assistant Power Production Superintendents to a NERC Operations Superintendent role should improve the chances of attracting a qualified candidate. Additionally, changing the titles of the remaining Assistant Power Production Superintendents is recommended. An associated review of the Power Production



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Superintendent role leads to the recommendation to reassign the position to a Power Supply Manager to more accurately represent the significance of the responsibilities and duties. Staff further requests that the City Manager be authorized to adjust the pay for the reclassified Power Supply Manager to the midpoint of the new pay grade. This adjustment is necessary to help retain the knowledge, skills, and abilities required to ensure timely and accurate completion of daily regulatory and operational tasks within the electric production process. These changes will result in an estimated annual increase in Electric personnel expenses of approximately \$38,200, with sufficient funding available in the fiscal year 2025 budget due to vacancies.

In addition, the Utilities Department requests the addition of a 1.0 FTE Logistics Specialist in Solid Waste to enhance customer and staff support for solid waste collection. This position would serve as the subject matter expert for Safe Fleet, the newly implemented route management software for solid waste collection. The Logistics Specialist would create and revise collection routes to improve reliability and efficiency for both the utility and its customers. On a daily basis, this position would assist supervisors, refuse collectors, and customers by addressing skips, troubleshooting issues, and boosting efficiency. As the subject matter expert, this role would also have a comprehensive understanding of how to implement changes and additions to routes, particularly as the City continues its transition to automated collections and expansion efforts. This addition will lead to an estimated annual increase in Solid Waste personnel expenses of approximately \$76,121, with sufficient funding available in the fiscal year 2025 budget due to vacancies.

The proposed changes for the departments listed above include the following:

Section 19-4 Definitions.

Amend Unclassified service to remove the Customer Service Manager and Constituent Services and Legislative Affairs Administrator classifications and to add the Special Projects Manager and Executive Assistant classifications.

Amend the classification and pay plan as follows:

Classifications Added:

9910 Executive Assistant, Grade 110, Exempt, Unclassified
4568 Human Resources Training and Wellness Supervisor, Grade 110, Exempt
2230 Logistics Specialist, Grade 106, Non-Exempt
2629 NERC Operations Superintendent, Grade 113, Exempt
2992 Police Data and Records Management Supervisor, Grade 111, Exempt
2634 Power Supply Manager, Grade 114, Exempt
9900 Special Projects Manager, Grade 112, Exempt, Unclassified

Classifications Closed:

2635 Assistant Power Production Superintendent, Grade 112, Non-Exempt
9980 Constituent Services and Legislative Affairs Administrator, 110, Exempt
9802 Customer Service Manager, Grade 111, Exempt



City of Columbia

701 East Broadway, Columbia, Missouri 65201

4575 Human Resources Training Assistant, Grade 106, Non-Exempt

Reassignments:

9901 Assistant City Manager, Grade L3, Exempt to

9900 Special Projects Manager, Grade 112, Exempt

- City Manager (1)

2635 Assistant Power Production Superintendent, Grade 112, Exempt to

2629 NERC Operations Superintendent, Grade 113, Exempt

- Utilities (1)

9911 Assistant to the City Manager, Grade 110, Exempt to

9910 Executive Assistant, Grade 110, Exempt

- City Manager (1)

9980 Constituent Services and Legislative Affairs Administrator, Grade 110 Exempt to

9911 Assistant to the City Manager, Grade 110, Exempt

- City Manager (1)

4575 Human Resources Training Assistant, Grade 106, Non-Exempt to

4570 Human Resources Training Coordinator, Grade 108, Exempt

- Human Resources (1)

4570 Human Resources Training Coordinator, Grade 108, Exempt to

4568 Human Resources Training and Wellness Supervisor, Grade 110, Exempt

- Human Resources (1)

2636 Power Production Superintendent, Grade 113, Exempt

2634 Power Supply Manager, Grade 114, Exempt

- Utilities (1)

Title Change:

2635 Assistant Power Production Superintendent to 2636 Power Production Superintendent

In addition to the above classification changes, the Annual Budget Appendix Full Time Equivalent (FTE) position identification summary will also be amended to reflect the following:

Add 2.0 FTE Fire Battalion Chief

Add 1.0 FTE Recreation Specialist

Add 1.0 FTE Police Data and Records Management Supervisor

Add 1.0 FTE Logistics Specialist

Eliminate 1.0 FTE – Customer Service Manager

Eliminate 1.0 FTE – Records Custodian

All approved changes will be effective May 11, 2025.



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Fiscal Impact

Short-Term Impact: \$155,000. The Finance Department will monitor personnel budgets and request a 3rd or 4th quarter amendment if needed.

Long-Term Impact: Estimated annual cost of \$310,000.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
	Not applicable.

Suggested Council Action

Approve requested amendments.