



Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: January 3, 2022

Re: Amending the FY 2022 Classification and Pay Plan, FY 2022 Annual Budget and Chapter 19 of the City Code.

## Executive Summary

The City Manager's Office is requesting to amend the FY 2022 Classification and Pay Plan, the FY 2022 Annual Budget and Chapter 19 of the City Code.

## Discussion

The City Manager's Office is requesting to amend the FY 2022 Classification and Pay Plan, the FY 2022 Budget and Chapter 19 of the City Code to make the following position changes:

### Classifications/Positions Added:

6607	Enterprise Resource Planning Administrator Finance (1.0 FTE)	Grade C8	Exempt
4602	Leave and Accommodation Specialist Human Resources (1.0 FTE)	Grade C5	Exempt
8907	Supplier Diversity Program Coordinator Economic Development (1.0 FTE)	Grade C6	Exempt

### Position Added:

1203	Accounting Assistant Finance (.50 FTE)	Grade B7	Non-Exempt
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### Reassignments:

9970	Diversity, Equity and Inclusion Officer,	Grade C11	Exempt to
9970	Diversity, Equity and Inclusion Officer, City Manager's Office (1.0 FTE)	Grade E6	Exempt
1400	Administrative Technician	Grade B8	Non-Exempt to
9911	Assistant to the City Manager (new classification) City Manager's Office (1.0 FTE)	Grade D8	Exempt



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

2396 Maintenance Technician – 955  
2403 Maintenance Specialist – 955  
Parks and Recreation (1.0 FTE)

Grade A9  
Grade A10

Non-exempt to  
Non-exempt

### Unclassified Change:

4799 Communications & Creative Services Manager  
City Manager’s Office (1.0 FTE)

Classified to Unclassified

An amendment to Chapter 19 of the City Code is also required as the communications and creative services manager and assistant to the city manager positions will be defined as unclassified service within Sec. 19-4.

### Fiscal Impact

Short-Term Impact: Funding was included in the FY 22 budget for the addition of the 2.5 FTE requested for the Finance and Human Resources Departments. An appropriation request of \$12,500 is included to cover the cost of benefits for the requested Supplier Diversity Program Coordinator. The reassignments and unclassified changes have no impact on the FY 22 budget.

Long-Term Impact: Unknown.

### Strategic & Comprehensive Plan Impact

#### Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

#### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

### Legislative History

Date	Action

### Suggested Council Action

Authorize the amendment to the FY 2022 Classification and Pay Plan, the FY 2022 Annual Budget and Chapter 19 of the City Code.