

**CITY OF NORMANDY, MISSOURI
AN ORDINANCE**

**1st READING 06/13/2023
2nd READING 09/28/2023**

**BILL NO. 23-16
ORDINANCE NO. 792**

AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI AMENDING SECTION 5 OF THE CITY OF NORMANDY, MISSOURI PERSONNEL POLICY MANUAL AND ESTABLISHING A PAY PLAN FOR EMPLOYEES.

WHEREAS, Section 115.200 of the Normandy City Code and the Personnel Policy Manual require the City Administrator to submit a classification and compensation plan to the City Council for approval; and,

WHEREAS, the submitted plan is consistent with the established mission and values of the City of Normandy; and,

WHEREAS, the adoption of the plan is in the best interest of the City of Normandy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:

Section 1 – Personnel Policy Amendment

Section 5 of the City of Normandy Personnel Policy is hereby amended as shown in Exhibit A.

Section 2 – Compensation Plan Adopted

The pay and compensation plan as shown in Exhibit B, submitted by the City Administrator, is hereby adopted.

Section 3 – Repealed

All acts and parts of Ordinances or Resolutions heretofore adopted by the City in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict with the provisions of this Ordinance.

Section 4 – Severability

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases, and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase, or word(s) of this ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases, and words of this ordinance since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid portion of the ordinance.

Section 5 – Effective Date

This Ordinance shall be in full force and effect upon the passage of this Ordinance and its approval by the Mayor and attested by the City Clerk.

PASSED by the Council of the City of Normandy and **APPROVED** by the Mayor this **28th** day of **September**, 2023.



Honorable Mark Beckmann, Mayor

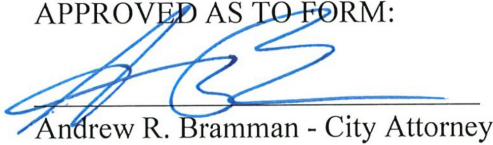
(SEAL)

Attest:



Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:



Andrew R. Bramman - City Attorney

SECTION 5 - COMPENSATION

5.1 PAY PLAN - The policy of the City of Normandy with regard to compensation shall be that decisions concerning compensation shall be based on individual job performance. Compensation established for a pay range shall be based on such factors as knowledge, experience, training, decision making authority and responsibility, problem solving, supervisory responsibility, environmental working conditions and external market factors. The actual placement of an employee within the job grade shall be based on individual productivity and merit. The pay policy shall be designed to stimulate excellence in both individual and organizational performance.

The City Administrator shall be responsible for presenting to the City Council for approval a uniform and equitable pay plan, which consists of pay ranges of minimum, midpoint and maximum rates of pay for each job classification, and that provides reasonable progression in the pay range based on employee job performance. The pay plan shall reflect an equitable relationship among the job classifications and shall be made after review of prevailing rates for comparable work in other public and private business, the current cost of living, responsibilities of the position, and the budgetary policies of the City Council.

5.2 ADMINISTRATION OF THE PAY PLAN - Administration of pay rates within pay ranges and based on merit is the responsibility of the City Administrator. All positions in the City requiring similar qualifications and having similar duties and responsibilities shall be similarly compensated, insofar as possible, as established by the classification plan.

The pay ranges will be competitive with the external market. Periodic review of the pay plan shall be made. Adjustments may be made to correct significant discrepancies between the City's level of pay and market pay levels for certain jobs. Actual adjustment amounts will be based on the City's capability to pay the adjustments as determined by the City Council and approved in the annual City budget. Individual job performance shall also be a determining factor. Any adjustment to a pay classification of a position shall require the approval of the City Council.

If a particular job is increasingly difficult to retain and recruit for because of compensation requirements, the Department Head may recommend to the City Administrator the job be placed in a range above the current range midpoint.

5.3 NEW EMPLOYEE PLACEMENT - Generally, a new employee shall be hired at the minimum rate in the appropriate classification unless the candidate's qualifications are such that it is to the City's advantage to offer a higher starting pay up to the midpoint of the appropriate range.

Hiring at an advanced rate shall be based upon years of experience, skill, and qualifications of the individual and shall require the approval of the City Administrator. Appropriate documentation by the Department Head that such action is to the benefit of the City shall be provided with the recommendations.

5.4 PERSONNEL RECORDS - the City Clerk or appointed designee shall maintain the official personnel records for all City employees. For certain personnel records for commission police officers, the Chief of Police or appointed designee shall be responsible for maintaining a separate from personnel records kept by the City Clerk. The personnel records for commissioned officers to be kept by the Chief of Police are: Applications for employment, pre-employment testing and interview documents, equipment issuance records, psychiatric evaluations and drug screening results, documents relating to access to criminal and law enforcements database, continuing education information/certificates, citizen complaints and compliments and responses thereto, all discipline documents, letters of commendation and awards, and annual employee evaluations., Additionally the Chief of Police shall keep internal affairs investigations in a separate file from other personnel records.

5.5 PROMOTIONS, DEMOTIONS, AND TRANSFERS

- A. **PROMOTIONS**-When an employee is promoted to a position in a higher pay classification the employee's pay shall be increased to at least the minimum rate for the higher pay range, to ensure a starting pay commensurate with that given to new hires with equivalent training and experience for that position.
- B. **DEMOTIONS**-A demotion occurs when an employee is moved to a job evaluated at a lower pay grade due to disciplinary action, poor performance, necessity of organizational change, or developmental assignment.
- C. **TRANSFERS**-When an employee moves from one position to another in the same job grade, either voluntarily or involuntarily, or voluntarily seeks a position at a lower pay classification than his/her current position, it is considered a transfer. An employee who accepts an assignment in a classification having a lower pay range than the employee's current assignment shall receive the maximum rate established for the classification to which the employee is transferring; otherwise, such employee shall receive his/her present rate if that rate is lower than the maximum of the pay range for the classification to which s/he is transferring. When an employee transfers between positions in the same pay range, no adjustments to pay shall be made.

5.6 SERVICE ANNIVERSARY DATE - The service anniversary date of an employee shall be the date of hire. For employees who have been promoted to a higher pay classification, their service anniversary date, for the purposes of this section, shall be the date of promotion.

5.7 INCREASES IN COMPENSATION - All increases in compensation shall be based upon the performance of the individual in the position measured against established job performance criteria. Such criteria may include level of knowledge, skills, ability, work traits, compliance with established City or departmental rules and regulations, the position's job description, or any other criteria which are indicative of performance.

Increases in compensation may be granted only upon approval by the City Administrator and after documentation by the appropriate Department Head, including, but not limited to, the most recently completed performance evaluation for the individual. Annually, guidelines shall be established by the City Administrator regarding pay adjustments as they relate to performance ratings (section 5.1).

5.8 COST-OF-LIVING ADJUSTMENT – The City Council may consider during the budgeting process for each fiscal year an annual Cost-of-Living adjustment for all pay classifications in the City. The rate of said adjustment shall generally be equally applied to each pay classification in the pay plan and any increases in compensation resulting therefrom shall be distinct from any increase given pursuant to 5.7 or 5.9. The City Council is in no way bound to grant a Cost-of-Living adjustment in any particular budget year.

5.9 FREQUENCY OF COMPENSTAION INCREASE – All employees, except for commissioned police officers, shall be eligible for an annual increase upon their service anniversary date.

5.9 FREQUENCY OF COMPENSATION INCREASE – POLICE DEPARTMENT For all commissioned non-probationary police officers, all compensation increases shall be available only at the beginning of the Fiscal Year. Commissioned police officers who have at least 6 months of service time in their position may be considered for any increase upon beginning of the Fiscal Year, pursuant to restrictions of an adopted pay plan.

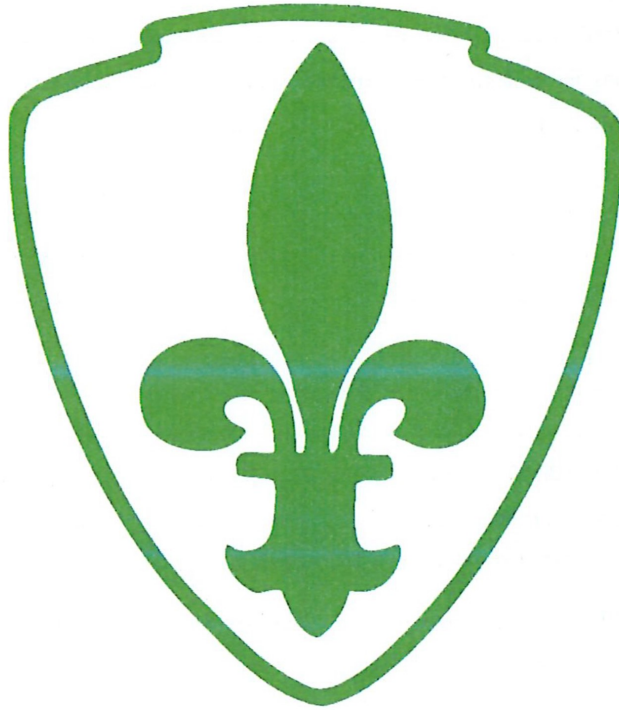
5.10 PERFORMANCE MANAGEMENT

- A. **FREQUENCY OF REVIEW**-Performance reviews for a City employee, utilizing the performance management job description and performance criteria, shall be conducted during the employee's probationary period every 90 days. Thereafter, performance reviews shall be conducted at least once annually, Between June 1st and July 31st of each year for commissioned police officers and two-weeks before the service anniversary of all other employees.. An evaluation may, however, be conducted more frequently at the discretion of the Department Head or at the request of the City Administrator.
- B. **ANNUAL PERFORMANCE CYCLE**-Annually, in conjunction with the City's fiscal year, or in the event of significant change in the City's or department's goals, the immediate supervisor shall conduct a performance planning discussion with the employee to discuss the essential job functions, the individual employee's, the City's, and the department's performance goals, and the employee's job performance criteria. Any changes in the existing job performance criteria shall be recorded on the job description form and approved by the Department Head and the City Administrator before taking effect.
- C. **PERFORMANCE REVIEWS AND COACHING**-The employee's immediate supervisor will regularly monitor the employee's performance, and six months after awarding annual compensation increases, will provide each employee with a

progress report that briefly evaluates whether or not the employee is meeting the work performance standards set for their respective departments and is in line to receive the full amount for their annual compensation increase.

- D. **D. JOB DESCRIPTIONS AND EVALUATION CRITERIA** – The City Administrator shall ensure that every position in the City has an up to date job description that includes: The job title, department, FSLA status, the direct supervisor, the eligible pay classifications, a summary of the job, essential duties and responsibilities, minimum qualifications, required knowledge, skills and abilities, physical requirements, and evaluation criteria as it relates to the position. Each department head shall be responsible for creating and regularly updating job descriptions and accompanying evaluation criteria for each position under their direction and shall submit it to the City Administrator for review and approval. Each job description and evaluation criteria shall be reviewed at least every two years. If a job description or evaluation criteria are changed, the relevant department head shall immediately notify in writing all employees that are affected by the change. In the event that a job description is altered so that the pay classification of the position is changes, said change shall require the approval of the City Council. A copy of each job description shall be kept on file with the City Clerk and available for review at any time by employees of the City.
- E. **E. COMPLETION OF THE PERFORMANCE CYCLE** - Between June 1st and July 31st of each year each employee's direct supervisor shall complete the performance appraisal form in the most objective manner possible based on the performance data collected throughout the year and the established performance criteria for the position. The immediate supervisor shall assign a total performance score, which shall be reviewed and approved by the City Administrator. The supervisor shall meet with the employee and discuss the evaluation and future areas of development. The employee shall sign the form acknowledging that it was read, and be given an opportunity to provide written comments on it as well. The Department Head shall review and approve the form. A copy is provided to the employee and the original forwarded to the City Administrator to be placed in the personnel file for said employee.

City Of Normandy, Missouri



Pay Plan

9-28-2023

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9-28-2023

Dear City Council,

Section 115.200 of the Normandy City code provides that *“The City Administrator shall act as the Personnel Officer of the City and shall recommend an appropriate position classification system and compensation plan to the Mayor and City Council.”* Furthermore, Section 5.1 of the City of Normandy Personnel Policy Manual provides in further detail that *“The City Administrator shall be responsible for presenting to the City Council for approval a uniform and equitable pay plan, which consists of pay ranges of minimum, midpoint and maximum rates of pay for each job classification, and that provides reasonable progression in the pay range based on employee job performance. The pay plan shall reflect an equitable relationship among the job classifications and shall be made after review of prevailing rates for comparable work in other public and private business, the current cost of living, responsibilities of the position, and the budgetary policies of the City Council”,* and that *“decisions concerning compensation shall be based on individual job performance. Compensation established for a pay range shall be based on such factors as knowledge, experience, training, decision-making authority and responsibility, problem solving, supervisory responsibility, environmental working conditions and external market factors. The actual placement of an employee within the job grade shall be based on individual productivity and merit.”*

Pursuant to these mandates set out in our code and policy, I am happy to present the following Pay Plan to the City Council for review and approval. The plan is made up of four sections which are designed to work together to guide management in instituting a fair and equitable pay system that rewards performance. The first section is the step and grade system which provides the framework for which all the positions of the City fit into. Next is the plan for administration which dictates how raises shall be given in each department in a way that is consistent with the Personnel Policy Manual. This is followed by a set of job descriptions and evaluation forms that make up the performance management system. Finally, as an appendix, is the salary survey that was previously presented to Council is attached.

In preparing the following, there was a concerted effort to present a plan that was consistent with the mission and values established by the Council. The plan is designed to promote transparency by providing an open window to the public regarding how their tax dollars are being spent. It also promotes integrity through accountability by instituting a performance management and merit system of pay. Finally, it promotes professionalism in governance by using regional salary information so that informed decisions can be made to attract and retain professional staff. By promoting these values this plan will ultimately further the City mission to provide a high level of public service and grow the community.

Respectfully Submitted,

Samuel D. Johnson, MPA
City Administrator
City of Normandy

City of Normandy Pay Classification System 9-28-23

	Annual Midpoint													Maximum
	Minimum													
	1	2	3	4	5	6	7	8	9	10	11	12	13	
G1	\$ 35,355	\$ 35,855	\$ 36,355	\$ 36,855	\$ 37,355	\$ 37,855	\$ 38,355	\$ 38,855	\$ 39,355	\$ 39,855	\$ 40,355	\$ 40,855	\$ 41,355	
G2	\$ 38,080	\$ 38,580	\$ 39,080	\$ 39,580	\$ 40,080	\$ 40,580	\$ 41,080	\$ 41,580	\$ 42,080	\$ 42,580	\$ 43,080	\$ 43,580	\$ 44,080	
G3	\$ 41,595	\$ 42,095	\$ 42,595	\$ 43,095	\$ 43,595	\$ 44,095	\$ 44,595	\$ 45,095	\$ 45,595	\$ 46,095	\$ 46,595	\$ 47,095	\$ 47,595	
G4	\$ 43,675	\$ 44,175	\$ 44,675	\$ 45,175	\$ 45,675	\$ 46,175	\$ 46,675	\$ 47,175	\$ 47,675	\$ 48,175	\$ 48,675	\$ 49,175	\$ 49,675	
G5	\$ 47,900	\$ 48,410	\$ 48,920	\$ 49,430	\$ 49,940	\$ 50,450	\$ 50,960	\$ 51,470	\$ 51,980	\$ 52,490	\$ 53,000	\$ 53,510	\$ 54,020	
G6	\$ 52,002	\$ 52,555	\$ 53,108	\$ 53,661	\$ 54,214	\$ 54,767	\$ 55,320	\$ 55,873	\$ 56,426	\$ 56,979	\$ 57,532	\$ 58,085	\$ 58,638	
G7	\$ 54,752	\$ 55,334	\$ 55,916	\$ 56,498	\$ 57,080	\$ 57,662	\$ 58,244	\$ 58,826	\$ 59,408	\$ 59,990	\$ 60,572	\$ 61,154	\$ 61,736	
G8	\$ 61,786	\$ 62,443	\$ 63,100	\$ 63,757	\$ 64,414	\$ 65,071	\$ 65,728	\$ 66,385	\$ 67,042	\$ 67,699	\$ 68,356	\$ 69,013	\$ 69,670	
G9	\$ 65,003	\$ 65,694	\$ 66,385	\$ 67,076	\$ 67,767	\$ 68,458	\$ 69,149	\$ 69,840	\$ 70,531	\$ 71,222	\$ 71,913	\$ 72,604	\$ 73,295	
G10	\$ 70,262	\$ 71,010	\$ 71,758	\$ 72,506	\$ 73,254	\$ 74,002	\$ 74,750	\$ 75,498	\$ 76,246	\$ 76,994	\$ 77,742	\$ 78,490	\$ 79,238	
G11	\$ 76,187	\$ 76,998	\$ 77,809	\$ 78,620	\$ 79,431	\$ 80,242	\$ 81,053	\$ 81,864	\$ 82,675	\$ 83,486	\$ 84,297	\$ 85,108	\$ 85,919	
G12	\$ 82,720	\$ 83,600	\$ 84,480	\$ 85,360	\$ 86,240	\$ 87,120	\$ 88,000	\$ 88,880	\$ 89,760	\$ 90,640	\$ 91,520	\$ 92,400	\$ 93,280	
G13	\$ 89,051	\$ 89,998	\$ 90,945	\$ 91,892	\$ 92,839	\$ 93,786	\$ 94,733	\$ 95,680	\$ 96,627	\$ 97,574	\$ 98,521	\$ 99,468	\$ 100,415	
G14	\$ 94,998	\$ 96,009	\$ 97,020	\$ 98,031	\$ 99,042	\$ 100,053	\$ 101,064	\$ 102,075	\$ 103,086	\$ 104,097	\$ 105,108	\$ 106,119	\$ 107,130	

	Hourly Midpoint													Maximum
	Minimum													
	1	2	3	4	5	6	7	8	9	10	11	12	13	
G1	\$ 17.00	\$ 17.24	\$ 17.48	\$ 17.72	\$ 17.96	\$ 18.20	\$ 18.44	\$ 18.68	\$ 18.92	\$ 19.16	\$ 19.40	\$ 19.64	\$ 19.88	
G2	\$ 18.31	\$ 18.55	\$ 18.79	\$ 19.03	\$ 19.27	\$ 19.51	\$ 19.75	\$ 19.99	\$ 20.23	\$ 20.47	\$ 20.71	\$ 20.95	\$ 21.19	
G3	\$ 20.00	\$ 20.24	\$ 20.48	\$ 20.72	\$ 20.96	\$ 21.20	\$ 21.44	\$ 21.68	\$ 21.92	\$ 22.16	\$ 22.40	\$ 22.64	\$ 22.88	
G4	\$ 21.00	\$ 21.24	\$ 21.48	\$ 21.72	\$ 21.96	\$ 22.20	\$ 22.44	\$ 22.68	\$ 22.92	\$ 23.16	\$ 23.40	\$ 23.64	\$ 23.88	
G5	\$ 23.03	\$ 23.27	\$ 23.52	\$ 23.76	\$ 24.01	\$ 24.25	\$ 24.50	\$ 24.75	\$ 24.99	\$ 25.24	\$ 25.48	\$ 25.73	\$ 25.97	
G6	\$ 25.00	\$ 25.27	\$ 25.53	\$ 25.80	\$ 26.06	\$ 26.33	\$ 26.60	\$ 26.86	\$ 27.13	\$ 27.39	\$ 27.66	\$ 27.93	\$ 28.19	
G7	\$ 26.32	\$ 26.60	\$ 26.88	\$ 27.16	\$ 27.44	\$ 27.72	\$ 28.00	\$ 28.28	\$ 28.56	\$ 28.84	\$ 29.12	\$ 29.40	\$ 29.68	
G8	\$ 29.70	\$ 30.02	\$ 30.34	\$ 30.65	\$ 30.97	\$ 31.28	\$ 31.60	\$ 31.92	\$ 32.23	\$ 32.55	\$ 32.86	\$ 33.18	\$ 33.50	
G9	\$ 31.25	\$ 31.58	\$ 31.92	\$ 32.25	\$ 32.58	\$ 32.91	\$ 33.24	\$ 33.58	\$ 33.91	\$ 34.24	\$ 34.57	\$ 34.91	\$ 35.24	
G10	\$ 33.78	\$ 34.14	\$ 34.50	\$ 34.86	\$ 35.22	\$ 35.58	\$ 35.94	\$ 36.30	\$ 36.66	\$ 37.02	\$ 37.38	\$ 37.74	\$ 38.10	
G11	\$ 36.63	\$ 37.02	\$ 37.41	\$ 37.80	\$ 38.19	\$ 38.58	\$ 38.97	\$ 39.36	\$ 39.75	\$ 40.14	\$ 40.53	\$ 40.92	\$ 41.31	
G12	\$ 39.77	\$ 40.19	\$ 40.62	\$ 41.04	\$ 41.46	\$ 41.88	\$ 42.31	\$ 42.73	\$ 43.15	\$ 43.58	\$ 44.00	\$ 44.42	\$ 44.85	
G13	\$ 42.81	\$ 43.27	\$ 43.72	\$ 44.18	\$ 44.63	\$ 45.09	\$ 45.54	\$ 46.00	\$ 46.46	\$ 46.91	\$ 47.37	\$ 47.82	\$ 48.28	
G14	\$ 45.67	\$ 46.16	\$ 46.64	\$ 47.13	\$ 47.62	\$ 48.10	\$ 48.59	\$ 49.07	\$ 49.56	\$ 50.05	\$ 50.53	\$ 51.02	\$ 51.50	

Summary by Position 9-28-2023									
Position	Grade	Start	Mid	End	Mid % (MML/SL APCA)**	Start Increase	# of Pos.	Budget Impact	Est. "Creep"
Public Works Laborer	G1	\$ 17.00	\$ 18.44	\$ 19.88	29%	\$ -	4	\$ -	\$ 4,000
Code Enforcement Officer	G4	\$ 21.00	\$ 22.44	\$ 23.88	23%	\$ -	1	\$ -	\$ 1,000
Public Works Foreman	G5	\$ 23.03	\$ 24.50	\$ 25.97	24%		1		
Public Works Director	G9	\$ 65,003	\$ 69,149	\$ 73,295	21%	\$ -	1	\$ -	\$ 1,382
Police Clerk/ PA Assistant	G4	\$ 21.00	\$ 22.44	\$ 23.88	60%	\$ -	1	\$ -	\$ 1,000
Police Officer	G6	\$ 25.00	\$ 26.60	\$ 28.19	23%	\$ -	14	\$ -	\$ 15,484
Corporal	G7	\$ 26.32	\$ 28.00	\$ 29.68	n/a	\$ -	5	\$ -	\$ 5,820
Sergeant	G8	\$ 29.70	\$ 31.60	\$ 33.50	18%	\$ 5,866	6	\$ 35,193.60	\$ 7,884
Captain*	G11	\$ 76,187	\$ 81,053	\$ 85,919	16%	\$ 6,187	1	\$ 6,187.00	\$ 1,622
Major*	G12	\$ 82,720	\$ 88,000	\$ 93,280	23%	\$ 4,720	1	\$ 4,720.00	\$ 1,760
Colonel	G14	\$ 94,998	\$ 101,064	\$ 107,130	26%	0	1	\$ -	\$ 2,022
Court Clerk	G3	\$ 20.00	\$ 21.44	\$ 22.88	52%	0	2	\$ -	\$ 2,000
Court Administrator	G7	\$ 26.32	\$ 26.60	\$ 29.68	28%	0	1	\$ -	\$ 1,164
City Clerk	G9	\$ 65,003	\$ 69,149	\$ 73,295	46%	0	1	\$ -	\$ 1,382
City Administrator	G11	\$ 76,187	\$ 81,053	\$ 85,919	9%	0	1	\$ -	\$ 1,622
					*Uses Saint Louis Area Police Chiefs Association Survey due to availability of MML				
					**Mid % (MML) = Percentile of population derived from MML survey (ex. 30% means you pay more than 30% and less than 70% of other cities)				
		Total PD		\$ 46,100.60		\$ 35,592.00			
		Total PW		\$ -		\$ 6,382.00			
		Total Court		\$ -		\$ 3,164.00			
		Total Admil		\$ -		\$ 3,004.00			
		Total		\$ 46,100.60		\$ 48,142.00			

Plan Administration Guidelines 8-8-2023

Step and Grade System Established

Classifications (Grades)

Section 5.2 of the Personnel Policy Manual provides that job classifications, sometimes called pay grades, shall be established and that *“All positions in the City requiring similar qualifications and having similar duties and responsibilities shall be similar compensated, insofar as possible, as established by the classification plan.”* The pay plan herein establishes 14 pay grades ranging from G1 at the lowest to G14 at the highest as shown in the previous section. The set of classifications is wide ranging and is designed to accommodate all positions in the City ranging from unskilled laborers to executive positions. Each position shall be placed in one of these pay classifications based upon consideration of job duties, responsibilities, necessary qualifications, pay of comparable positions in other municipalities, and budgetary constraints of the City.

Steps

Each pay classification, or grade, is made up of thirteen (13) steps with “step 1” being the minimum or starting pay, “step 7” being the mid-point, and “step 13” being the top-out or maximum pay. These steps are defined increases that are generally based off a one percent (1%) increase from the mid-point. Steps are designed to be small increases so that merit considerations can be given for employees in positions, while still ensuring the pay classifications are uniform and defined, as required by Section 5 of the Personnel Policy Manual. Meaning employees with poor performance may only receive a single step increase, or potentially no increase, while employees with superior performance may receive a multiple step increase, pursuant to the restrictions outlined herein.

Merit System Established – Raises How Given By Department

Police Department

The Chief of Police shall be responsible for administering the pay plan and authorizing pay increases through step increases for subordinates, upon the approval of the City Administrator, given the following restraints:

- The Police Department shall be limited in the number of steps that can be given in a single budget year by a pool that is determined by the Council in their budgetary discretion.
- Employees who obtain a composite score of 1 - 2.9 (Unacceptable) on their performance evaluation (Normandy Police Department Form 92v2) shall only be eligible for an increase up to one-step and, at the discretion of the Chief of Police, may be held at their current step until the end of the next performance cycle.
- Employees who obtain a composite score of 3 - 4.9 (Meets Expectation) on their performance evaluation (Normandy Police Department Form 92v2) shall be eligible for an increase up to two (2) steps and no less than one (1) step.
- Employees who obtain a composite score of 5 - 7 (Exceeds Expectation) on their performance evaluation (Normandy Police Department Form 92v2) shall be eligible for an increase up to three (3) steps and no less than one (1) step.

- No employee shall receive less steps, as a part of their increase for the performance cycle, than another employee in the department that had an equal or lessor performance evaluation composite score.
- Increases in compensation must be consistent with the current fiscal year budget.
- Officers on probationary status for their position who have at least six (6) months of service time in their position shall be eligible for an increase of up to one (1) step upon the beginning of the fiscal year if in their performance evaluations they have consistently met or exceeded expectations. Employees on probationary status who have been in their position for less than six (6) months shall not be eligible for an increase.

All Other Departments

Department Heads shall be responsible for conducting performance evaluations of their subordinates and shall have the authority, upon the approval of the City Administrator, to grant step increases, given the following restraints:

- Employees who obtain a composite score of 1 - 2.9 (Unacceptable) on their performance evaluation shall only be eligible for an increase up to one-step and, at the discretion of the Department Head, may be held at their current step until the end of the next performance cycle.
- Employees who obtain a composite score of 3 - 4.9 (Meets Expectation) on their performance evaluation shall be eligible for an increase up to two (2) steps and no less than one (1) step.
- Employees who obtain a composite score of 5 - 7 (Exceeds Expectation) on their performance evaluation shall be eligible for an increase up to three (3) steps and no less than one (1) step.
- No employee shall receive less steps, as a part of their increase for the performance cycle, than another employee in the same position that had an equal or lessor performance evaluation composite score.
- Increases in compensation must be consistent with the current fiscal year budget.

Department Heads

Step increases for Department Heads shall be considered by the Mayor and City Council. The frequency of such consideration shall be pursuant to section 5.9 of the Personnel Manual. The City Administrator shall perform performance evaluation of each department head and make a recommendation to the City Council regarding the amount of step increases that are warranted considering the individual employees' performance, the performance of their department, and budgetary constraints. The Mayor and City Council shall be responsible for conducting a performance evaluation of the City Administrator and consideration any increase in compensation for the City Administrator.

Consideration for Qualifications and Certifications

New Employees

Pursuant to 5.3 of the Personnel Manual, and new employee may be hired at any step in a classification if it is found to be to the "City's advantage." Such advance placement shall require the approval of the City Administrator upon the request of the relevant Department Head.

Consideration for Desirable Certifications

Certain certifications, degrees, and licenses may be desirable for certain positions. In order to attract candidates who possess said desirable certifications, degrees, and licenses and to motivate employees to obtain them, employees in certain positions may be eligible to be placed into a higher classification as outlined in the position job description. Other certifications which are desirable, but may not warrant a higher pay classification may, at the discretion of the Department Head and the approval of the City Administrator, make employees eligible for step increases upon obtaining said qualifications if the qualification is listed in the job description of the position. All other certifications and awards not listed that have recently been obtained shall be considered in the employees performance evaluation.

Submitted:

Samuel D. Johnson, MPA
City Administrator



City of Normandy, Missouri

Performance Evaluation Form

Employee Name: _____

Title: _____

Department: _____

Supervisor Name & Title: _____

Performance Period: _____ to _____

Evaluation Date: _____

PART I – EVALUATION OF PERFORMANCE OF JOB DUTIES (see job description)

Duty A:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Duty B:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Duty C:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Duty D:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Duty E:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Duty F:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Duty G:						
Core tasks:						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

PART II - UNIFORM EVALUATION CRITERIA

General Attitude Towards Work						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Responsiveness and ability to accept constructive feedback						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Ability to work well with others						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Ability to Respond to Stressful Situations						
Unacceptable		Meets Expectation			Exceeds Expectation	
1	2	3	4	5	6	7
Notes and Remarks:						

Appearance and Professional Demeanor at Work	
Needs Improvement	Meets Expectation
Notes and Remarks:	

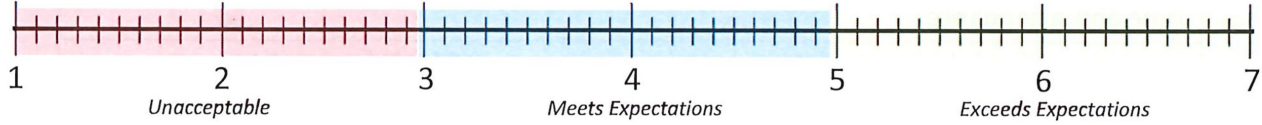
Time and Attendance	
Needs Improvement	Meets Expectation
Notes and Remarks:	

Achievements, certifications, and awards during the performance cycle:

Substantiated complaints or corrective actions received during the evaluation period:

Corrective Action Plan Required? **Yes** **No**
(Attach if marked yes)

PART III – OVERALL EVALUATION



Total Score: _____

Evaluation Remarks / Explanations:

Rated Employee Comments: _____

I wish to appeal this evaluation: Yes No

Employee signature: _____ Date: _____

Rating Supervisor: _____ Date: _____

City Administrator: _____ Date: _____

Employee's Own – Personal Development Vision

Personal Development Visions assist employees in identifying their own vision for personal and professional development. Supervisors will provide this form to the employees they supervise prior to their performance evaluation. The employee shall be allotted enough time to complete and return this form to their supervisor prior to their performance review (answers may be printed on this form or typed and attached on separate pages). The employee's Personal Development Vision will be compared to the supervisor's Professional Development Plan. This comparison will assist in identifying common goals and/or obstacles in future professional development.

1. I view my (3) greatest achievements during the past year to be:

2. What I did to improve service to the community during the past year:

3. How I view my performance and career at the City of Normandy:

4. What I think I need to do to work toward self-improvement professionally:

5. Obstacles that may hamper my self-improvement

6. Training or materials I need to assist with my professional development:

10. My career objectives are:

11. My goals for the next year are:

12. Three suggestions to improve the services of the City for residents:

13. Three suggestions to make the City of Normandy a better place to work:

Date Provided to Employee: _____

Date Returned to Supervisor: _____

Employee: _____

Employee signature: _____ Date: _____

Rating Supervisor: _____ Date: _____

Professional Development Plan

Professional Development Plans are part of the City of Normandy's efforts to assist employees in identifying individual needs, goals, and commitments. They are completed by supervisors with the intent of enhancing personal growth to assist employees in achieving their greatest potential. Individual plans are included as part of the evaluation process to promote progress in professional development during a specific period.

For: _____ **Completed by:** _____

It would be helpful if you continue demonstrating the following job related skills, conduct, and interpersonal skills:

It would be helpful to the City of Normandy if you started demonstrating the following job related skills, conduct, and interpersonal skills:

It would be helpful to the City of Normandy if you stopped demonstrating the following job related skills, conduct, and interpersonal skills:

It would be helpful to the City of Normandy for you to get additional training in the following categories or topics:

A comparison of this Professional Development and your Personal Development Vision has identified the following specific goals and objectives for you to achieve within the next year:

Employee signature: _____ Date: _____

Rating Supervisor: _____ Date: _____



City of Normandy, Missouri

Job Description

Title: Director of Public Works

Department: Public Works

Status: Full-Time / Salaried / Exempt

Reports to: City Administrator

Appointment: Appointed by the Mayor with the consent of the City Council

Pay Range/Grade: G9 \$65,000 to \$73,298 annually

Number of Positions: 1

Number of Employees Supervised: 4

JOB SUMMARY:

Under the general direction of the City Administrator, the Director of Public Works manages and directs all activities and operations involving the City's Public Works (street maintenance, property and vehicle maintenance, snow removal, and other services) and public works projects. The Director of Public Works is responsible for addressing citizen complaints, both verbal and written, related to the Department's operation. The Director of Public Works supervises a small staff of public works laborers and must be skilled in leadership abilities.

The Director of Public Works is a full-time salary-exempt position with an annual pay \$65,000 to \$73,298 annually. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Oversee Department Functions

- a. Regularly inspect City facilities, parks, streets, and Rights-of-Way and direct employees to address issues, clean, repair, or fix deficiencies to ensure that all are in proper working order.
- b. Assign duties, tasks, and work orders to employees in a way that increases employee productivity to improve the operations of the Department.
- c. Coordinate with Code Enforcement Officers and Law Enforcement to abate nuisances on private property to provide for the health, safety, and welfare of residents.
- d. Act as a liaison with the designated sanitation service provider in order to hold them accountable and ensure satisfactory service to the City and residents.
- e. Coordinate with contractors and service providers working with the City to ensure that projects are completed effectively and efficiently.
- f. Ensure that all equipment is in proper working order through regular inspection and maintenance to allow for the proper functioning of Department operations.
- g. Maintain and keep a well-ordered garage and shop to provide an efficient and safe workplace.

B. Department Leader

- a. Develop a vision and strategic plan for the Department and take active steps to achieve established goals.
- b. Motivate employees by aiding them to achieve their professional goals and development.
- c. Development Department policies and procedures so that employees carry out operations effectively and safely.
- d. Supervise Department employees to ensure that they are meeting performance and safety

- standards.
 - e. Train employees in technical and practical skills to develop professional skilled laborers.
 - f. Recruit new hires by participating in the interview process and recommend candidates for employment to the City Administrator.
 - g. Discipline Department employees through corrective actions, both written and oral, in order to ensure desirable work performance.
 - h. Conduct performance evaluations of Department employees and provide constructive feedback, criticism, and praise to foster the professional development of employees.
 - i. Recommend the termination of employees who do not meet ethical, professional, or performance standards.
- C. Department Budget Officer**
- a. Plan and prepare an annual draft operating department budget by integrating department goals and program plans for review by the City Administrator.
 - b. Analyze the department budget and develop plans to address deficiencies to the City Administrator.
 - c. Submit budget requests to the City Administrator for additional programs, equipment, or personnel.
 - d. Maintain an inventory, estimate the depreciation, and schedule for a replacement for all capital assets and equipment.
- D. Report to City Administrator, Mayor, and City Council**
- a. Provide monthly written and oral reports to the City Council and attend all regular City Council Meetings.
 - b. Attend, upon request, special and workshop meetings of the City Council and other Boards and Commissions to advise on matters relating to the Department.
 - c. Attend monthly leadership meetings and collaborate with the City Administrator and other Department Heads.
 - d. Advise and report to the City Administrator and or the Mayor to keep them informed of the operations of the Department.
- E. Department Purchasing Manager**
- a. Purchase and procure all necessary equipment, tools, and supplies needed for the operation of the Department.
 - b. Complete and sign purchase orders, as required by policy, for any applicable purchase in the Department.
 - c. Assist the City Administrator in drafting Requests for Proposals and Requests for Qualifications relating to Department functions when required.
 - d. Manage letting bids, negotiating with vendors, and managing projects relating to the Department.
 - e. Review and approve all invoices for goods or services related to the Department.
- F. Department Safety Manager**
- a. Develop and implement a department safety plan by establishing in coordination with the Safety Coordinator.
 - b. Train department employees on the proper use of vehicles, heavy machinery, and equipment to reduce safety risks.
 - c. Identify safety hazards in the working environment and take active steps to mitigate risk.
 - d. Report and investigate all workplace accidents in the department.
 - e. Conduct regular department meetings regarding safety policies and procedures.
 - f. Perform risk assessments before each job of Public Works Laborers and identify key risks and

how to mitigate them in order to provide for the safety of employees.

G. Other Duties as Assigned

MINIMUM QUALIFICATIONS:

- A. High School Diploma or GED is required.
- B. Bachelor's degree in Civil Engineering, Public Administration, or a related field is highly desired.
- C. Four or more years of experience in a public works supervisory or similar position is required.
- D. Missouri CDL Class B or higher is required or must be obtained within six (6) months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Knowledge of mechanical and automotive techniques and operation of street maintenance tools and equipment.
- B. Basic Knowledge of carpentry, plumbing, flooring, painting, masonry, electrical, welding, machinery, Knowledge in ventilation and air conditioning (HVAC)
- C. Detailed knowledge of snow removal equipment and performing snow removal.
- D. Detailed knowledge of mowing with zero-turn mowers on extreme slopes, and some horticulture and landscape experience.
- E. Knowledge of computers, including databases and spreadsheet software.
- F. Good oral and written communication skills.
- G. Ability to accept equivocal circumstances and take action where answers to a problem are not readily apparent.
- H. Skill in working independently and following through on assignments with minimal direction.
- I. Knowledge of purchasing practices (including determination of needs, selection of items, bid letting, and store management) sufficient to develop new procedures and purchasing programs.
- J. Knowledge of related Public Works Departments with other municipalities, their services, roles, and responsibilities to contact them appropriately to obtain needed information.
- K. Knowledge of different herbicides, insecticides, fertilizers, and plant foods and how to use them appropriately to maintain the growth of grasses, trees, shrubs, and flowers.
- L. Skill in supervising employees including:
 - a. organizing objectives
 - b. delegating responsibility
 - c. training
 - d. delegating responsibility
 - e. evaluating subordinate effectiveness
 - f. administering necessary discipline

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 50 lbs. This position will require someone capable of both office work and manual labor. This is a department head level, which requires working some evening and weekend hours.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

TO APPLY:

Please send a copy of your resume and cover letter to City Administrator, Samuel Johnson, at sjohnson@cityofnormandy.gov.



City of Normandy, Missouri

Job Description

Title: Public Works Supervisor

Department: Public Works

Status: Full-Time / Hourly / Non-exempt

Reports to: Public Works Director

Appointment: Appointed by City Administrator

Pay Range/Grade: G5 23.03/hr-25.97/hr

Number of Positions: 1

JOB SUMMARY:

Under the supervision of the Director of Public Works, the Public Works Supervisor is responsible for supervision and performance of all activities regarding the operations involving the City's Public Works Department including but not limited to maintenance of city Right-of-way(s), parks, equipment, facilities and completion of other public works duties and projects. In addition, this position serves as a member of the Public Works Department management team and makes recommendations concerning department policy and procedure development and implementation directly related to the functions of the Public Works Department. Individuals in this position must be willing and able to lead a small team to accomplish tasks and perform laborious tasks in an outdoor environment for long periods of time. This position requires a high degree of professionalism, confidentiality, and discretion.

The position of Public Works Supervisor is a full-time hourly non-exempt position with pay ranging from \$23.03 to \$25.97 hourly with additional considerations given for candidates with certain certifications. Public Works Supervisor may be required to work overtime occasionally when severe weather events occur, including the precipitation of snow and ice, outside normal business hours. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Supervise Employees

- a. Plan, organize, direct, and evaluate the daily functions of the Public Works Department employees under the guidance of the Public Works Director.
- b. Directly supervise the work of department labor staff; will be involved in the hiring, training, and evaluation of labor staff; provides leadership, coaching, and mentoring to direct reports.
- c. Assign work, develop performance standards, and monitor performance of direct reports.
- d. Make recommendations and implement employment actions, including discipline with the Public Works Director's approval.
- e. Prepare responses to routine correspondence, schedule meetings and maintain calendars.
- f. Gather data needed for the preparation of contracts and monthly City Council Reports which are prepared by the Public Works Director; maintain knowledge of the needs of the City of Normandy as observed in daily work.

B. Maintain City Right of Ways and Streets

- a. Repair, replace, or install concrete and asphalt in city streets and infrastructure.
- b. Remove leaves from residential homes with a leaf vacuum.
- c. Pick up and chip limbs of a certain size left out by residents.
- d. Pick up trash, debris, and litter in and along the right-of-way(s)

- e. Repair, replace, or install city street signs.
 - f. Perform street sweeping on city streets.
 - g. Install street pavement marking on city streets.
 - h. Construct, maintain, repair and clean concrete and asphalt streets, drainage structures, curbs, gutters, and related public ways.
 - i. Remove trees, stumps and shrubbery on city-owned right-of-way(s) under the direction and supervision of a certified arborist.
 - j. Plow snow and spread salt during snow and ice combating situations and clears snow and ice from city property.
 - k. Pick up dead animals off streets and City owned properties and arranges for their disposal.
 - l. Perform maintenance on City owned streetlights and the replacement of bulbs as necessary using a boom lift.
 - m. Respond to emergency calls outside of normal working hours for snow removal and other issues as needed.
- C. Maintain and Landscape City Parks and Properties**
- a. Mow and maintain City owned properties including parks, city facilities, and vacant properties.
 - b. Plant and maintain lawns, trees, shrubs, and flowers. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and pest and weed control of the City's Park and open spaces.
 - c. Clean lots and other property of debris and trash.
 - d. Assist with abatement of nuisances, including clearing of debris, overgrown grass, and other nuisances as needed.
 - e. Inspect, clean, and perform routine maintenance to park drinking fountains, restrooms and other facilities.
 - f. Clean, paint and repair picnic tables, playground, and other park equipment.
 - g. Install and maintain recreational equipment in park facilities.
- D. Operate and Maintain Equipment and Vehicles**
- a. Perform routine maintenance and inspections on lawn and power equipment.
 - b. Operate and perform maintenance and minor repairs to a variety of power construction and maintenance equipment such as dump trucks, tree cutting equipment, chain saws, leaf vacuums, boom trucks, skid loaders, back-hoes, mowers and other equipment used in the performance of duties.
 - c. Ensure the proper maintenance of equipment and tools by cleaning and checking.
 - d. Drive trucks of various sizes and weights and assist in the loading, hauling, and unloading of various equipment and materials.
 - e. Keep well organized maintenance logs of all city equipment.
- E. Maintain City Facilities**
- a. Open, close, lock and unlock facilities.
 - b. Assist in setting up and taking down equipment for various city programs.
 - c. Perform custodial work such as routine cleaning, changing light bulbs, and other basic maintenance at various City facilities.
 - d. Perform building maintenance by performing basic carpentry and plumbing on city properties.
 - e. Set up and take down decorations for City facilities as directed.
- F. Ensure a Safe Workplace**
- a. Act as the onsite supervisor on job sites and provide for the safety of all employees and bystanders.
 - b. Require that all subordinate employees follow all safety policies, procedures, and standards
 - c. Perform all duties in conformance to appropriate safety and security standards.

- d. Assist in the training of other employees.
 - e. Report to management any identified safety hazards and take appropriate action to address the hazards.
 - f. Assist other laborers and employees in their task to ensure that work is being conducted in a safe and proper manner.
 - g. Wear all Personal Protective Equipment that is required in a proper manner.
 - h. Regularly attend training for the proper and safe use of equipment.
- G. **Other Duties as Assigned**

MINIMUM QUALIFICATIONS:

Education and Experience

- High School Diploma or GED equivalent
- Three (3) year of experience in public works, landscaping, or related field
- Two (2) years of supervisory experience
- equivalent combinations of experience and education may be considered
- Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to exercise and use independent judgement to select proper courses of action and daily workflow management.
- Ability to handle a variety of sensitive public information and departmental matters including communication among staff during potential emergency situations.
- Strong interpersonal skills and the ability to work well with subordinate employees.
- Knowledge of equipment, materials, methods and procedures used in maintenance, construction and repair of concrete and asphalt streets.
- Skill in operation of listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely; ability to understand and carry out instructions.
- Ability to establish and maintain effective working relationships with employees, supervisors, and the public.
- Ability to maintain regular and punctual attendance.
- Knowledge of safety requirements and rules regarding tasks and equipment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump and pickup trucks skid-steer, boom lift, leaf vacuum, string trimmer, backhoe, and other various equipment necessary for the completion of job duties. Hand and power tools including, chainsaw, shovel, etc.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms. The

employee is regularly required to stand, walk, sit, climb and balance, stoop, kneel, crouch, or crawl. The employee is frequently required to talk, hear and smell.

The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY:

Please send a copy of your resume and cover letter to City Administrator, Samuel Johnson, at sjohnson@cityofnormandy.gov.



City of Normandy, Missouri

Job Description

Title: Public Works Laborer

Department: Public Works

Status: Full-Time / Hourly / Non-exempt

Reports to: Public Works Director

Appointment: Appointed by City Administrator

Pay Range/Grade: G1 - \$17.00 to \$19.88 an hour

Number of Positions: 2.5

JOB SUMMARY:

Under the supervision of the Director of Public Works, Public Works Laborers are responsible for all activities regarding the operations involving the City's Public Works Department including but not limited to maintenance of city Right-of-way(s), parks, equipment, facilities and completion of other public works duties and projects. Public Works Laborers must be willing and able to work together in a small team to accomplish tasks and perform laborious tasks in an outdoor environment for long periods of time.

The position of Public Works Laborer is a full-time hourly non-exempt Public Works Laborers may be required to work overtime occasionally when severe weather events occur, including the precipitation of snow and ice, outside normal business hours. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Maintain City Right of Ways and Streets

- a. Repair, replace, or install concrete and asphalt in city streets and infrastructure.
- b. Remove leaves from residential homes with a leaf vacuum.
- c. Pick up and chip limbs of a certain size left out by residents.
- d. Pick up trash, debris, and litter in and along the right-of-way(s)
- e. Repair, replace, or install city street signs.
- f. Perform street sweeping on city streets.
- g. Install street pavement marking on city streets.
- h. Construct, maintain, repair and clean concrete and asphalt streets, drainage structures, curbs, gutters, and related public ways.
- i. Remove trees, stumps and shrubbery on city-owned right-of-way(s) under the direction and supervision of a certified arborist.
- j. Plow snow and spread salt during snow and ice combating situations and clears snow and ice from city property.
- k. Pick up dead animals off of street and City owned properties and arranges for their disposal.
- l. Perform maintenance on City owned streetlights and the replacement of bulbs as necessary using a boom lift.
- m. Respond to emergency calls outside of normal working hours for snow removal and other issues as needed.

B. Maintain and Landscape City Parks and Properties

- a. Mow and maintain City owned properties including parks, city facilities, and vacant properties.
 - b. Plant and maintain lawns, trees, shrubs, and flowers. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and pest and weed control of the City's Park and open spaces.
 - c. Clean lots and other property of debris and trash.
 - d. Assist with abatement of nuisances, including clearing of debris, overgrown grass, and other nuisances as needed.
 - e. Inspect, clean, and perform routine maintenance to park drinking fountains, restrooms and other facilities.
 - f. Clean, paint and repair picnic tables, playground, and other park equipment.
 - g. Install and maintain recreational equipment in park facilities.
- C. Operate and Maintain Equipment and Vehicles**
- a. Perform routine maintenance and inspections on lawn and power equipment.
 - b. Operate and perform maintenance and minor repairs to a variety of power construction and maintenance equipment such as dump trucks, tree cutting equipment, chain saws, leaf vacuums, boom trucks, skid loaders, back-hoes, mowers and other equipment used in the performance of duties.
 - c. Ensure the proper maintenance of equipment and tools by cleaning and checking.
 - d. Drive trucks of various sizes and weights and assist in the loading, hauling, and unloading of various equipment and materials.
 - e. Keep well organized maintenance logs of all city equipment.
- D. Maintain City Facilities**
- a. Open, close, lock and unlock facilities.
 - b. Assist in setting up and taking down equipment for various city programs.
 - c. Perform custodial work such as routine cleaning, changing light bulbs, and other basic maintenance at various City facilities.
 - d. Perform building maintenance by performing basic carpentry and plumbing on city properties.
 - e. Set up and take down decorations for City facilities as directed.
- E. Ensure a Safe Workplace**
- a. Perform all duties in conformance to appropriate safety and security standards.
 - b. Assist in the training of other employees.
 - c. Report to management any identified safety hazards and take appropriate action to address the hazards.
 - d. Assist other laborers and employees in their task to ensure that work is being conducted in a safe and proper manner.
 - e. Wear all Personal Protective Equipment that is required in a proper manner.
 - f. Regularly attend training for the proper and safe use of equipment.
- F. Other Duties as Assigned**

MINIMUM QUALIFICATIONS:

Education and Experience

- High School Diploma or GED equivalent
- One (1) year of experience in public works, landscaping, or related field
- Valid Driver's License

CERTIFICATIONS

Public Works Laborers who complete possess an OSHA 10-hour card and have completed all safety training required by the Public Works Safety Manual.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of equipment, materials, methods and procedures used in maintenance, construction and repair of concrete and asphalt streets.
- Skill in operation of listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely; ability to understand and carry out instructions.
- Ability to establish and maintain effective working relationships with employees, supervisors, and the public.
- Ability to maintain regular and punctual attendance.
- Knowledge of safety requirements and rules regarding tasks and equipment.
- Must have a valid driver's license.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump and pickup trucks skid-steer, boom lift, leaf vacuum, string trimmer, backhoe, and other various equipment necessary for the completion of job duties. Hand and power tools including, chainsaw, shovel, etc.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms. The employee is regularly required to stand, walk, sit, climb and balance, stoop, kneel, crouch, or crawl. The employee is frequently required to talk, hear and smell.

The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



City of Normandy, Missouri

Job Description

Title: Code Enforcement Officer

Department: Public Works

Status: Full-Time / Hourly / Non-exempt

Reports to: Public Works Director

Appointment: Appointed by the Mayor with Consent of Council

Pay Range/Grade: G4, \$21.00/hr – \$23.82/hr;
G5, with ICC Certification- \$23.03/hr - \$25.97/hr

Number of Positions: 1

JOB SUMMARY:

Under the supervision of the Director of Public Works, the Code Enforcement Officer is responsible for enforcing the municipal code of ordinances of the City of Normandy in order to promote the safety, health, comfort and welfare of the people of Normandy. The Code Enforcement Officer also shall serve as the building inspector and shall be responsible for reviewing, inspecting, and approving various permits.

The position of Code Enforcement Officer is a full-time hourly non-exempt position with pay ranging from \$21.85 - \$24.79 hourly with additional considerations given for candidates with certain certifications. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Enforcement of Municipal Ordinances

- a. Work with residents of the community to address violations of the nuisance code, building code, and zoning code.
- b. Issue notices of violations for various nuisances in pursuit of gaining compliance with municipal ordinances.
- c. Communicate with citizen effectively in order to achieve voluntary compliance with municipal ordinances in regards to nuisances and property maintenance code violations.
- d. Conduct on-site inspections of existing institutional, industrial, commercial and residential properties to verify compliance with city ordinances and property maintenance standards.
- e. Issue citations for violators of municipal ordinances.
- f. Patrol assigned areas to identify and evaluate ordinance violations.
- g. Prepare evidence in support of legal action taken by the city.
- h. Respond to resident complaints regarding public nuisances.

B. Nuisance Abatement

- a. Coordinate with the prosecuting attorney, municipal judge, and the Public Works Director in order to abate public nuisance.
- b. Make application for administrative search warrants as necessary.
- c. Provide notice to property owners regarding nuisances and the abatement thereof.
- d. Participate, as a witness, in administrative hearings regarding the abatement of nuisances.

C. Building Inspector

- a. Conduct inspections of residential dwellings to ensure compliance with the International

- Building Code 2009 and the International Property Maintenance code 2009.
- b. Issue Certificates of Compliance and Occupancy Permits to property owners and residents of the City in order to provide for the compliance of municipal ordinance violations.
- c. Conduct inspections and issue Commercial Occupancy permits for commercial buildings.
- d. Investigate dangerous buildings and living conditions upon complaint and proactively.
- e. Perform inspections related to building permits and other various permits.
- D. Review Permits and Plans**
 - a. Review applications and plans submitted for building permits to ensure compliance with building codes and other ordinances.
 - b. Review sign and fencing permits to ensure compliance with the zoning code.
 - c. Calculate permit fees and review submitted cost estimates for permits.
- E. Other Duties as Assigned**
 - a. Administer the sewer lateral program for the City.

MINIMUM QUALIFICATIONS:

Education and Experience

- High School Diploma or GED equivalent
- At least three (3) years of experience in building inspection, code enforcement, or related field.
- ICC Certification is preferred.
- Valid Driver's License
- Experience with iWorq's programs is desirable.

CERTIFICATIONS

Employees who complete possess International Code Council Certification are eligible to be placed at a higher pay classification (G5 \$23.03/hr - \$25.97/hr).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant zoning, nuisance abatement, property maintenance, building, and health and safety codes
- Knowledge of municipal code enforcement principles and practices
- Knowledge of computers and Microsoft office programs
- Skill in the preparation of clear and precise administrative reports
- Skill in dealing with difficult situations and angry people
- Skill in oral and written communication
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms. The

employee is regularly required to stand, walk, sit, climb and balance, stoop, kneel, crouch, or crawl. The employee is frequently required to talk, hear and smell.

The employee must frequently lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY:

Please send a copy of your resume and cover letter to City Administrator, Samuel Johnson, at sjohnson@cityofnormandy.gov.



City of Normandy, Missouri

Job Description

Title: Court Administrator

Department: Courts

Status: Full-Time /Hourly/Non-Exempt

Reports to: City Administrator

Appointment: Appointed by City Administrator

Pay Range/Grade: G7 \$26.32/hr - \$29.68/hr

G8, with MACCA certification, \$29.70/hr – \$33.50/hr

Number of Positions: 1

Number of Employees Supervised: 2

JOB SUMMARY:

Under the direction of the City Administrator, the Court Administrator is responsible for providing administrative direction, planning, and overall management services for the municipal court services of the jurisdictions of Bellerive Acres, Cool Valley, Country Club Hills, Normandy, Hillsdale, and Pasadena Park. The Court Administrator is the team leader for the municipal court and is the Clerk of Court. The Court Administrator is responsible for supervising employees of the municipal court to ensure court operations are ran efficiently, professionally, and with a high degree of customer service.

The Court Administrator is a full-time salary-exempt position with an hourly pay of \$26.32/hr to 29.68/hr with addition considerations to those with a Certified Court Administrator certification from the Office of State Court Administrators. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Oversee Department Functions

- a. Administer, plans, and oversees all municipal court programs and services.
- b. Ensure compliance with standards set by the Missouri Office of State Court Administrators.
- c. Provide customer service to the public needing to do business with the court system.
- d. Assume management responsibilities for all services and activities of the Municipal Court.
- e. Develop internal department policies and procedures to ensure effective delivery of service.

B. Department Leader

- a. Develop a vision and strategic plan for the Department and take active steps to achieve established goals.
- b. Motivate employees by aiding them to achieve their professional goals and development.
- c. Development Department policies and procedures so that employees carry out operations effectively and safely.
- d. Supervise Department employees to ensure that they are meeting performance and safety standards.
- e. Train employees in technical and practical skills to develop professional skilled laborers.
- f. Recruit new hires by participating in the interview process and recommend candidates for employment to the City Administrator.
- g. Discipline Department employees through corrective actions, both written and oral, in order to

- ensure desirable work performance.
- h. Conduct performance evaluations of Department employees and provide constructive feedback, criticism, and praise to foster the professional development of employees.
- i. Recommend the termination of employees who do not meet ethical, professional, or performance standards.
- C. **Department Budget Officer**
 - a. Plan and prepare an annual draft operating department budget by integrating department goals and program plans for review by the City Administrator.
 - b. Analyze the department budget and develop plans to address deficiencies to the City Administrator.
 - c. Submit budget requests to the City Administrator for additional programs, equipment, or personnel.
- D. **Clerk of Court**
 - a. Create, maintain, and preserve the court's records pursuant to Supreme Court Rules and law.
 - b. take oaths and affirmations and controls the seal of the Normandy Municipal Division of the Circuit Court
 - c. Issue arraignment and trial dates, direct and record bail bonds, process own recognizance releases, motions, summons, subpoenas, minute findings, judgments, expungements, pleadings, and other orders made by the Court.
 - d. Act as the custodian of record for all court records.
 - e. Coordinate with City Clerk in responding to sunshine request.
- E. **Court Accounting Functions**
 - a. Ensure accurate financial reporting of judicial accounts.
 - b. Perform bank reconciliation of all judicial bank accounts on a monthly basis.
 - c. Prepare daily deposits and supervise cash handlings of Court Clerks.
 - d. Prepares disbursements of all fines, forfeitures, fees, and other amounts due from judicial bank accounts.
 - e. Maintain financial records in accordance with accounting standards.
- F. **Other Duties as Assigned**

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required.
- Bachelor's Degree from an accredited college or university with major course work in criminal justice, public administration, business administration, or a related field preferred.
- Certified Court Administrator (CCA) or MACA Advanced Court Administration Certification (MACCA) is preferred.
- (3) years municipal court clerk experience.
- (2) years supervisory experience preferred.
- Previous experience with Show Me Courts software system is strongly desired.

CERTIFICATION

Candidates who possess a CCA designation from the Missouri Association of Court Administration (MACA) shall be eligible for automatic 3 step increase. Candidates who possess a MACCA designation from MACA shall be eligible to be placed in the G8 pay classification at \$29.70/hr – 33.50/hr.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Knowledge of computers, including databases and spreadsheet software.
- B. Good oral and written communication skills.
- C. Ability to accept equivocal circumstances and take action where answers to a problem are not readily apparent.
- D. Skill in working independently and following through on assignments with minimal direction.
- E. Knowledge of basic accounting practices.
- F. Skill in supervising employees including:
 - a. organizing objectives
 - b. delegating responsibility
 - c. training
 - d. delegating responsibility
 - e. evaluating subordinate effectiveness
 - f. administering necessary discipline
- G. Knowledge of Missouri State/Traffic Laws and the Municipal Court process and procedures.
- H. Strong organizational and record keeping skills.
- I. Ability to work with and protect highly confidential information.
- J. Ability to provide excellent customer service.
- K. Basic computer skills and working knowledge of Microsoft Office products.
- L. Ability to lead others in a team environment.
- M. Ability to sit in an office environment for extended periods of time.
- N. Ability to communicate effectively through various mediums.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 25 lbs. This is a department head level, which requires working some evening and weekend hours.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

TO APPLY:

Please send a copy of your resume and cover letter to City Administrator, Samuel Johnson, at sjohnson@cityofnormandy.gov.



City of Normandy, Missouri

Job Description

Title: Court Clerk

Department: Court

Status: Full-Time, Hourly non-exempt

Reports to: Court Administrator

Appointment: City Administrator

Pay Range/Grade: G3, \$20.00/hr-\$22.88/hr;
G4, with CCA certification \$21.00/hr-\$23.82/hr

Number of Positions: 2

JOB SUMMARY:

Under the general direction of the Court Administrator, the Court Clerk is responsible for a variety of tasks essential to Court operations including processing court cases, assisting defendants, preparing dockets, attending all court sessions, the receipting of payments of bonds, fines and forfeitures, and maintenance of all records at the Court.

The position of Court Clerk is a Full-Time, hourly non-exempt position with pay ranging from \$20.00/hr to \$22.88/hr with additional considerations given for candidates with a Missouri Certified Court Administrator designation. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Process Court Cases

1. Update new court dates for payment and appearance, issue warrant for non-appearance, mail summons as required by law.
2. Review/enter tickets into computerized court database, Show-Me-Courts.
3. Recall warrants as ordered by the Judge.
4. Sort and distribute incoming mail related to Court matters.
5. Docket and review incoming documents and determine necessary action by routing to appropriate party or processing according to department and statutory processes.
6. Accept appearance, waiver of trial and plea of guilty.

B. Assist Defendants and Attorneys

1. Answer telephones and greet walk-in visitors in a kind and professional manner.
2. Provide information and assistance concerning payments, warrants, tickets, bonds, court dates, and court rules without giving legal advice.
3. Provide copies and/or faxes to appropriate parties and certify documents when required.

C. Prepare Court Dockets and Attend Court Sessions

1. Schedule and re-schedule hearings as directed by the Judge.
2. Prepare and print court calendars.
3. Retrieve and prepare files for court.

4. Attend municipal court sessions and assist Court Administrator and Judge
5. Assist in preparing court dockets and scans all court pleadings (paper filing and e-Filing) and daily case management of court files.

D. Receipt Payments

1. Receipt payments for fines, fees and forfeitures using court approved financial software.
2. Apply bond payments.
3. Processes/enter payments of fine and cost, judgements, orders, liens, and monitor delinquent accounts etc.

E. Maintain Court Records

1. Perform records management duties to ensure statutory timelines are met for all cases.
2. Maintain/monitor case deadlines and file court documents in paper and electronic formats
3. Create and maintain related computer records.

F. Other Duties as Assigned

MINIMUM QUALIFICATIONS:

- A. High school diploma/GED required.
- B. Minimum of four (2) years experience with customer service in an office setting.
- C. Experience with Show-Me-Courts system preferred.
- D. Needs to be experienced with Microsoft Office applications and possess excellent organization and communication skills.

CERTIFICATIONS:

Court Clerks who possess a Certified Court Administrator designation with the Missouri Association of Court Administration shall be eligible to placed in the pay classification G4 \$21.00-\$23.82.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Missouri State/Traffic Laws and the Municipal Court process and procedures.
- Strong organizational and record keeping skills.
- Ability to work with and protect highly confidential information
- Ability to provide excellent customer service.
- Basic computer skills and working knowledge of Microsoft Office products.
- Ability to lead others in a team environment.
- Ability to sit in an office environment for extended periods of time.
- Ability to communicate effectively through various mediums.

City of Normandy, Missouri



Job Description

Title: City Clerk

Department: Administration

Status: Full-Time / Salaried / Exempt

Reports to: City Administrator

Appointment: Appointed by the Mayor with the consent of the City Council

Pay Range/Grade: G9 \$65,000 to \$73,298

G10 \$70,265 - \$79,235 with MRCC and CMC

Number of Positions: 1

JOB SUMMARY:

Under the general direction of the City Administrator, the City Clerk is the designated custodian of records for the City and is responsible for making and keeping minutes for Normandy City Council Meetings and keeping other records of city business. The City Clerk is also responsible for additional administrative duties including but not limited to some payroll and accounting functions.

This City Clerk is a full-time, salary-exempt position with annual pay of \$65,000-\$73,000. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the Missouri LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Serves as the Chief Custodian of Records

- a. Keep and maintain records of agendas, minutes, bills, resolutions, ordinances, contracts, agreements, financial records, and other important documents of the City of Normandy.
- b. Attend City Council Meetings and record motions and votes and prepare minutes in a timely, orderly, and efficient manner.
- c. Respond to Missouri Sunshine Law Request for city records in a timely manner and generally work to ensure compliance with RSMo. Section 610.

B. Oversee Department Functions

- a. Shares supervisory duties with the Chief of Police regarding the Police Clerk/Prosecuting Attorney Clerk
- b. Receive applications for, issue, and maintain a record of Business and Liquor Licenses for the City of Normandy in accordance with Normandy City Code.
- c. Administer other licenses and programs pursuant to Normandy City Code.
- d. Coordinate with the St. Louis County Board of Elections to administer municipal elections.
- e. Answer questions from Normandy residents about municipal services and ensure a positive customer service experience.
- f. Communicate on a proactive basis to resolve citizen complaints as they arise.

C. Serves as Human Resource Generalist

- a. Assist in administering and preparing payroll on a bi-weekly basis.
- b. In conjunction with and under the direction of the City Administrator, perform some human resource duties such as executing payroll status changes, benefits enrollment, and employee onboarding.
- c. Maintains and keeps records of personnel and confidential employee files.

- d. Communicates with staff regarding general human resource-related questions.
- e. Skillfully and tactfully address the general public and elected officials, both individually and in group settings, as well as among peers.

D. City Accounting Functions

- a. Responsible for loading the City budget into the accounting system.
- b. Performs accounts payable and accounts receivable duties.
- c. Executes journal entries and line-item transfers related to budget amendments at the direction of the City Administrator.
- d. Coordinates with City accounting firm and City Treasurer regarding bank reconciliation and preparation of the monthly report of City financials to the City Council.

E. Performs Communications Functions

- a. Assists with posting news/announcements and meeting agendas to the City website and/or City social media account.
- b. Coordinates with department heads and elected officials regarding the City newsletter submissions.
- c. Performs editorial and graphic design duties in the forming of the City newsletter.
- d. Responsible for sending draft material for the newsletter to the printer for execution.

F. Other Duties As Assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED is required.
- Bachelor's or Associate's degree in Business Administration, Public Administration, or a related field is highly desired.
- Three or more years of experience as a Deputy City Clerk, City Clerk, or general municipal governmental experience is required.
- Missouri Registered City Clerk (MRCC), a Certified Municipal Clerk (CMC), or an equivalent designation through another professional association is preferred.
- Must be able to attend City Council and Committee meetings.
- Must submit to a criminal background check.

CERTIFICATIONS:

Employees who possess both the MRCC and CMC designations shall be eligible to be placed in the G10 classification \$70,265 - \$79,235

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures.
2. Knowledge of Missouri Sunshine Law, state law, local law, statutes, and regulations.
3. Knowledge of Microsoft Office
4. Ability to keep official records and prepare accurate reports from file sources.
5. Knowledge of accounting practices and procedures
6. Knowledge of Quickbooks accounting software
7. Ability to operate a point-of-sale system and proper cash handling.
8. Skilled in reading, writing, and speaking and must be able to communicate clearly and efficiently.

9. Ability to give attention to details and to accurately record and maintain records.
10. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
11. Ability to plan, organize and supervise assigned staff.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 25 lbs. This position will require someone capable of both office work and manual labor. This is a department head-level position, which requires working some evenings, specifically when Council and Committee Meetings are held.

Last Updated: 08/08/2023

City of Normandy, Missouri



Job Description

Title: Police Clerk/ Prosecuting Attorney Clerk

Department: Police/Administration

Status: Full Time / Hourly / Non-exempt

Reports to: Chief of Police, City Clerk, Prosecuting Attorney

Appointment: Appointed by the City Administrator

Pay Range/Grade: G4 \$21.00/hr to \$23.82/hr

Number of Positions: 1

JOB SUMMARY:

Under the general direction of the Chief of Police, City Clerk, and Prosecuting Attorney, the Police Clerk/Prosecuting Attorney Clerk is the designated records custodian for the Normandy Police Department and is generally responsible for organizing, keeping, and disseminating police records. In addition, this position will provide the Municipal Prosecutor assistance with day-to-day administrative support under non-direct supervision and limited administrative support to the City Clerk on an as-needed basis.

This position pays \$21.00 - \$23.82 hourly. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D insurance. In addition, the City of Normandy is a part of the Missouri LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Records Retention Functions

- a. Serves as the records custodian for the Police Department.
- b. Is responsible for responding to requests for police records and ensuring that reports are disseminated in a timely manner, with proper redactions consistent with Missouri State Statutes.
- c. Filing, scanning, data input, and destruction of records regularly to include (but not limited to): approved original police reports, supplements, fugitive and warrant reports, auto accident reports, memos, attachments, and Juvenile attachments.
- d. Process and maintain Tow Release Reports.
- e. Assist with REJIS entries.
- f. Process incoming subpoenas and notify officers as received.
- g. Operates MULES/NCIC terminal.

B. Supports the Prosecuting Attorney

- a. Serves as the point of contact for the Municipal Prosecutor by processing cases.
- b. Answers inquiries of the Prosecutor's Office in person and by phone
- c. Assists the general public on matters of the prosecutor.
- d. Handles communications between the prosecutor and defense attorneys.
- e. Gathers information and communicates case information between the Police Department and the Municipal Prosecutor
- f. Updates prosecutor files

- g. Assists the Prosecutor with ensuring all complaints and information are properly filed and documented per Missouri State Statute, and all other governing prosecutorial procedures.
- h. Obtains criminal history and creates/completes prosecutor case file information; accordingly, ensures all documents applicable are properly filed between the Municipal Prosecutor and Normandy Municipal Court.
- i. Prepares a list of citations issued by the Police Department and verifies the review of violations for issuance or refusal by the Municipal Prosecutor.
- j. Prints backing sheets for violations and delivers them to the Municipal Court for case preparation and filing.
- k. Serves as the liaison between the Office of the Prosecutor, Police Department, Municipal Court, and the public for requests for law enforcement data regarding discovery.
- l. Assists with preparing subpoenas and scheduling witnesses and other aspects of trial preparation.
- m. Review and prepare violations/complaints at the direction of the Prosecutor.
- n. Establishes and maintains the Prosecutor's files.
- o. Respond to inquiries from attorneys, courts, Judges, and Police Officers.
- p. Issue subpoenas.
- q. Update the computer with data pertaining to Prosecutor files.
- r. Prepare for the court docket.
- s. Assists Municipal Prosecutor and attorneys during court sessions.

C. City Clerk's Office Assistance

- a. Assists with other records such as, but not limited to, occupancy permits, inspection requests, and permit applications.
- b. Coordinates record retention and destruction with the City Clerk.

D. Administrative Duties

- a. Answers and routes telephone inquiries to appropriate personnel, as well as greets and assists walk-in contacts at the customer service window.
- b. Sorts and delivers mail/faxes/phone messages to respective personnel throughout the day.
- c. Provides administrative assistance as needed.

E. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED is required.
- REJIS certification is preferred. Must be able to obtain certification within six (6) months of the date of hire.
- MULES certification is preferred. Must be able to obtain a certification within six (6) months from the date of hire.
- Must submit to a criminal background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain appropriate confidentiality of information and documents.

- Knowledge of the operating rules, regulations, and procedures of the Police Department and Court.
- Knowledge of police organization, operation, and codes.
- Knowledge of English grammar, spelling, and arithmetic.
- Working knowledge of Microsoft Office.
- Knowledge of Missouri Sunshine Law, state law, local law, statutes, and regulations.
- Knowledge of legal terminology.
- Ability to perform and organize work independently.
- Ability to operate a point-of-sale system and proper cash handling.
- Ability to perform basic cash handling duties regularly.
- Ability to prepare and maintain accurate, and concise records and reports.
- Ability to maintain secretion regarding legal proceedings and confidential information.
- Ability to reliably work the allocated hours of the position.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to operate the City telephone system.
- Ability to maintain effective working relationships with other employees and the public, and to deal with public relations problems with courtesy and professionalism.
- Must be able to adapt to an alternating, fast-paced environment while maintaining quality services and professionalism.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 25 lbs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

Last Updated: 08/08/2023



Normandy Police Department Employee Evaluation

(Missouri P.O.S.T. Standardized Evaluation)

Rating Supervisor: _____

Officer being rated: _____

Rating Period From: _____ To: _____

Evaluation Date: _____

Purpose

The context in which individual officers perform their duties and receive subsequent employee appraisals must be understood considering the collective mission and goals of the Normandy Police Department. The evaluation system and processes are not the "end", but it can be used as a "means" to reach the "end". The "end" of an evaluation system and rating are both found in the fulfillment of the Department's Mission of "providing an exemplary level of service and protection" by focusing on our primary goals - the protection of life, property and attention to those factors that impact the quality of life in the City of Normandy.

Successful performance by a Normandy Police Officer could, therefore, be simply defined as, "*The officer utilizes both committed and non-committed time both reactively and proactively to effectuate a safe and secure community.*"

With that in mind, this performance appraisal system was developed by the State of Missouri's Police Officers Standards and Training Commission and is based upon the essential functions identified through a job task analysis of Missouri police officers. Extensive review by an evaluation committee, represented by all ranks within the police department, as well as by supervisory and command staff resulted in a few minor changes to adapt the P.O.S.T. study to the Normandy Police Department.

Objective

The formal performance evaluation system is designed to:

- Maintain and improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure overall consideration of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interest with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as promotions, disciplinary actions and termination.

Rating Instructions Rate observed behavior with reference to the scale below.

A numerical rating, according to the guidelines shall be recorded in each observation category. The number sets "1,2", "3,4,5", and "6,7" are defined in behavior terms for each category. This rating scale is a fixed scale, with behavior anchors identified. While a Rater has much latitude in application in the various "degrees" of performance, it must be remembered that any rating of less than "3" means improvement is needed by the rated officer in that category. A "4" or above means that the rated officer's performance is acceptable, or in the case of "6" and above, consistently exceeds or is superior, by the Rater and evaluation standards.

Rating Scale:

- 1= Performance, knowledge, skill level or abilities are **unacceptable** compared to position requirements.
- 2= Performance, knowledge, skill level or abilities are **consistently below** position requirements.
- 3= Performance, knowledge, skill level or abilities are **sometimes below** position requirements.
- 4= Performance, knowledge, skill level or abilities **meets** position requirements.
- 5= Performance, knowledge, skill level or abilities **sometimes exceeds** position requirements.
- 6= Performance, knowledge, skill level or abilities **consistently exceed** position requirements.
- 7= Performance, knowledge, skill level or abilities are **superior** compared to position requirements.

Specific comments are required for all ratings of "2" or less and "6" and above. You may comment on any observed behavior. Use category numbers to reference your narrative comments. Corrective Action Plans are required for any area rated or two or below.

NO means "**Not Observed**" and refers to any activity listed on the front of the evaluation form that the Rater did not observe sufficiently to rate. A check mark is all that is required here.

NA means that the activity is not applicable to the officer's current assignment.

NRT means "**Not Responding to Training**". A numerical rating should be given as well as a mark in the NRT column for that category. An NRT is given when a rated officer, after having been instructed to do a task enough times that improvement or accomplishment is expected, "fails to respond to training". An NRT shall be preceded by remedial efforts. This notation on an evaluation is a "red flag" that serves to give the rated officer notice that unless improvement is forthcoming, the result may be termination.

Officer: _____
 Date: _____

Critical Functions

Unacceptable Meets Exceeds N/A NO NRT

	1	2	3	4	5	6	7			
* Driving Skill - Moderate Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Orientation Skill - Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Field Performance - Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Officer Safety General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Officer Safety w/ persons/prisoners/suspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Control of Conflict - Voice Command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Control of Conflict - Physical Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Investigative Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Interview and Interrogation Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

High Frequency Functions

* Driving Skill - Non-stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Orientation Skill - Non-stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Routine Forms - Accuracy and Completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Report Writing - Organization and Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Report Writing – Grammar/Spelling/Neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Report Writing – Appropriate use of Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Field Performance – Non-stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Self-Initiated Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Problem Solving/Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Radio – Appropriate Use of Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Radio – Listens/Comprehends Transmissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Radio – Articulation of Transmissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Use of Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Critical Knowledge Areas

* Department Policies/Procedures

* Criminal Law

* Motor Vehicle Law & Enforcement

Attitudes and Relationships

* Acceptable of Feedback

* Attitude Toward Police Work

* Relationships with Citizens – General

* Relationships with Ethnic/Minorities

* Relationships with Officers/Supervisors

Appearance

* General Appearance (specify if necessary)

Enforcement of Laws and Ordinances

* Traffic Enforcement

* Chemically Impaired Driver Arrests

* Criminal Arrests

Supervisory Specific

*Provides Supervision, Training and Direction to Subordinates. This includes Task/Duties Assigned to Subordinates.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Maintain Shift Schedules.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Maintain Proper Discipline and resolves issues with employee performance.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

*Administrative Reports.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Ensures reports are reviewed properly

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Maintains employee morale.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Works toward the achievement of the departmental goals and objectives.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

*Works toward the professional development of their officers.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

*Demonstrates balanced leadership and management qualities.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

*Demonstrated ability to act in a supervisory capacity one level above current position.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Does the supervisor have training in evaluating subordinates?

Yes No

How received? (e.g. FTO Instructor, Command School, First Line Supervisor School, Dedicated Evaluation Course)

Substantiated employee complaints or corrective actions received during this evaluation period.

Letters of commendation, awards received during this evaluation period.

Achievements, Professional and/or Personal.

Corrective Action Plan required?
(must be attached if marked yes)

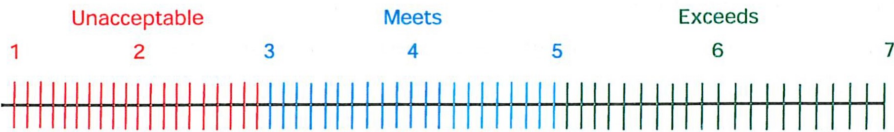
Yes No

Is the employee on track to meet POST training requirements for the current reporting period?

Yes No

If No, provide a plan to ensure compliance with training requirements.

Overall Evaluation for this period



Evaluation Remarks / Explanations

Rated Employee Comments

I wish to appeal this evaluation with the Department Head. Yes No

Employee signature, indicating receipt and discussion:

_____ DSN _____ Date _____

Preparing Supervisor:

_____ DSN _____ Date _____

Employee's Own – Personal Development Vision

Personal Development Visions assist employees in identifying their own vision for personal and professional development. Supervisors will provide this form to the employees they supervise prior to their performance evaluation. The employee shall be allotted enough time to complete and return this form to their supervisor prior to their performance review (answers may be printed on this form or typed and attached on separate pages). The employee's Personal Development Vision will be compared to the supervisor's Professional Development Plan. This comparison will assist in identifying common goals and/or obstacles in future professional development.

1. I view my three (3) greatest achievements while working at this agency to be:

2. I view my three (3) greatest achievements during the past year to be:

3. My views of what I did to improve service to the community during the past year:

4. I inspire others by examples to produce more than I consume in the workplace by:

5. How I view my performance and career at the Normandy Police Department:

6. What I would like to pursue in self-improvement:

7. Obstacles that may hamper my self-improvement:

8. Training or materials I need to assist with my professional development:

9. The next job position I would like to attain:

10. My ideal rank and career objective are:

11. If I could change anything about the Normandy Police Department, it would be:

12. My solutions to any problems that exists in the Normandy Police Department are:

13. My unique idea(s) to improve the Normandy Police Department:

14. It has long been assumed that police work is the world's most stressful occupation. Police stress can manifest itself physically, emotionally and behaviorally. Some signs of stress include fatigue, nausea, profuse sweating, rapid heart rate, difficulty breathing, headaches, anxiety, irritability, depression, becoming withdrawn, inability to rest, and changes in activity. It is beneficial for police officers to maintain balance in their lives to help reduce symptoms of burnout and/or possible health disorders. If you are experiencing symptoms of excessive stress, immediately contact your supervisor, and/or utilizing the free and confidential Employee Assistance Program (EAP) provided by the department. Please consider the unseen risks of being a police officer and remember that is important to maintain a balance in your life regarding family, play, self and work. (No answer required).

Date Provided to Employee: _____ **By:** _____

Date Returned to Supervisor: _____ **By:** _____

Professional Development Plan

Professional Development Plans are part of the Normandy Police Department's Team efforts to assist employee's in identifying individual needs, goals and commitments. They are completed by supervisors with the intent of enhancing personal growth to assist employees in achieving their greatest potential. Individual plans are included as part of the evaluation process to promote progress for professional development during a specific time period.

From: _____ To: _____

It would be helpful to the Normandy Police Department Team if you continue demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Normandy Police Department Team if you start demonstrating the following attitudes, skills and behaviors.

It would be helpful to the Normandy Police Department Team if you stop demonstrating the following attitudes, skills and behaviors.

It would be helpful to the Normandy Police Department Team to identify your actions that inspire others to follow your positive examples:

It would be helpful to the Normandy Police Department Team for you to get additional training in the following categories or topics:

A comparison of this Professional Development and your Personal Development Vision has identified the following specific goals and objectives for you to achieve within the next year:

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Anti-Harassment, Non-Discrimination Policy (2-12) Annual Review

It is the policy and practice of the City of Normandy to provide and promote equal employment opportunities for all applicants and employees. It is the responsibility of all employees to ensure that the concepts of equal employment opportunity and nondiscrimination is understood, abided by, and carried out by everyone.

The City of Normandy believes that every employee has the right to work in an environment free of sexual and/or other prohibited harassment. Such conduct does not advance the purpose of the City of Normandy; it is morally wrong and may subject the City of Normandy to legal exposure. Consequently, any employee who engages in this prohibited conduct will be subject to disciplinary action up to and including termination. For additional information regarding this policy please refer to the City of Normandy Personnel Policy Handbook.

Any employee who believes they have been subjected or exposed to prohibited harassment of ethnic, racial, sexual or other discriminatory joking or epithets has the right to have such activity terminated immediately. Complaints should be made promptly either to the employee's immediate Supervisor, Department Head, or directly to the City Administrator. Complaints shall be treated in a confidential manner to the extent reasonable. Retaliation of any form against anyone who complains pursuant to this policy is strictly prohibited. An investigation shall be made immediately concerning any complaint. If the investigation leads to a determination that the charges are true or there has been any improper conduct, corrective action will be taken immediately. Such action may include termination of employment for anyone violating this policy.

* Does the rated employee understand this policy? Yes No Initials_____

* Does the rated employee have any questions about this policy?
Yes No Initials_____

* Does the rated employee know how to file a complaint should he/she ever have a problem with harassment, or if he/she sees inappropriate behaviors at work?
Yes No Initials_____

* Is the rated employee aware of any behaviors going on either in or outside of the workplace that may have impact on the workplace that are inconsistent with the policy?
Yes No Initials_____

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

NORMANDY POLICE DEPARTMENT GENERAL ORDERS MANUAL

TITLE: PERSONNEL ADMINISTRATIVE PROCEDURES TOPIC: CLASSIFICATION AND DELINEATION OF DUTIES AND REPONSIBILITIES		GENERAL ORDER: 2-03		
EFFECTIVE DATE: 05/14/13	REVISION DATE: 04/01/2023	DISTRIBUTION: ALL PERSONNEL		
CANCELED PUBLICATIONS NORMANDY GENERAL ORDERS 2010		NUMBER OF PAGES: 16		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> INDEX: JOB CLASSIFICATION CHIEF OF POLICE MAJOR – SUPPORT COMMANDER CAPTAIN – OPERATIONS COMMANDER DIVISION OF CRIMINAL INVESTIGATIONS SUPERVISOR POLICE SERGEANT – PATROL </td> <td style="width: 50%; vertical-align: top;"> POLICE CORPORAL POLICE OFFICER DETECTIVE COMPLIANCE MANAGER SRO, DARE. OFFICER POLICE CLERK </td> </tr> </table>			INDEX: JOB CLASSIFICATION CHIEF OF POLICE MAJOR – SUPPORT COMMANDER CAPTAIN – OPERATIONS COMMANDER DIVISION OF CRIMINAL INVESTIGATIONS SUPERVISOR POLICE SERGEANT – PATROL	POLICE CORPORAL POLICE OFFICER DETECTIVE COMPLIANCE MANAGER SRO, DARE. OFFICER POLICE CLERK
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2-3 Classification and Delineation of Duties and Responsibilities.

A. Essential Duties and Responsibilities - Chief of Police

SUMMARY: Establishing and maintaining agency-wide best practices consistent with equitable, respectful, and transparent treatment of all citizens. Plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and crime suppression. Coordination of joint endeavors which best impact constituents both amongst internal department heads and external stakeholders. Fostering an environment of diversity and inclusion which best represents the communities served.

DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, supervises, and evaluates all police department operations.
2. Directs the development of policies and procedures to achieve the mission and goals of the department.
3. Maintains good order and discipline of the employees to ensure work is performed at the highest degree of efficiency and effectiveness.

4. Plans and implements a law enforcement program tailored to the needs of the City, in order to effectively carry out the policies and goals; reviews department performance and efficacy, formulates programs or policies to alleviate deficiencies.
5. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for their specific skills.
6. Assures that personnel are assigned to shifts or working units, which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
7. Ensures that all evidence, witnesses, and suspects in criminal cases are evaluated in order to correlate all aspects for purposes of assessing trends, similarities, or associations with other cases.
8. Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
9. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
10. Ensures that all department personnel receive the training and career development necessary to meet Missouri P.O.S.T. requirements and to maintain the highest levels of professionalism.
11. Handles grievances, maintains departmental discipline, conduct and general behavior of assigned personnel.
12. Prepares and submits periodic reports to the mayor regarding the department's activities and prepares a variety of other reports as appropriate.
13. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities to promote a cooperative atmosphere for the betterment of the entire community.
14. Attends training, conferences, and meetings to keep abreast of current trends in the field; represents the police department in a variety of local, county, state, and other meetings.
15. Cooperates with County, State, and Federal law enforcement officers as appropriate where activities of the police department are involved.
16. Ensures that laws and ordinances are enforced equally without prejudice so that the public peace and safety is continuously maintained.

17. Coordinates department resources to ensure maximum effort in response to major crimes, serious or catastrophic events, or serious incidents that require vast resources of the department.
18. Performs the duties of subordinate personnel as needed.
19. Analyzes and recommends improvements to equipment and facilities, as needed.
20. The Chief of Police is responsible for planning and research within the department.

B. Essential Duties and Responsibilities - Major - Support Division Commander

SUMMARY: The Administrative/Support Commander exercises supervision over the department's investigations, inspectional, training, internal affairs, traffic unit, ORV fleet, Special Operations and other staff related services required by the Chief of Police.

DUTIES AND RESPONSIBILITIES

The Administrative/Support Commander shall have command and management responsibility, under the general direction and supervision of the Chief of Police, for the following:

1. Provides staff inspection of all departmental units and functions.
2. Conducts Internal Affairs investigations, and is responsible for the proper inquiry, follow-up, and training needs of citizen complaints against police officers.
3. Planning, coordinating, and providing for all functions and needs of the department related to personnel administration, human resources, recruitment and selection and personal readiness of officers and members.
4. Planning, organizing, and coordinating activities of administration of discipline, law and order, and professional standards of the Department.
5. Provide for the morale and safety of all department members.
6. Identify and eliminate all corruptible influences on department members.
7. Supervision and coordination of Crime Prevention, Community Relations, and Research and Planning functions.
8. Processing and preparing information for coordinating, advising, and planning: to assist the Chief of Police in all administrative and staff matters. And all other related duties as required by the Chief of Police.

9. Supervision of the day-to-day activities and investigations of the Support Service division: including the Bureau of Criminal Investigation and all other specialized units within the department.
10. Planning, coordinating, and providing logistical services support necessary for the proper and efficient operation of the police department.
11. Directing, planning, and coordinating the procurement of all property, supplies, documents, and forms needed by the police department. Further, delivery and distribution of property, supplies, documents, and forms.
12. Directing, planning, and coordinating all functions related to facilities and materials within the police department. Including building security, efficiency, aesthetics, costs for upkeep and maintenance, supervision of building maintenance, property control, and accountability, supervision of property control systems, evidence storage, retrieval, and disposition.
13. Planning, coordinating, and providing budget preparation information for all of the aforementioned areas of responsibility.
14. Processing and preparing information for coordinating, advising, and planning to assist the Chief of Police in all auxiliary and technical services matters.

Further, the Support Division Commander shall, generally be responsible for:

15. The production of law enforcement intelligence, collection and processing of intelligence information and coordination and dissemination of intelligence to the proper line unit supervisors. Supplying the essential information and intelligence requirements of the Chief of Police.
16. Preparing, coordinating, and activating operational plans and orders, reviewing plans orders of subordinates, and recommending priorities for allocating critical resources of the department.
17. Planning, coordinating, and providing budget preparation information for all support operations functions of the police department.
18. Processing and preparing information for coordinating, advising, and planning to assist the Chief of Police in operations matters. All other duties as required by the Chief of Police.
19. All other duties as required by the Chief of Police.

C. Essential Duties and Responsibilities - Captain - Operations Division Commander

SUMMARY: The Patrol Division Commander of the Uniformed Patrol Division shall exercise control over all its members. The Captain shall be held responsible for the accomplishment of the police mission through the patrol division of the police department. In this role as Patrol Division Commander, they shall perform such tasks of an administrative or investigative nature as directed by the Chief of Police. Subject to the Direction of the Major and the Chief of Police, the Captain shall assign his force to motor patrol, foot patrol, intersection point traffic posts, relief duty, headquarters posts or other investigative functions or special operations.

SPECIFIC AUTHORITY, DUTIES AND RESPONSIBILITIES

The Patrol Division Commander shall have command and management responsibility, under the general direction and supervision of the Chief of Police, for the following:

1. All line functions of the police department, directing the operation of the criminal law enforcement, crime control, and order maintenance functions of the police department.
2. Directs line inspection by subordinate supervisors.
3. Provides control and standardization of all operational procedures; including manpower allocation, scheduling, staffing, organization, methods of patrol, patrol coverage, deployment, and special patrol activities, i.e., "directed patrol" and "specialized enforcement" programs.
4. Planning, coordinating, and providing budget preparation information for all operations functions of the police department patrol division.
5. Processing and preparing information for coordinating, advising, and planning to assist the Chief of Police in operations matters. And all other related duties as required by the Chief of Police.
6. Planning, coordinating, and providing for all functions and needs of the department related to personnel administration, human resources, recruitment and selection and personal readiness of officers and members.

Further, the Patrol Division Commander shall, generally:

7. Review and approve assignments of personnel by the Sergeants and may order changes in assignments. The Captain is authorized to transfer officers temporarily from one shift to another in order to assure a distribution of the force in proportion to the workload on each shift.

8. Observe critically the procedures affecting the operation of his Division and shall recommend changes designed to increase its effectiveness.
9. Insist that all members of the division comply with standard operating procedures, giving special attention to those failures that may jeopardize the safety of their officers, the rights and liberties of private persons, and the reputation of the Police Department.
10. Remain alert to discover criminal activities whose continuance indicates the need to supplement the regular patrol during certain hours and in certain sections of the city. The Captain shall make requests to the Chief of Police for additional personnel staffing to meet such needs.
11. See that all complaints anywhere in the city are promptly and properly investigated through the appropriate medium and that appropriate action is taken.
12. Notify the Chief of Police and the Major, as the chain of command dictates, as soon as practicable, of the nature, location, and time of the occurrence if such circumstances require the immediate attention of the Chief of Police.
13. Provide staff supervision of officers from other divisions who may be on duty in the absence of their own supervising officers.
14. Require patrol sergeants or ranking officers to supervise carefully the preliminary investigation of crimes by Patrol Officers and to direct all available resources of the Patrol Section toward the apprehension of the perpetrator or suspects, the location and interviewing of witnesses and the recovery of stolen property. He shall hold his superior or ranking officers strictly accountable for any laxness or delay in conducting a thorough and complete investigation.
15. Direct, coordinate, and control the police lock-up or jail facilities. Including the security and proper use of such facilities in accordance with state law and department policy and procedure. Direct, control and coordinate all information, electronic or manual, produced to document jail activities and arrange for proper storage and use.
16. Directing, planning, and coordinating the purchase of, and specifications for, miscellaneous equipment.
17. Preventive maintenance of all automotive equipment as required by the police department. Including vehicle inspection, maintenance, and repairs
18. Provide for the morale and safety of all department members. Identify and eliminate all corruptible influences on department members.

19. Serving as the primary Crime Prevention Officer and shall exercise supervision and coordination of crime prevention initiatives, community relations, and research and planning functions.
20. Planning, coordinating, and providing for all functions and needs of the department related to personnel administration, human resources, recruitment and selection and personal readiness of officers and members.
21. Planning, coordinating, and providing logistical services support, necessary for the proper and efficient operation of the police department. To include building, radio communications, electronic documentary and archival storage, arms, and equipment maintenance and replacement.
22. Directing, planning, coordinating, and supervising all information management systems as required by the police department. Including the computer-based management information system, the central records bureau, all necessary document retention and transmittals, auditing, and accounting of all days off and days worked for all patrol department personnel.
23. Directing, planning, coordinating, and controlling all data collected through electronic, telephonic, video, or manual photographic means that is utilized to assist with, and ensure, the efficient, effective, and professional operational environment in the police department. Providing and maintaining security for all department communications.
24. Exercise custody of reports and warrants to the extent that such records are submitted/filed with the City Clerk as the primary and legal repositior of governmental records by state statute.
25. Maintain payroll records and makeup of payroll for the patrol division staff.

Further, the Operations Commander and Support Commander shall both, generally:

26. Maintain departmental records.
27. Prepare statistical reports.
28. Maintain departmental owned equipment.
29. Prepare or cause to be prepared such statistical analyses of crime occurrences, rates, types, objects of attack, method of operation and location as may be requested by the Chief of Police to determine the proper distribution of the department force and proper strategy to be employed.
30. Perform other assignments that the Chief of Police may determine from time to time.

D. Essential Duties and Responsibilities - Division of Criminal Investigation Supervisor (Sergeant)

SUMMARY: The Detective Sergeant is responsible for the supervision and direction of police officers, assigned to the Bureau of Criminal investigations, maintaining the chain of command within the operations of the department.

Assumes primary responsibility and oversight for the investigation of all major crimes and accidents, prepares special reports or projects as assigned, and assigns personnel in accordance with specific needs.

DUTIES AND RESPONSIBILITIES

1. Review initial offense/incident reports to keep abreast of current crime trends occurring in the city.
2. Plans, implements, directs, and evaluates programs and procedures to achieve the goals and objectives of the department.
3. Motivates, guides, and directs department personnel.
4. Reports to the Major on all activities of the department, submitting monthly reports to the Major, documenting certain activities of the department.
5. Assists in the preparation and administration of the department budget pertaining to specific budgetary needs of the Bureau of Criminal investigations.
6. Maintains liaison with Federal, State, and other law enforcement agencies to enhance support and assistance as may be required.
7. Analyzes crime statistics to determine trends and initiate actions to counter crime.
8. Oversees all activities of E.T.U. to include the storage, security and maintenance of all property and evidence held by the department.
9. Performs such other activities as directed by the Major.
10. Be familiar with crimes committed in the city and complete the criminal investigations of all offenses which are assigned to them.
11. Assign detectives to prevent and investigate all vice offenses (prostitution, gambling, narcotics, liquor law violations) from being committed in the city or flourishing in any manner.
12. Ensures the maintenance of accurate records of the individual activity of each detective, including assignments, clearance of cases, warrants obtained, and similar duty accomplishments.
13. Exchange police information with other detective squads, and other investigative agencies for a better understanding and awareness of criminal activity throughout the city.

14. Weekly, consult with the Major, informing such of the status of investigations being made on the pending criminal cases, as well as any other information concerning police matters that has come into his possession, and receiving the instructions of the Major concerning these or any other matters.
15. Determine training needs and make recommendations to the Major based on current and projected needs.
16. Supervises personnel activities of detectives.
17. Coordinates, supervises, and recommends the training, assignment, and development of subordinate detectives to meet current and projected needs of the department.
18. Assists in research and preparation of grant applications and makes recommendations to division commanders and the Chief of Police.

E. Essential Duties and Responsibilities - Police Sergeant – Patrol Division

SUMMARY: Police Sergeant is responsible for supervising patrol officers and agents as assigned and maintaining the chain of command within the operations of the department. Responsible for developing training programs for department personnel, directing special units, preparing special reports or projects as assigned, receiving, and reviewing reports from officers, and assigning personnel in accordance with specific needs.

DUTIES AND RESPONSIBILITIES

1. Plans, implements, and directs subordinate personnel to achieve the goals and objectives of the department. The Sergeant shall maintain adequate documentation of these actions.
2. Supervises police Corporals, police officers, and non-supervisory support staff in their assigned duties.
3. Supervises the coordination of shift changes.
4. Are responsible for all field supervision during the watch.
5. Responsible for inspections of the holdover.
6. Prepare beat assignments for the shift.
7. Conduct roll call, disseminate pertinent information, and inspect patrol officers for fitness for duty.
8. Evaluates patrol Corporals and officers assigned to the squad through periodic performance evaluations and planning sessions for all assigned personnel.
9. Counsels assigned personnel on job performance and disciplinary matters.
10. Assigns personnel to meet the minimum staffing requirements of the department.

11. Oversees the day-to-day operation of the squad by directing, decision making, guidance, teaching, and coaching.
12. Maintains contact with police supervisory personnel to coordinate responses activities, provide mutual assistance during emergency situations and provide general information about department activities.
13. Is held to a strict accountability for all happenings against peace, good order and violation of the law occurring within the city. *It is the responsibility of the sergeant to ensure that there is equal enforcement of all applicable ordinances, statues, and laws within the city.*
14. Deploys personnel in response to major crimes, serious or catastrophic disasters or other incidents requiring vast resources of the department, at the direction of the Captain.
15. Responds to requests by subordinates for assistance, direction, and advice.
16. Keeps abreast of all arrests made by officers, with knowledge of the charges, ensuring that prisoners are being held in accordance with applicable law and department policy, including inspection to guarantee that the rights of arrested persons are not violated.
17. Makes plans about individual tactical matters such as equipment to be used for operations or the detailed plans needed for an investigation.
18. Develops new approaches to correct problems, hazardous situations, and shares information with the division commanders and other department personnel.
19. Maintains contact with all police personnel to coordinate enforcement activities, provides mutual assistance during emergency situations and provides general information about department activities.
20. Maintains contact with general public, court officials, and other city officials as related to performance of police activities in his/her control.
21. Personally, participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities. Subsequently reporting findings to superiors and other department divisions as necessary.
22. Maintains constant availability by radio.
23. Carries out duties as they apply to Federal, State, County and City laws and ordinances.
24. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.

25. Travels about the city to ensure that subordinates are performing duties properly and carrying out responsibilities during the watch.
26. Keeps informed of the affairs of the Division of Operations to ensure that the duties of their subordinates are properly discharged.
27. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
28. Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crime for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings
29. Coordinates and recommends training, assignment, development for subordinate police officers to the division commander.
30. Maintains departmental equipment, supplies, and facilities, ensuring their proper use and handling by subordinate personnel.
31. Responsible for initiating disciplinary procedures when violations of rules, regulations and orders, or improper conduct, are observed by him/her or brought to his/her attention.
32. Provide for the morale and safety of all department members. Identify and report all corruptible influences on department members.
33. Shall not terminate his/her tour of duty until all officers on the shift have been properly relieved and are accounted for.
34. Preparation of notable activity reports and the immediate notification of the Captain, The Major, and The Chief of Police regarding serious crimes or other notable activity.
35. Conducts a review and final approval of a variety of police related reports prepared by subordinate officers or others.
36. Keeps abreast of crime trends and current situations and applies this information as a basis for tactical deployment and the direction of operations.

37. Makes plans about individual tactical matters such as equipment to be used for such implementation of the detailed plans needed for a specific incident.
38. Develops new approaches to investigate problems and shares them with other department personnel.
39. Maintains contact with general public, court officials and other city officials as related to the performance of police activities in his/her immediate control.
40. Handles citizen's inquiries and complaints relative to the department personnel or operations and forwards necessary reports of the results of the investigation and findings through chain of command.
41. Prepares a variety of reports and records.
42. Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations and as directed may recommend changes of policy and procedures to superiors.
43. Assists in the preparation and administration of the department budget.
44. Perform all other duties as assigned by the Captain, the Major or the Chief of Police.

F. Essential Duties and Responsibilities - Police Corporal

1. Corporals are an appointed supervisory position made at the will of the Chief of Police, at the completion of a promotional process, and report to their assigned Sergeant or supervisor, respectively. They are responsible both as a supervisor and for regular patrol duties. Corporals act as the on-duty supervisor *only* in the absence of the Patrol Sergeant, or at the direct instruction of the Patrol Sergeant.
2. When acting as the on-duty supervisor, their duties, and responsibilities, with the exception of any and all disciplinary matters, will include all of the duties and responsibilities of the Patrol Sergeant permissible within their rank.
3. When not assigned as the on-duty supervisor, a Corporal will perform in position parity to patrol officer and maintains the same daily responsibilities.

G. Essential Duties and Responsibilities - Police Officer - Patrol Division

SUMMARY: A patrol officer shall enforce laws and maintain civil order, protect life and property, responding to calls for service, conducting investigations, arresting, and processing criminals, and testifying in court. Patrol assigned areas, regulate traffic, prevent crime, control crowds, and build good relationships with the community.

DUTIES AND RESPONSIBILITIES

1. Shall be constantly aware that his/her basic function is patrol of his assigned area, to accomplish the prevention and suppression of crime, to arrest law violators, the protection of life and property, and the preservation of the peace.
2. Shall confine his/her patrol within the limits of his assigned area, except in the arrest of a prisoner or other necessary absence, until the time fixed for the expiration of their tour of duty, and they are properly relieved.
3. He/she shall give assistance in the protection of persons and property near his beat if called upon but shall return as soon as possible to his/her assigned area.
4. Shall constantly and systematically patrol his/her beat, except when on special assignment, and shall not lounge, loaf, or gather with others at any place for any extended period of time.
5. Shall report to the police station at the time appointed and attend roll call, being alert and attentive to the orders and instructions given and record all necessary and pertinent information disseminated.
6. Maintains equipment and uniforms in a neat and orderly fashion and is properly groomed in compliance with department policy,
7. Shall routinely check all public and licensed places within his area, enforcing the laws, ordinances and regulations concerning their operation.
8. Shall devote the maximum possible time to the performance of his basic duty of patrol, remaining in the police station only when necessary. *Patrol shall include foot patrol, business visits and interaction with citizens of his/her assigned area.*
9. Shall examine and inspect the vehicle at the beginning of his/her tour of duty ensuring all equipment is in proper working order. During the tour of duty, he/she shall operate the vehicle and equipment in a safe and prudent manner, avoiding hazardous or careless situations.
10. Shall prepare police reports in a timely manner, in conformity with established procedures, on all matters that come to his attention which require such.
11. Shall provide service, assistance, and information to citizens when requested, as is possible and consistent with his duties.
12. Shall insure the civil treatment and the observance of rights of all persons that he/she has contact.

13. Shall be accountable for the immediate securing, receipting, and proper transporting of all evidence and property coming into his/her custody so that proper chain-of- custody is maintained.
14. Shall be alert in his/her efforts to discover and suppress violations of law and city ordinances.
15. Shall enforce equally all traffic laws and ordinances.
16. Shall, through systematic inspection, physically check the security of each business place in his/her assigned area after their normal business hours or when businesses are closed.
17. Shall familiarize himself/herself with conditions and persons within his/her area, reporting all potential trouble spots to his/her superiors and make recommendations for action or correction.
18. Responds to emergency radio calls and provides prompt assistance to all sick, injured, or destitute people.
19. Ensures fair treatment and the protection and rights of all people coming within the scope of their police authority.
20. Interrogates suspects, witnesses, and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents.
21. Summons ambulances and other law enforcement resources as needed.
22. Takes measurements and draws diagrams of scenes when required or directed to do so.
23. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Search crime scenes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings. Forward all information on open cases to the Division of Criminal Investigation.
24. Assists other patrol officers with investigations or backup, as may be required.
25. Processes and transports prisoners.
26. Performs community-oriented police functions, (i.e., Community Policing Initiative, does foot patrols in residential and business areas, identification of neighborhood problems, and coordinates police and community resources to solve problems).
27. Maintains normal availability by radio, or telephone.
28. Attends in service training as required and is mandated by Missouri Law.
29. Maintains substantive knowledge of pertinent City, State and Federal law and ordinances.
30. Maintains substantive knowledge and adheres to all department policies and procedures.

31. May be assigned as a Field Training Officer with responsibility for the training and evaluation of recruits assigned to them by using the Field Training Officer's Manual in fulfilling the training objectives.
32. Performs all other reasonably related duties as assigned by supervisors or instructed by written directive.

H. Essential Duties and Responsibilities - Detective - Division of Criminal Investigation

SUMMARY: A detective with the Criminal Investigations Bureau is commensurate in rank and parity to a patrol officer of the uniformed patrol division.

DUTIES AND RESPONSIBILITIES

1. Reviews and analyzes reports and conducts follow-up investigation of all cases assigned by the bureau supervisor in a timely and thorough manner.
2. When assigned by a Division of Investigation or Division of Field Operations superior, a detective shall complete the investigation of cases where patrol officers have made an arrest.
3. Be alert, in their journeys about the city, to persons and places that are suspected of vice violations, taking immediate and proper action to these offenses.
4. Report to the Division of Criminal Investigation Supervisor, all information concerning police matters that comes to their attention.
5. Conducts interviews of victims, witnesses, or suspects and interrogates suspects.
6. Plans, organizes, and conducts searches, collects physical evidence, and reports findings to superiors.
7. Prepares quality cases, and coordinates closely with the prosecutor's office, for filing of charges and courtroom presentation.
8. Interacts with fellow detectives and all other officers on suspect information, crime trends, and case progress.
9. Is familiar with the rules of evidence and court procedures and develops skills which will enable him/her to be an effective witness.
10. Cultivates and develops informants and maintain sources of information to aid in the prevention and investigation of crime.
11. Ensures fair treatment and the protection and rights of all people coming within the scope of their police authority.
12. Advise Miranda Warning when appropriate.

13. Respond to and take control of crime scenes as directed.
14. Dress in appropriate business attire and present a neat, well-groomed appearance, except when otherwise permitted or instructed.
15. Ensures care and maintenance of assigned vehicles, police department equipment, supplies, and facilities.
16. Maintains a cooperative liaison with law enforcement professionals at all levels, sharing information and cooperating in investigations when necessary.
17. Respond to and take control of crime scenes as directed.
18. Conducts surveillance and performs undercover assignments when assigned or when appropriate.
19. Always maintain normal availability by radio, or telephone.
20. May be assigned to and is responsible for investigations of cases in which a juvenile is the suspect; the victim of child abuse or neglect or is a minor requiring authoritative Intervention.
21. Maintains records that reflect the chain of custody, current location and final disposition of all evidence and property being held.
22. Perform other duties as directed.

I. Essential Duties and Responsibilities - Sergeant - Compliance Manager

1. Serves as Certification Manager in all issues related to obtaining and maintaining Accreditation for the Normandy Police Department.
2. Is responsible for completing all NIBRS/MIBRS reports for the City of Normandy and all contracted cities and ensures that all reports are completed on time and properly submitted.
3. Prepares/completes local, state, and federally mandated compliance reports required in a timely fashion.
4. Serves as department Training Coordinator to ensure the compliance of all members of the police department with all training requirements mandated by P.O.S.T. under "Project 24".
5. Research of and application for relevant local, state, federal, and private grant funding opportunities and programs but not limited to: CAGI, LLEBG, COPS, etc.
6. Serves as Fleet manager for the police fleet.
7. Serves as Field Training Coordinator and oversees the completion and accuracy of all field training manuals and operations compliance. Retains FTO records in compliance with applicable state laws
8. Serves in all other compliance assignments as directed by the Chief of Police.

J. Essential Duties and Responsibilities - Police Officer - D.A.R.E. Instructor

1. Instruction of the D.A.R.E program as prescribed and by standards of education determine by acceptable authority.
2. Prepares presentations for parent-teacher organizations.
3. Educates parents, along with students about drug abuse.
4. Maintains liaison with school staff and parents.
5. Makes presentations and appearances as required.
6. Coordinates Neighborhood Watch Program.
7. Performs other reasonably related duties as may be assigned by supervisors.
8. Serves as a Crime Prevention Officer/Neighborhood Watch Coordinator.

K. Essential Duties and Responsibilities- Police Clerk

SUMMARY: Assigned to the Support Services Division, the police clerk reports to the Chief of Police.

DUTIES AND RESPONSIBILITIES

1. Maintains all police reports.
2. Maintains a log of all police reports obtained and disseminated.
3. Assist the general public with obtaining a tow release when needed.
4. Cancels all vehicles out of the system when released.
5. Fills report request by general public and officers Activate all warrants.
6. Enter all orders of protection.
7. Daily financial report.
8. Sends all Accident reports to Missouri State Highway Patrol.
9. Prepares all applicable state reports.
10. Follows all Sunshine Law procedures.
11. Maintain all juvenile records separately.

Adopted by Command Staff

By Order of:

(Signature on File) _____

Colonel Tameika Sanders
Chief of Police

04/01/2023

Date



City Of Normandy

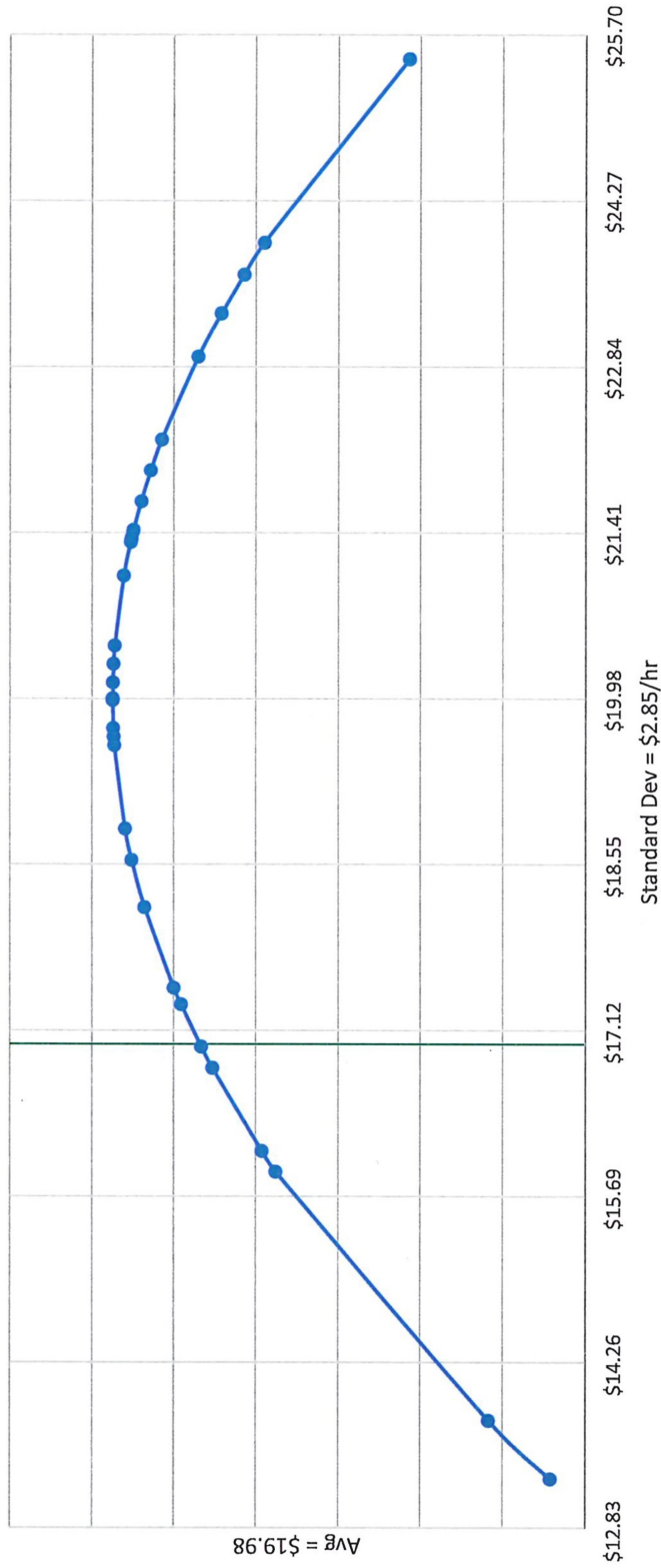
Regional Salary Survey

4-27-2023

PW Laborer - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min Hourly	Max Hourly	Mid Point	Z-Score	Source
Berkeley	8,148	St. Louis	87	\$ 10,408,635			\$13.25	-2.36	Stl Post Dispatch
Northwoods	4,227	St. Louis	25.5	\$1,901,825			\$13.76	-2.18	Stl Post Dispatch
Rock Hill	4,718	St. Louis	32	\$7,020,380			\$15.90	-1.43	Stl Post Dispatch
Pagedale	2,542	St. Louis	26	\$2,156,368			\$16.08	-1.37	Stl Post Dispatch
Black Jack	6,929	St. Louis	17	\$3,450,000	\$16.25	\$17.34	\$16.80	-1.12	MML Survey
Vinita Park	231	St. Louis	58	\$6,965,074			\$16.98	-1.05	Stl Post Dispatch
Jennings	12,886	St. Louis	32	\$12,592,307			\$17.34	-0.93	Stl Post Dispatch
Bellefontaine Neighb	10,615	St. Louis	43	\$6,902,600			\$17.49	-0.88	Stl Post Dispatch
Crystal City	4,855	Jefferson	56	\$8,690,475	\$16.17	\$20.19	\$18.18	-0.63	MML Survey
Fenton	4,022	St. Louis	29	\$11,141,437	\$15.08	\$22.09	\$18.59	-0.49	MML Survey
Eureka	12,154	St. Louis	66	\$15,085,542			\$18.86	-0.39	Stl Post Dispatch
Ferguson	18,343	St. Louis	120	\$14,775,607			\$19.58	-0.14	Stl Post Dispatch
Brentwood	8,055	St. Louis	140	\$54,500,000	\$16.48	\$22.82	\$19.65	-0.12	MML Survey
Festus	11,602	Jefferson	99	\$15,002,693	\$15.20	\$24.25	\$19.73	-0.09	MML Survey
Wentzville	29,070	St. Charles	326	\$105,886,176	\$16.64	\$23.30	\$19.97	0.00	MML Survey
Creve Coeur	18,343	St. Louis	120	\$14,775,607			\$19.98	0.00	Stl Post Dispatch
Glendale	5,925	St. Louis	32	\$5,949,300	\$17.69	\$22.55	\$20.12	0.05	MML Survey
Overland	16,062	St. Louis	86.5	\$9,275,500	\$16.54	\$24.02	\$20.28	0.11	MML Survey
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$17.31	\$23.57	\$20.44	0.16	MML Survey
Florissant	52,158	St. Louis	285	\$40,000,000	\$18.11	\$23.97	\$21.04	0.37	MML Survey
Pacific	7,354	St. Louis	53	\$2,697,821			\$21.33	0.47	Stl Post Dispatch
Ellisville	9,942	St. Louis	64	\$11,761,803			\$21.35	0.48	Stl Post Dispatch
Richmond Heights	8,603	St. Louis	107	\$24,000,000	\$17.65	\$25.09	\$21.37	0.49	MML Survey
St. John	6,517	St. Louis	40	\$4,534,233	\$20.67	\$22.17	\$21.42	0.51	MML Survey
Sunset Hills	9,099	St. Louis	79	\$13,322,251			\$21.43	0.51	Stl Post Dispatch
Manchester	18,240	St. Louis	93	\$25,514,817			\$21.68	0.60	Stl Post Dispatch
Woodson Terrace	3,925	St. Louis	43	\$4,759,108			\$21.95	0.69	Stl Post Dispatch
Des Peres	8,373	St. Louis	144	\$16,837,615	\$19.12	\$25.30	\$22.21	0.78	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$18.15	\$27.71	\$22.93	1.03	MML Survey
Valley Park	6,826	St. Louis	41	\$11,302,133			\$23.30	1.17	Stl Post Dispatch
Clayton	15,939	St. Louis	185	\$34,323,325	\$19.58	\$27.02	\$23.30	1.17	MML Survey
Shrewsbury	6,332	St. Louis	69	\$10,528,122			\$23.63	1.28	Stl Post Dispatch
Town and Country	10,815	St. Louis	48	\$ 15,813,872			\$23.91	1.38	Stl Post Dispatch
Maryland Heights	27,472	St. Louis	244	\$31,500,000	\$22.41	\$28.57	\$25.49	1.93	MML Survey

PW Laborer Regional Salary Distribution



PW Laborer	
	Hourly
average	\$19.98
Median	\$20.20
Std Dev	\$ 2.85
Current	\$17.00
Z-Score	-1.05

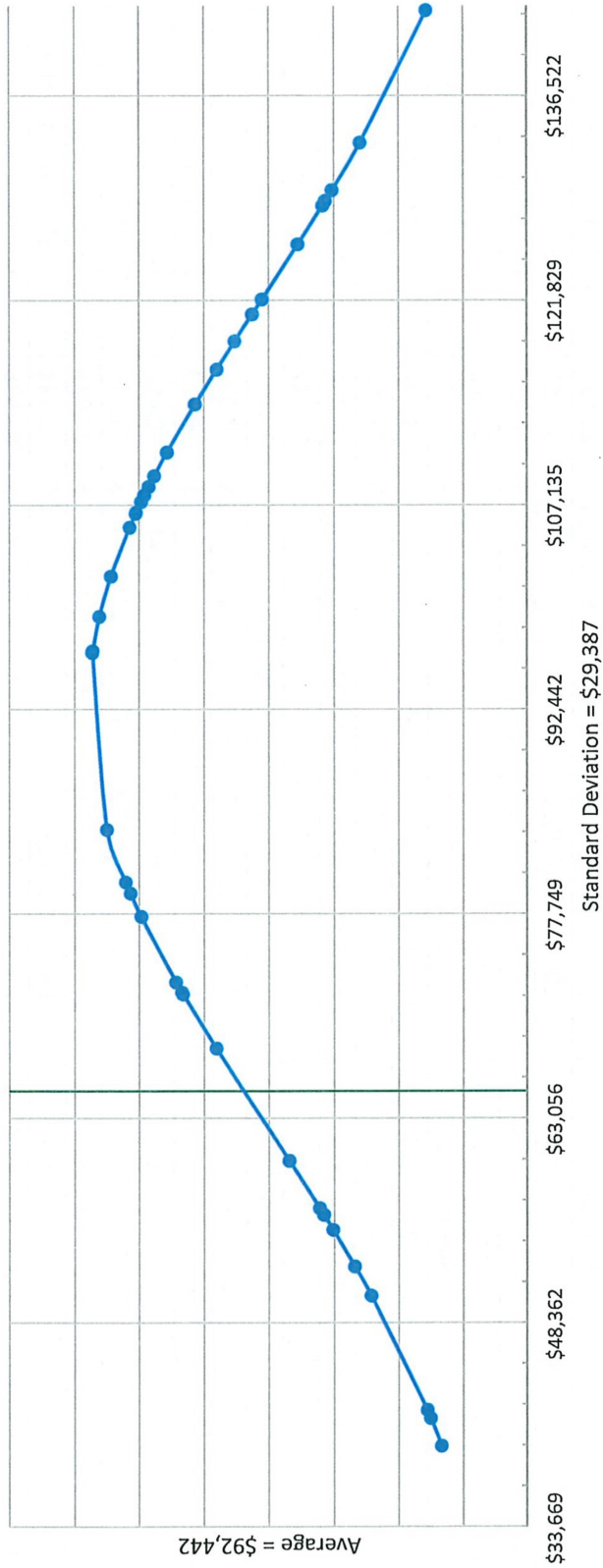
PW Director - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min Annual	Max Annual	Midpoint/Re	Z-Score	Source
Pagedale	2,542	County	26	\$2,156,368			\$ 39,489	-1.80	Stl Post Dispatch
Northwoods	4,227	County	25.5	\$1,901,825			\$ 41,466	-1.73	Stl Post Dispatch
Vinita Park	231	County	58	\$6,965,074			\$ 42,048	-1.71	Stl Post Dispatch
Black Jack	6,929	St. Louis	17	\$3,450,000	\$50,315	\$	\$ 50,315	-1.43	MML Survey
Woodson Terrace	3,925	County	43	\$4,759,108			\$ 52,408	-1.36	Stl Post Dispatch
Crystal City	4,855	Jefferson	56	\$8,690,475	\$55,051	\$	\$ 55,051	-1.27	MML Survey
Ferguson	18,343	County	120	\$14,775,607			\$ 56,133	-1.24	Stl Post Dispatch
Jennings	12,886	County	32	\$12,592,307			\$ 56,598	-1.22	Stl Post Dispatch
Bellefontaine Neighbors	10,615	County	43	\$6,902,600			\$ 60,000	-1.10	Stl Post Dispatch
Pacific	7,354	County	53	\$2,697,821			\$ 68,067	-0.83	Stl Post Dispatch
Glendale	5,925	St. Louis	32	\$5,949,300	\$63,215	\$80,729	\$ 71,972	-0.70	MML Survey
Valley Park	6,826	County	41	\$11,302,133			\$ 72,100	-0.69	Stl Post Dispatch
Overland	16,062	St. Louis	86.45	\$9,275,500	\$62,120	\$83,544	\$ 72,832	-0.67	MML Survey
St. John	6,517	St. Louis	40	\$4,534,233	\$75,000	\$80,059	\$ 77,530	-0.51	MML Survey
Manchester	18,240	County	93	\$25,514,817			\$ 79,206	-0.45	Stl Post Dispatch
Festus	11,602	Jefferson	99	\$15,002,693	\$66,810	\$93,205	\$ 80,007	-0.42	MML Survey
Ellisville	9,942	County	64	\$11,761,803			\$ 83,789	-0.29	Stl Post Dispatch
Eureka	12,154	County	66	\$15,085,542			\$ 96,515	0.14	Stl Post Dispatch
Frontenac	3,690	County	53	\$12,910,448			\$ 96,644	0.14	Stl Post Dispatch
Rock Hill	4,718	St. Louis	32	\$7,020,380			\$ 99,113	0.23	Stl Post Dispatch
Fenton	4,022	St. Louis	29	\$11,141,437	\$79,379	\$124,624	\$ 102,002	0.33	MML Survey
Town and Country	10,815	St. Louis	48	\$15,813,872	\$84,424	\$126,636	\$ 105,530	0.45	MML Survey
Richmond Heights	8,603	St. Louis	107	\$24,000,000	\$87,980	\$125,067	\$ 106,524	0.48	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$94,000	\$119,180	\$ 106,590	0.48	MML Survey
Creve Coeur	17,833	St. Louis	116.9	\$26,953,094	\$89,484	\$125,244	\$ 107,364	0.51	MML Survey
Florissant	52,158	St. Louis	285	\$40,000,000	\$92,019	\$123,656	\$ 107,838	0.52	MML Survey
Brentwood	8,055	St. Louis	140	\$54,500,000	\$90,969	\$125,922	\$ 108,446	0.54	MML Survey
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$92,453	\$126,000	\$ 109,227	0.57	MML Survey
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$100,164	\$121,700	\$ 110,932	0.63	MML Survey
Sunset Hills	9,099	County	79	\$13,322,251			\$ 114,379	0.75	Stl Post Dispatch
Shrewsbury	6,332	County	69	\$10,528,122			\$ 116,880	0.83	Stl Post Dispatch

PW Director - Regional Pay in St. Louis Area Cont...

Municipality	Pop.	County	FTE's	Budget	Min Annual	Max Annual	Midpoint/Re	Z-Score	Source
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$99,085	\$138,720	\$ 118,903	0.90	MML Survey
Des Peres	8,373	St. Louis	143.7	\$16,837,615	\$120,827	\$	\$ 120,827	0.97	StI Post Dispatch
Clayton	15,939	St. Louis	185	\$34,323,325	\$11,559	\$144,449	\$ 121,891	1.00	MML Survey
Bridgeton	11,380	St. Louis	121	\$25,131,475			\$ 125,861	1.14	StI Post Dispatch
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$109,595	\$147,701	\$ 128,648	1.23	MML Survey
Maryland Heights	27,472	St. Louis	244	\$31,500,000	\$103,044	\$154,904	\$ 128,974	1.24	MML Survey
Wildwood	35,517	St. Louis	26.5	\$52,074,559	\$101,773	\$157,747	\$ 129,760	1.27	MML Survey
Wentzville	29,070	St. Charles	326	\$105,886,176	\$133,162	\$	\$ 133,162	1.39	MML Survey
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$118,900	\$166,451.00	\$ 142,676	1.71	MML Survey

PW Director Regional Salary Distribution



PW Director	
Annual	
Average	\$92,442
Median	\$100,557
Std Dev	\$29,387
Current	\$65,000
Z-Score	-0.93

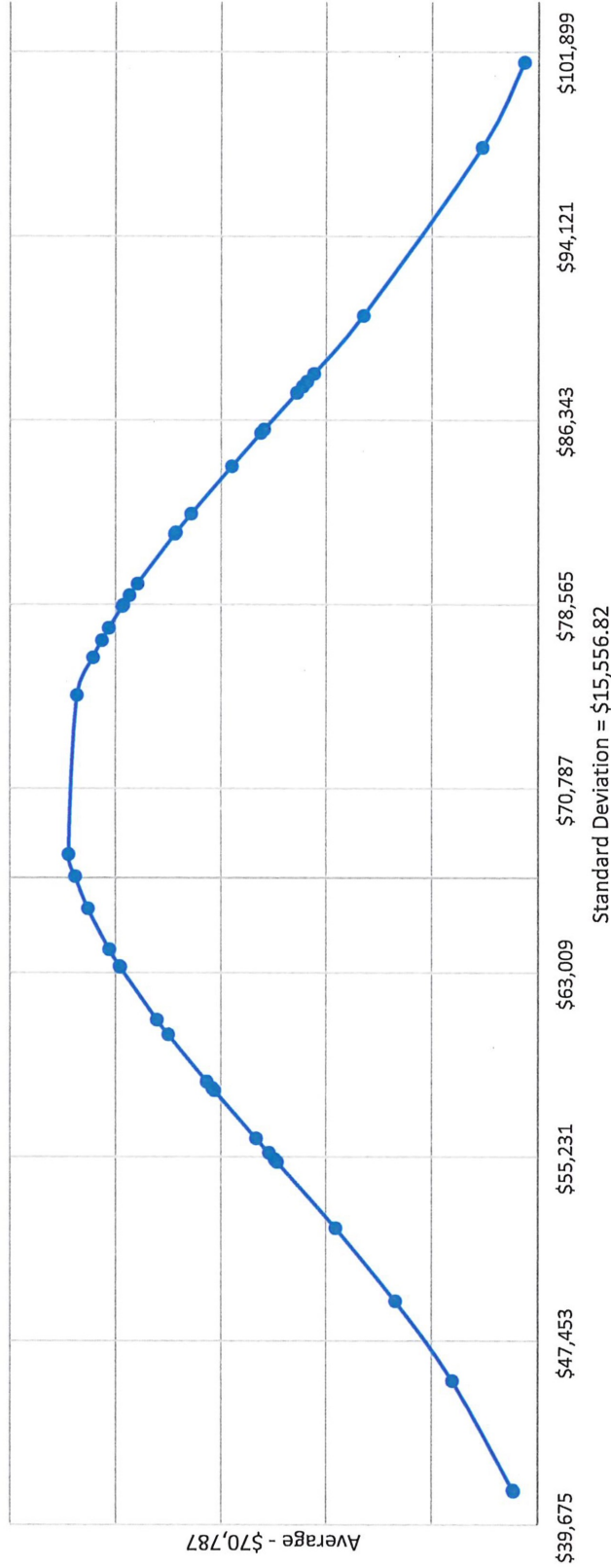
City Clerk - Regional Pay in St. Louis Area

Municipality	Pop	County	FTE's	Budget	Min Annual	Max Annual	Mid Point Sal	Z-Score	Source
Shrewsbury	6,254	St. Louis	52	\$ 7,500,000	\$33,547	\$48,644	\$ 41,096	-1.91	MML Survey
Rock Hill	4,718	St. Louis	32	\$ 7,020,380			\$ 41,147	-1.91	Stl Post Dispatch
Northwoods	4,227	St. Louis	25.5	\$ 1,901,825	\$42,640	\$48,880	\$ 45,760	-1.61	MML Survey
Bellefontaine Neighbors	10,615	St. Louis	43	\$ 6,902,600			\$ 49,129	-1.39	Stl Post Dispatch
Vinita Park	231	St. Louis		\$ 6,965,074			\$ 52,207	-1.19	Stl Post Dispatch
Crystal City	4,855	Jefferson	56	\$ 8,690,475	\$55,000	\$	\$ 55,000	-1.01	MML Survey
Manchester	18,240	County	93	\$25,514,817			\$ 55,113	-1.01	Stl Post Dispatch
Black Jack	6,929	St. Louis	17	\$ 3,450,000	\$55,390	\$	\$ 55,390	-0.99	MML Survey
Valley Park	6,826	St. Louis	41	\$ 11,302,133			\$ 56,000	-0.95	Stl Post Dispatch
Bridgeton	11,380	St. Louis	121	\$25,131,475			\$ 58,027	-0.82	Stl Post Dispatch
Olivette	8,452	County	70	\$14,003,927			\$ 58,112	-0.81	Stl Post Dispatch
Weldon Spring	5,443	St. Charles	7	\$ 1,460,760	\$43,264	\$73,528	\$ 58,396	-0.80	MML Survey
Festus	11,602	Jefferson	99	\$ 15,002,693	\$50,419	\$70,346	\$ 60,382	-0.67	MML Survey
Berkeley	8,978	St. Louis	120	\$ 15,000,000	\$61,000	\$	\$ 61,000	-0.63	MML Survey
Crestwood	11,912	St. Louis	91.5	\$ 13,524,241	\$51,515	\$74,947	\$ 63,231	-0.49	MML Survey
Woodson Terrace	3,925	St. Louis	43	\$ 4,759,108			\$ 63,269	-0.48	Stl Post Dispatch
Jennings	12,886	St. Louis	32	\$ 12,592,307			\$ 63,979	-0.44	Stl Post Dispatch
Hazelwood	25,703	St. Louis	175	\$ 27,532,271	\$65,701	\$	\$ 65,701	-0.33	MML Survey
Pacific	7,354	St. Louis		\$ 2,697,821			\$ 67,063	-0.24	Stl Post Dispatch
Des Peres	8,373	St. Louis	143.7	\$ 16,837,615	\$58,346	\$77,634	\$ 67,990	-0.18	MML Survey
Maplewood	8,188	County	67	\$18,737,170			\$ 74,712	0.25	Stl Post Dispatch
Kirkwood	27,540	St. Louis	310	\$ 84,791,197	\$76,305	\$	\$ 76,305	0.35	MML Survey
Fenton	4,022	St. Louis	29	\$ 11,141,437	\$61,223	\$92,841	\$ 77,032	0.40	MML Survey
Ferguson	18,343	St. Louis	120	\$14,775,607			\$ 77,559	0.44	Stl Post Dispatch
Creve Coeur	17,833	St. Louis	116.85	\$ 26,953,094	\$65,412	\$91,548	\$ 78,480	0.49	MML Survey
Florissant	52,158	St. Louis	285	\$ 40,000,000	\$67,018	\$90,043	\$ 78,530	0.50	MML Survey
Clayton	15,939	St. Louis	185	\$ 34,323,325	\$66,336	\$91,554	\$ 78,945	0.52	MML Survey
Eureka	12,154	County	66	\$15,085,542			\$ 79,431	0.56	Stl Post Dispatch
Wildwood	35,517	St. Louis	26.5	\$ 52,074,559	\$66,152	\$96,920	\$ 81,536	0.69	MML Survey
O'Fallon	87,000	St. Charles	482	\$ 103,492,664	\$68,598	\$94,598	\$ 81,598	0.69	MML Survey
St. John	6,374	St. Louis	48	\$ 4,819,590			\$ 82,387	0.75	Stl Post Dispatch

City Clerk - Regional Pay in St. Louis Area

Municipality	Pop	County	FTE's	Budget	Min Annual	Max Annual	Mid Point Sal	Z- Score	Source
Overland	15,775	St. Louis		\$12,474,163			\$ 84,389	0.87	Stl Post Dispatch
Ellisville	9,942	County	64	\$11,761,803			\$ 85,798	0.96	Stl Post Dispatch
Maryland Heights	27,472	St. Louis	244	\$ 31,500,000	\$68,663	\$103,219	\$ 85,941	0.97	MML Survey
Dardenne Prairie	11,494	St. Charles	8	\$ 5,000,000	\$87,500	\$	\$ 87,500	1.07	MML Survey
Overland	16,062	St. Louis	86	\$ 9,275,500	\$87,764	\$	\$ 87,764	1.09	MML Survey
Wentzville	29,070	St. Charles	326	\$ 105,886,176	\$87,974	\$	\$ 87,974	1.10	MML Survey
St. Peters	52,575	St. Charles	446	\$ 107,217,410	\$78,894	\$97,718	\$ 88,306	1.13	MML Survey
Chesterfield	47,484	St. Louis	229	\$ 38,000,000	\$75,632	\$105,885	\$ 90,759	1.28	MML Survey
Town and Country	10,815	St. Louis	48	\$ 15,813,872	\$78,292	\$117,438	\$ 97,865	1.74	MML Survey
Frontenac	3,690	St. Louis	53	\$ 12,910,448			\$ 101,456	1.97	Stl Post Dispatch

City Clerk Regional Salary Distribution



City Clerk	
Average	\$70,787
Median	\$74,712
Std Dev	\$15,557
Current	\$65,000
Z-Score	-0.37

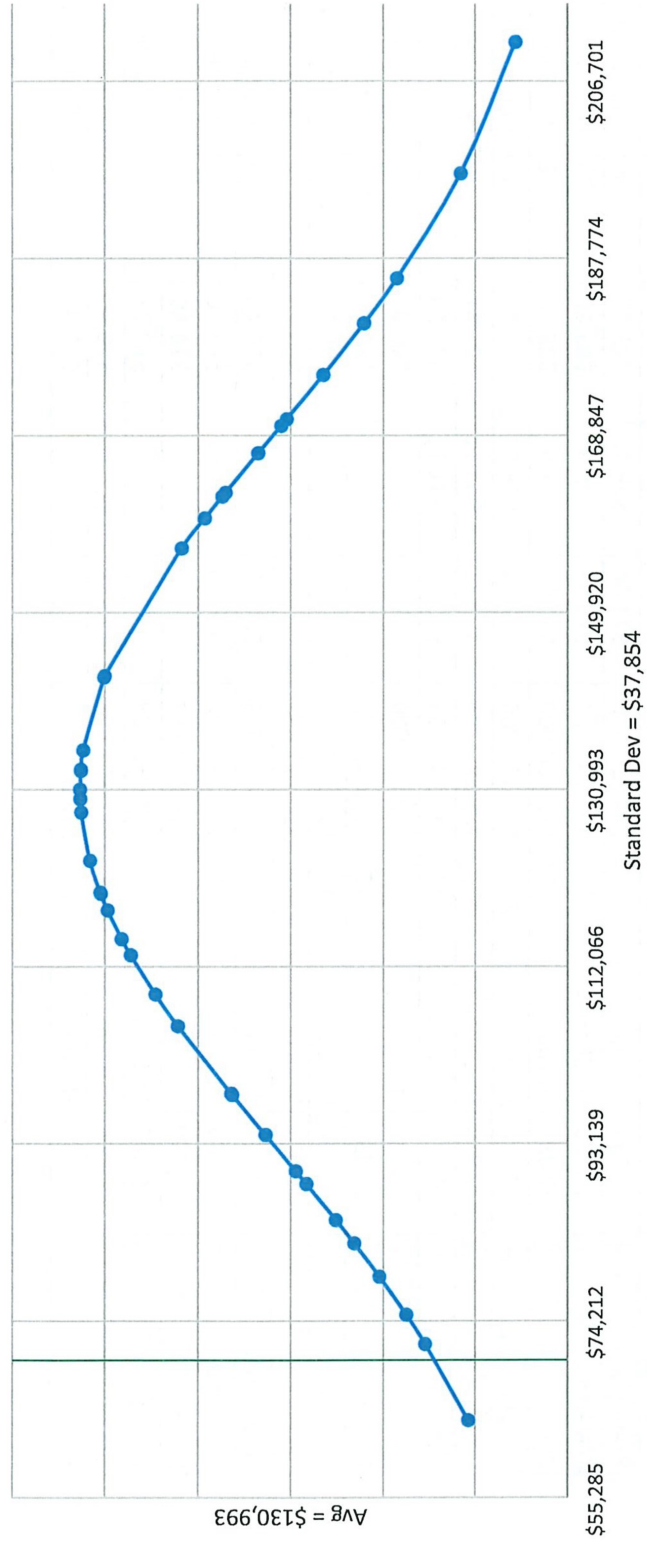
City Administrator - Regional Pay in St. Louis Area

Municipality	Population	County	FTE's	Budget	Min Annual	Max Annual	Midpoint/Rep.	Z-Score	Source
Northwoods	4,227	St. Louis	25.5	\$1,901,825	\$59,280	\$67,808	\$ 63,544	-1.78	MML Survey
Weldon Spring	5,443	St. Charles	7	\$1,460,760	\$53,144	\$90,334	\$ 71,739	-1.57	Stl Post Dispatch
New Haven	2,089	Franklin	18	\$4,140,857	\$74,880	\$	\$ 74,880	-1.48	MML Survey
Manchester	18240	County	93	\$25,514,817			\$ 78,934	-1.38	Stl Post Dispatch
Valley Park	6826	County	41	\$11,302,133			\$ 82,500	-1.28	Stl Post Dispatch
St. Clair	4,724	Franklin	30	\$6,503,801	\$85,000	\$	\$ 85,000	-1.21	MML Survey
Glendale	5,925	St. Louis	32	\$5,949,300	\$88,853	\$	\$ 88,853	-1.11	MML Survey
Woodson Terrace	3925	County	43	\$4,759,108			\$ 90,240	-1.08	Stl Post Dispatch
Rock Hill	4718	County	32	\$7,020,380			\$ 94,094	-0.97	Stl Post Dispatch
Pacific	7354	County		\$2,697,821			\$ 98,380	-0.86	Stl Post Dispatch
Dardenne Prairie	11,494	St. Charles	8	\$5,000,000	\$98,500	\$	\$ 98,500	-0.86	MML Survey
Shrewsbury	6,254	St. Louis	52	\$7,500,000	\$80,000	\$131,427	\$ 105,714	-0.67	MML Survey
Overland	16,062	St. Louis	86.45	\$9,275,500	\$113,290	\$	\$ 113,290	-0.47	Stl Post Dispatch
Sunset Hills	9099	County	79	\$13,322,251			\$ 115,019	-0.42	MML Survey
Ferguson	18343	County	120	\$14,775,607			\$ 118,080	-0.34	Stl Post Dispatch
Fenton	4,022	St. Louis	29	\$11,141,437	\$93,271	\$146,433	\$ 119,852	-0.29	MML Survey
St. John	6,517	St. Louis	40	\$4,534,233	\$105,000	\$135,000	\$ 120,000	-0.29	MML Survey
Eureka	12154	County	66	\$15,085,542			\$ 123,377	-0.20	Stl Post Dispatch
Frontenac	3690	County	53	\$12,910,448			\$ 128,570	-0.06	Stl Post Dispatch
Olivette	8452	County	70	\$14,003,927			\$ 130,000	-0.03	Stl Post Dispatch
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$131,000	\$	\$ 131,000	0.00	MML Survey
Berkeley	8,978	St. Louis	120	\$15,000,000	\$133,000	\$	\$ 133,000	0.05	MML Survey
Bridgeton	11380	St. Louis	121	\$25,131,475			\$ 133,120	0.06	MML Survey
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$135,200	\$	\$ 135,200	0.11	MML Survey
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$143,000	\$	\$ 143,000	0.32	MML Survey
Town and Country	10,815	St. Louis	48	\$15,813,872	\$114,336	\$171,965	\$ 143,151	0.32	MML Survey
Wentzville	29,070	St. Charles	326	\$105,886,176	\$156,820	\$	\$ 156,820	0.68	Stl Post Dispatch
Wildwood	35,517	St. Louis	26.5	\$52,074,559	\$160,000	\$	\$ 160,000	0.77	MML Survey
Maryland Heights	27,472	St. Louis	244	\$31,681,760	\$130,274	\$194,361	\$ 162,318	0.83	MML Survey
Richmond Heights	8,603	St. Louis	107	\$24,000,000	\$162,750	\$	\$ 162,750	0.84	MML Survey
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$142,251	\$191,693	\$ 166,972	0.95	MML Survey

City Administrator - Regional Pay in St. Louis Area

Municipality	Population	County	FTE's	Budget	Min Annual	Max Annual	Midpoint/Repl	Z-Score	Source
Brentwood	8,055	St. Louis	140	\$54,500,000	\$169,892	\$	\$ 169,892	1.03	MML Survey
Des Peres	8,373	St. Louis	143.7	\$16,837,615	\$170,625	\$	\$ 170,625	1.05	MML Survey
Ellisville	9942	County	64	\$11,761,803			\$ 175,334	1.17	Stl Post Dispatch
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$157,236	\$204,407	\$ 180,822	1.32	MML Survey
Clayton	15,939	St. Louis	185	\$34,323,325	\$160,763	\$200,954	\$ 180,859	1.32	MML Survey
Creve Coeur	17,833	St. Louis	116.85	\$26,953,094	\$185,652	\$	\$ 185,652	1.44	MML Survey
St. Peters	52,575	St. Charles	446	\$107,217,410	\$175,885	\$217,818	\$ 196,851	1.74	MML Survey
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$210,920	\$	\$ 210,920	2.11	MML Survey

City Administrator Regional Salary Distribution

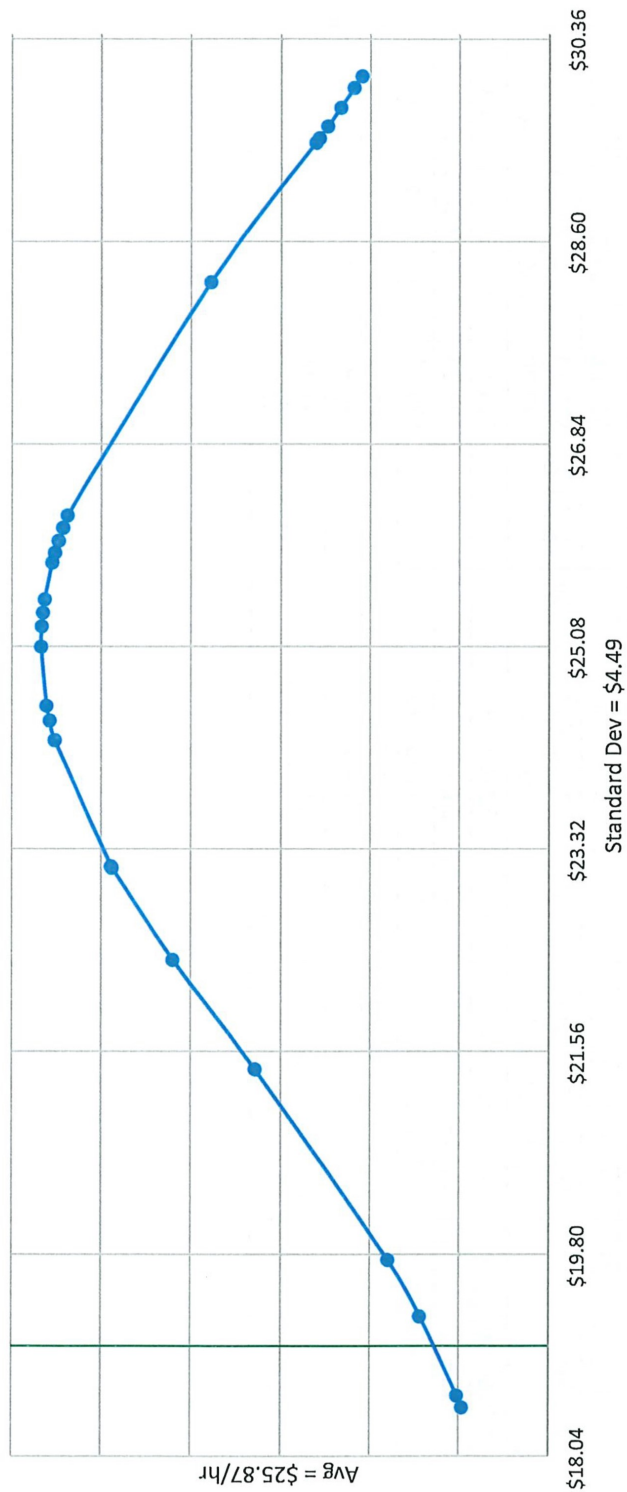


City Administrator	
	Annual
Average	\$130,993
Median	\$130,000
Standard Dev	\$ 37,854
Current Pay (No Sc)	\$ 70,000
Z-Score	-1.61

Code Enforcer - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min Hourly	Max Hourly	Midpoint	Z-Score	Source
Overland	16,062	St. Louis	86.45	\$9,275,500	\$15.75	\$21.18	\$18.46	-1.88	MML Survey
St. John	6,517	St. Louis	40	\$4,534,233	\$17.53	\$19.61	\$18.57	-1.85	MML Survey
Black Jack	6,929	St. Louis	17	\$3,450,000	\$19.26	\$	\$19.26	-1.65	MML Survey
Berkeley	8,148	St. Louis	87	\$ 10,408,635			\$19.75	-1.51	Stl Post Dispatch
Bellefontaine Neighb	10,615	St. Louis	43	\$6,902,600			\$21.41	-1.04	Stl Post Dispatch
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$18.75	\$25.96	\$22.36	-0.77	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$20.11	\$26.20	\$23.16	-0.55	MML Survey
Manchester	18,240	St. Louis	93	\$25,514,817			\$23.17	-0.54	Stl Post Dispatch
Florissant	52,158	St. Louis	285	\$40,000,000	\$20.92	\$27.61	\$24.27	-0.23	MML Survey
Creve Coeur	17,833	St. Louis	116.85	\$26,953,094	\$20.37	\$28.50	\$24.44	-0.18	MML Survey
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$22.18	\$26.95	\$24.57	-0.15	MML Survey
Brentwood	8,055	St. Louis	140	\$54,500,000	\$21.04	\$29.12	\$25.08	0.00	MML Survey
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$20.95	\$29.56	\$25.26	0.05	MML Survey
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$22.07	\$28.68	\$25.38	0.08	MML Survey
Maryland Heights	27,472	St. Louis	244	\$31,500,000	\$22.41	\$28.57	\$25.49	0.12	MML Survey
Wentzville	29,070	St. Charles	326	\$105,886,176	\$21.51	\$30.11	\$25.81	0.21	MML Survey
Fenton	4,022	St. Louis	29	\$11,141,437	\$20.58	\$31.21	\$25.90	0.23	MML Survey
Pacific	7,002	St. Louis	51.5	\$9,200,000	\$26.00	\$	\$26.00	0.26	MML Survey
Eureka	12,154	St. Louis	66	\$15,085,542			\$26.11	0.29	Stl Post Dispatch
Valley Park	6,826	St. Louis	41	\$11,302,133			\$26.22	0.32	Stl Post Dispatch
Ladue	8,969	St. Louis	87	\$14,122,838			\$28.25	0.90	Stl Post Dispatch
Wildwood	35,517	St. Louis	26.5	\$52,074,559	\$24.05	\$34.87	\$29.46	1.24	MML Survey
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$24.58	\$34.42	\$29.50	1.26	MML Survey
Sunset Hills	9,099	St. Louis	79	\$13,322,251			\$29.60	1.28	Stl Post Dispatch
Ellisville	9,942	St. Louis	64	\$11,761,803			\$29.77	1.33	Stl Post Dispatch
Des Peres	8,373	St. Louis	143.7	\$16,837,615	\$25.88	\$34.00	\$29.94	1.38	MML Survey
Frontenac	3,690	St. Louis	53	\$12,910,448			\$30.04	1.41	Stl Post Dispatch

Code Enforcer Regional Salary Distribution

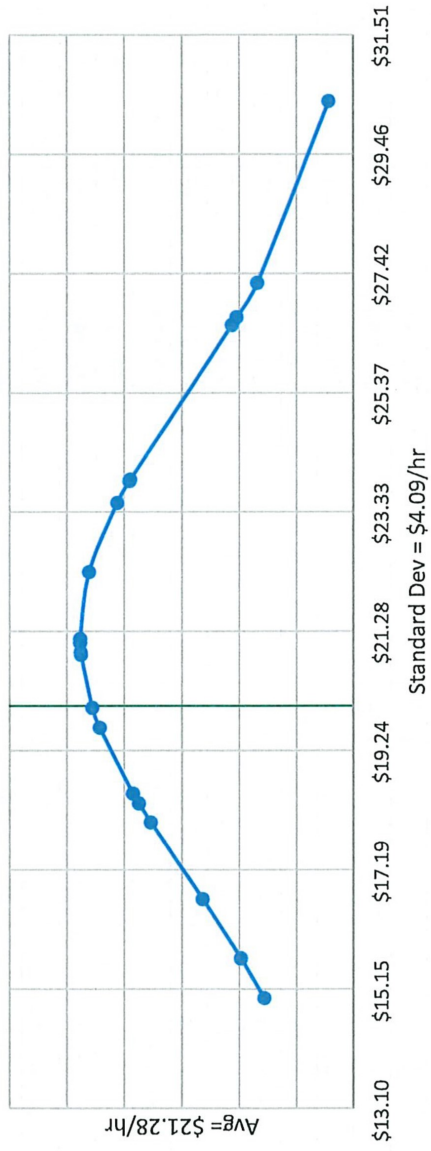


Code Enforcer	
	Hourly
Average	\$52,168
Median	\$52,780
Std Dev	\$7,321
Current	\$39,520
Z-Score	-1.73

Court Clerk - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min Hour	Max Hour	Hourly	Z-Score	Source
St. John	6,374	St. Louis	48	\$ 4,819,590			\$14.99	-1.49	Stl Post Dispatch
Fenton	4,022	St. Louis	29	\$ 11,141,437			\$15.67	-1.33	Stl Post Dispatch
St. John	6,517	St. Louis	40	\$ 4,534,233	\$15.00	\$16.35	\$15.67	-1.33	MML Survey
Pagedale	2,542	St. Louis	26	\$ 2,156,368			\$16.69	-1.09	Stl Post Dispatch
Jennings	12,886	St. Louis	32	\$ 12,592,307			\$ 18.00	-0.77	Stl Post Dispatch
Crystal City	4,855	Jefferson	56	\$ 8,690,475	\$18.33	\$ -	\$18.33	-0.69	MML Survey
Florissant	52,159	St. Louis	285	\$ 40,000,000			\$18.50	-0.65	MML Survey
Pacific	7,354	St. Louis	53	\$ 2,697,821			\$19.62	-0.38	Stl Post Dispatch
Wentzville	29,070	St. Charles	326	\$ 105,886,176	\$16.64	\$23.30	\$19.97	-0.30	MML Survey
Glendale	6,142	St. Louis	28	\$ 8,769,865			\$20.88	-0.08	Stl Post Dispatch
Chesterfield	47,484	St. Louis	229	\$ 38,000,000	\$18.19	\$23.65	\$20.92	-0.07	MML Survey
Woodson Terrace	3,925	St. Louis	43	\$ 4,759,108			\$21.08	-0.04	Stl Post Dispatch
O'Fallon	87,000	St. Charles	482	\$ 103,492,664	\$17.66	\$24.63	\$21.14	-0.02	MML Survey
Eureka	12,154	St. Louis	66	\$ 15,085,542			\$22.30	0.26	Stl Post Dispatch
Wildwood	35,517	St. Louis	26.5	\$ 52,074,559			\$23.48	0.54	Stl Post Dispatch
Clayton	15,939	St. Louis	185	\$ 34,323,325			\$23.86	0.63	MML Survey
Town and Country	10,815	St. Louis	48	\$ 15,813,872			\$23.89	0.64	Stl Post Dispatch
Maryland Heights	27,472	St. Louis	244	\$ 31,500,000			\$26.53	1.27	MML Survey
Brentwood	8,055	St. Louis	140	\$ 54,500,000			\$26.66	1.30	MML Survey
Kirkwood	27,540	St. Louis	310	\$ 84,791,197			\$27.26	1.44	MML Survey
Creve Coeur	17,833	St. Louis	116.9	\$ 26,953,094			\$30.37	2.19	MML Survey

Court Clerk Regional Salary Distribution

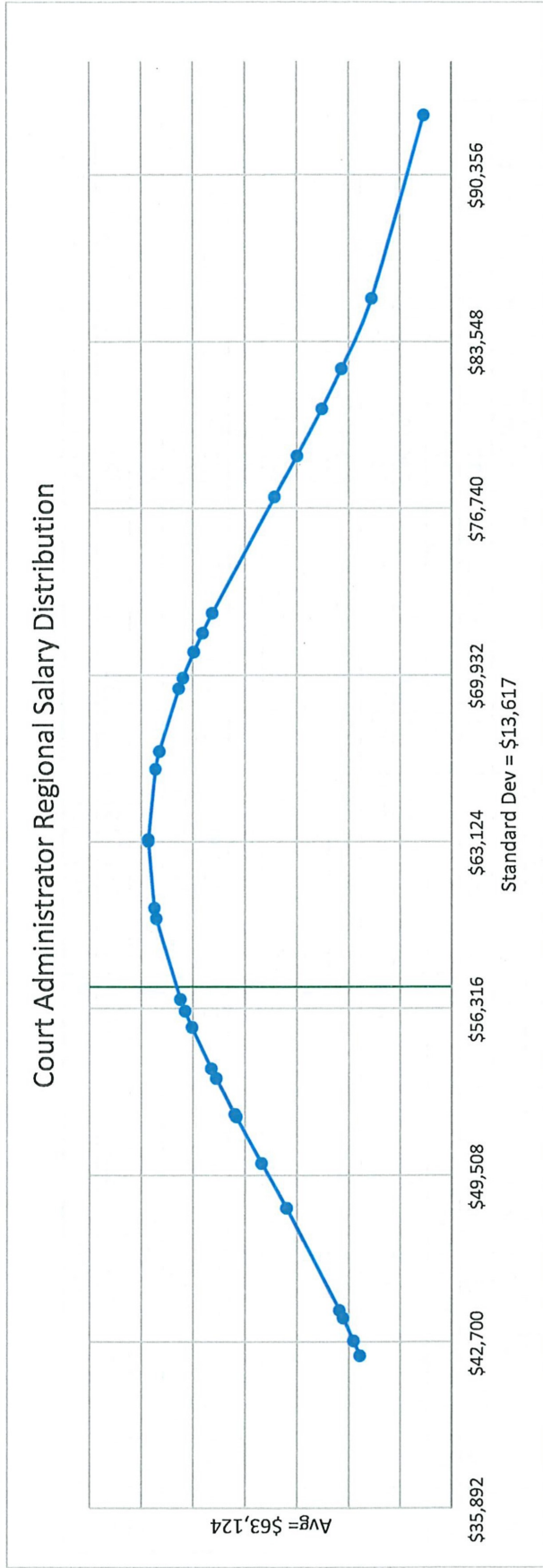


Court Clerk	
Annual	Hourly
Average	\$44,157
Median	\$43,510
Std Dev	\$ 8,699
Current	\$ 41,600
Z-Score	-0.29

Court Administrator - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min. Annual	Max Annual	Mid Point	Z-Score	Source
Pagedale	2,542	St. Louis	26	\$2,156,368			\$42,140	-1.54	Stl Post Dispatch
Black Jack	6,929	St. Louis	17	\$3,450,000	\$42,744	\$	\$42,744	-1.50	MML Survey
Bellefontaine Ne	10,615	St. Louis	43	\$6,902,600			\$43,680	-1.43	Stl Post Dispatch
Jennings	12,886	St. Louis	32	\$12,592,307			\$44,000	-1.40	Stl Post Dispatch
St. John	6,374	St. Louis	48	\$4,819,590			\$48,171	-1.10	Stl Post Dispatch
Berkeley	8,978	St. Louis	120	\$15,000,000	\$50,000	\$	\$50,000	-0.96	MML Survey
Ellisville	9,942	St. Louis	64	\$11,761,803			\$51,893	-0.82	Stl Post Dispatch
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$45,394	\$58,605	\$52,000	-0.82	MML Survey
Shrewsbury	6,332	St. Louis	69	\$10,528,122			\$52,000	-0.82	Stl Post Dispatch
Rock Hill	4,718	St. Louis	32	\$7,020,380			\$53,459	-0.71	Stl Post Dispatch
Fenton	4,022	St. Louis	29	\$11,141,437	\$42,809	\$64,918	\$53,864	-0.68	MML Survey
Woodson Terrac	3,925	St. Louis	43	\$4,759,108			\$55,547	-0.56	Stl Post Dispatch
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$50,757	\$61,670	\$56,214	-0.51	MML Survey
Olivette	7,738	St. Louis	75.5	\$10,500,000			\$56,695	-0.47	Stl Post Dispatch
Valley Park	6,826	St. Louis	41	\$11,302,133			\$59,987	-0.23	Stl Post Dispatch
Prairie	11,494	St. Charles	8	\$5,000,000	\$60,424	\$	\$60,424	-0.20	MML Survey
Des Peres	8,374	St. Louis	144	\$16,837,615			\$63,151	0.00	Stl Post Dispatch
Clayton	15,939	St. Louis	185	\$ 34,323,325			\$63,226	0.01	Stl Post Dispatch
Brentwood	8,056	St. Louis	140	\$54,500,000			\$66,093	0.22	Stl Post Dispatch
Frontenac	3,690	St. Louis	53	\$12,910,448			\$66,825	0.27	Stl Post Dispatch
Ladue	8,969	St. Louis	87	\$14,122,838			\$66,825	0.27	Stl Post Dispatch
Sunset Hills	9,099	St. Louis	79	\$13,322,251			\$69,384	0.46	Stl Post Dispatch
Town and Count	10,815	St. Louis	48	\$ 15,813,872			\$69,823	0.49	Stl Post Dispatch
Florissant	52,158	St. Louis	285	\$40,000,000			\$70,891	0.57	MML Survey
Overland	15,775	St. Louis	103	\$12,474,163			\$71,656	0.63	Stl Post Dispatch
Manchester	18,240	St. Louis	93	\$25,514,817			\$72,473	0.69	Stl Post Dispatch
Creve Coeur	17,834	St. Louis	117	\$26,953,094			\$77,211	1.03	Stl Post Dispatch
Wildwood	35,517	St. Louis	26.5	\$ 52,074,559			\$78,888	1.16	Stl Post Dispatch
Wentzville	29,071	St. Charles	326	\$105,886,176			\$80,810	1.30	Stl Post Dispatch
Chesterfield	47,484	St. Louis	229	\$ 38,000,000			\$82,443	1.42	Stl Post Dispatch
O'Fallon	87,001	St. Charles	482	\$103,492,664			\$82,451	1.419328	Stl Post Dispatch
Heights	27,473	St. Louis	244	\$31,500,000			\$85,324	1.630318	Stl Post Dispatch
Kirkwood	27,541	St. Louis	310	\$84,791,197			\$92,813	2.180302	Stl Post Dispatch

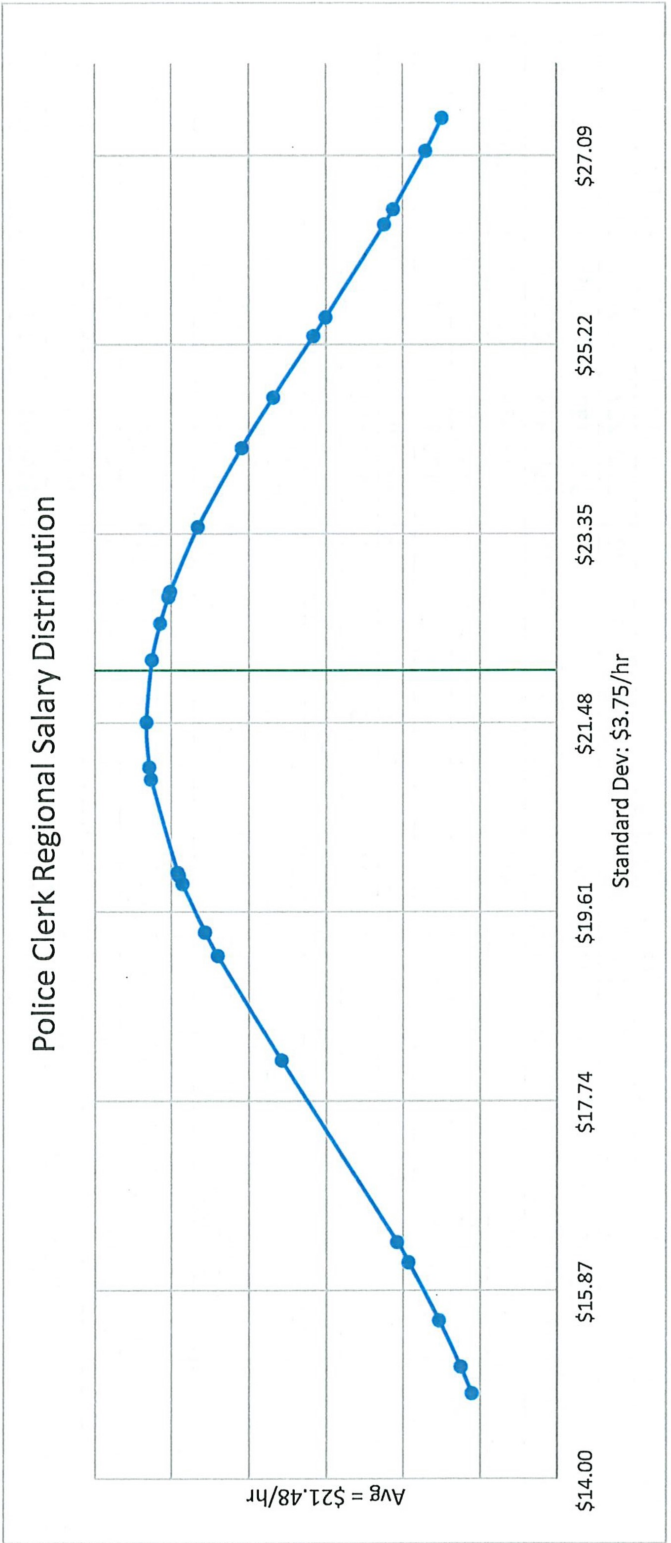
Court Administrator Regional Salary Distribution



Court Administrator	
	Hourly
Average	\$30.35
Median	\$30.36
Std Dev	\$ 6.55
Current	\$ 27.50
Z-Score	-0.44

Police Clerk Regional Pay in St. Louis Area

Municipality	Population	County	FTE's	Budget	Min Hourly	Max Hourly	Hourly Midpo	Z-Score	Source
Vinita Park	231	County	58	\$ 6,965,074			\$14.85	-1.77	StI Post Dispatch
Ellisville	9,942	County	64	\$ 11,761,803			\$15.11	-1.70	StI Post Dispatch
Manchester	18,240	County	93	\$ 25,514,817			\$15.57	-1.58	StI Post Dispatch
Northwoods	4,227	County	25.5	\$ 1,901,825			\$16.15	-1.43	StI Post Dispatch
Berkeley	8,978	St. Louis	120	\$ 15,000,000	\$16.35	\$	\$16.35	-1.37	MML Survey
Overland	16,062	St. Louis	86.45	\$ 9,275,500	\$15.11	\$21.18	\$18.14	-0.89	MML Survey
Eureka	12,154	County	66	\$ 15,085,542			\$19.18	-0.62	StI Post Dispatch
St. John	6,517	St. Louis	40	\$ 4,534,233	\$17.07	\$21.75	\$19.41	-0.55	MML Survey
Pagedale	2,542	St. Louis	26	\$ 2,156,368			\$19.89	-0.43	StI Post Dispatch
Wentzville	29,070	St. Charles	326	\$ 105,886,176	\$16.64	\$23.30	\$19.97	-0.40	MML Survey
Woodson Terrace	3,925	County	43	\$ 4,759,108			\$20.00	-0.40	StI Post Dispatch
Chesterfield	47,484	St. Louis	229	\$ 38,000,000	\$18.19	\$23.65	\$20.92	-0.15	MML Survey
Florissant	52,158	St. Louis	285	\$ 40,000,000	\$18.11	\$23.97	\$21.04	-0.12	MML Survey
Shrewsbury	6,332	County	69	\$ 10,528,122			\$21.49	0.00	StI Post Dispatch
Crestwood	12,338	County	86	\$ 13,515,265			\$22.10	0.17	StI Post Dispatch
Kirkwood	27,540	St. Louis	310	\$ 84,791,197	\$18.72	\$26.21	\$22.46	0.26	MML Survey
Hazelwood	25,703	St. Louis	175	\$ 27,532,271	\$20.52	\$24.93	\$22.73	0.33	MML Survey
O'Fallon	87,000	St. Charles	482	\$ 103,492,664	\$18.88	\$26.64	\$22.76	0.34	MML Survey
Olivette	7,737	St. Louis	75.5	\$ 10,500,000	\$18.75	\$26.81	\$22.78	0.35	MML Survey
Town and Country	10,815	St. Louis	48	\$ 15,813,872	\$19.52	\$27.32	\$23.42	0.52	MML Survey
Pacific	7,002	St. Louis	51.5	\$ 9,200,000	\$23.58	\$24.82	\$24.20	0.72	MML Survey
Clayton	15,939	St. Louis	185	\$ 34,323,325	\$20.76	\$28.64	\$24.70	0.86	MML Survey
Maplewood	8,188	County	67	\$ 18,737,170			\$25.31	1.02	StI Post Dispatch
Maryland Heights	27,472	St. Louis	244	\$ 31,500,000	\$22.41	\$28.57	\$25.49	1.07	MML Survey
Sunset Hills	9099	County	79	\$ 13,322,251			\$26.41	1.31	StI Post Dispatch
Rock Hill	4718	St. Louis	32	\$ 7,020,380			\$26.56	1.35	StI Post Dispatch
Des Peres	8,373	St. Louis	143.7	\$ 16,837,615	\$23.30	\$30.97	\$27.14	1.51	MML Survey
Creve Coeur	18660	County	94	\$ 26,208,821			\$27.46	1.60	StI Post Dispatch

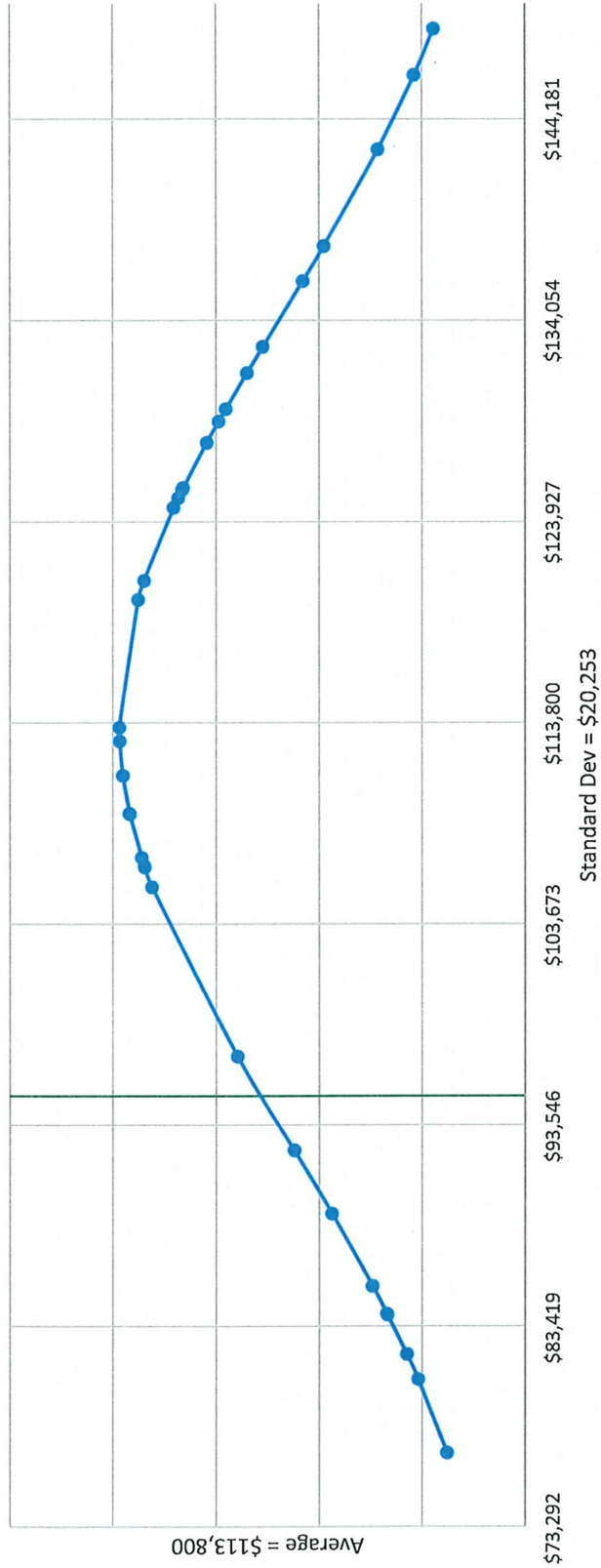


Police Clerk	
	Hourly
Average	\$21.48
Median	\$21.79
Std Dev	\$ 3.75
Current Pay	\$ 22.00
Z-Score	0.14

Chief of Police - Regional Pay in St. Louis Area

Municipality	Population	County	FTE's	Budget	Min Annual	Max Annual	Mid Point	Z-Score	Source
Pagedale	2,542	St. Louis	26	\$2,156,368			\$77,028	-1.82	Stl Post Dispatch
Woodson Terrace	3,925	St. Louis	43	\$4,759,108			\$80,741	-1.63	Stl Post Dispatch
St. Clair	4,724	Franklin	30	\$6,503,801	\$82,000	\$	\$82,000	-1.57	MML Survey
Bellefontaine Neighbors	10,615	St. Louis	43	\$6,902,600			\$84,000	-1.47	Stl Post Dispatch
Overland	16,062	St. Louis	86.5	\$9,275,500	\$71,687	\$96,411	\$84,049	-1.47	MML Survey
Vinita Park	231	St. Louis	58	\$6,965,074			\$85,451	-1.40	Stl Post Dispatch
Rock Hill	4,718	St. Louis	32	\$7,020,380			\$89,096	-1.22	Stl Post Dispatch
Glendale	5,925	St. Louis	32	\$5,949,300	\$92,277	\$	\$92,277	-1.06	MML Survey
Berkeley	8,978	St. Louis	120	\$15,000,000	\$97,000	\$	\$97,000	-0.83	MML Survey
Bridgeton	11,380	st. Louis	121	\$25,131,475			\$105,517	-0.41	Stl Post Dispatch
Richmond Heights	8,603	St. Louis	107	\$24,000,000	\$87,980	\$125,067	\$106,524	-0.36	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$94,000	\$119,180	\$106,590	-0.36	MML Survey
Shrewsbury	6,332	St. Louis	69	\$10,528,122			\$107,009	-0.34	Stl Post Dispatch
Sunset Hills	9,099	St. Louis	79	\$13,322,251			\$109,196	-0.23	Stl Post Dispatch
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$92,453	\$126,000	\$109,227	-0.23	MML Survey
Eureka	12,154	St. Louis	66	\$15,085,542			\$111,132	-0.13	Stl Post Dispatch
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$101,916	\$123,829	\$112,873	-0.05	MML Survey
Ferguson	18,343	St. Louis	120	\$14,775,607			\$113,554	-0.01	Stl Post Dispatch
St. John	6,517	St. Louis	40	\$4,534,233	\$105,000	\$135,000	\$120,000	0.31	MML Survey
Ellisville	9,942	St. Louis	64	\$11,761,803			\$120,969	0.35	Stl Post Dispatch
Florissant	52,158	St. Louis	285	\$40,000,000	\$120,952	\$128,336	\$124,644	0.54	MML Survey
Creve Coeur	17,833	St. Louis	117	\$26,953,094	\$104,292	\$145,932	\$125,112	0.56	MML Survey
Brentwood	8,055	St. Louis	140	\$54,500,000	\$105,308	\$145,771	\$125,540	0.58	MML Survey
Wentzville	29,070	St. Charles	326	\$105,886,176	\$125,546	\$	\$125,546	0.58	MML Survey
Frontenac	3,690	St. Louis	53	\$12,910,448			\$125,627	0.58	Stl Post Dispatch
Town and Country	10,815	St. Louis	48	\$15,813,872	\$97,714	\$158,106	\$127,910	0.70	MML Survey
Maryland Heights	27,472	St. Louis	244	\$31,500,000	\$103,044	\$154,904	\$128,974	0.75	MML Survey
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$110,406	\$148,782	\$129,594	0.78	MML Survey
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$111,359	\$151,448	\$131,404	0.87	MML Survey
Manchester	18,240	St. Louis	93	\$25,514,817			\$132,727	0.93	Stl Post Dispatch
Maplewood	8,188	St. Louis	67	\$18,737,170			\$136,045	1.10	Stl Post Dispatch
Clayton	15,939	St. Louis	185	\$34,323,325	\$122,492	\$153,116	\$137,804	1.19	MML Survey
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$118,900	\$166,451	\$142,676	1.43	MML Survey
Des Peres	8,373	St. Louis	144	\$16,837,615	\$146,414	\$	\$146,414	1.61	MML Survey
St. Peters	52,575	St. Charles	446	\$107,217,410	\$132,912	\$164,590	\$148,751	1.73	MML Survey

Chief of Police Regional Salary Distribution

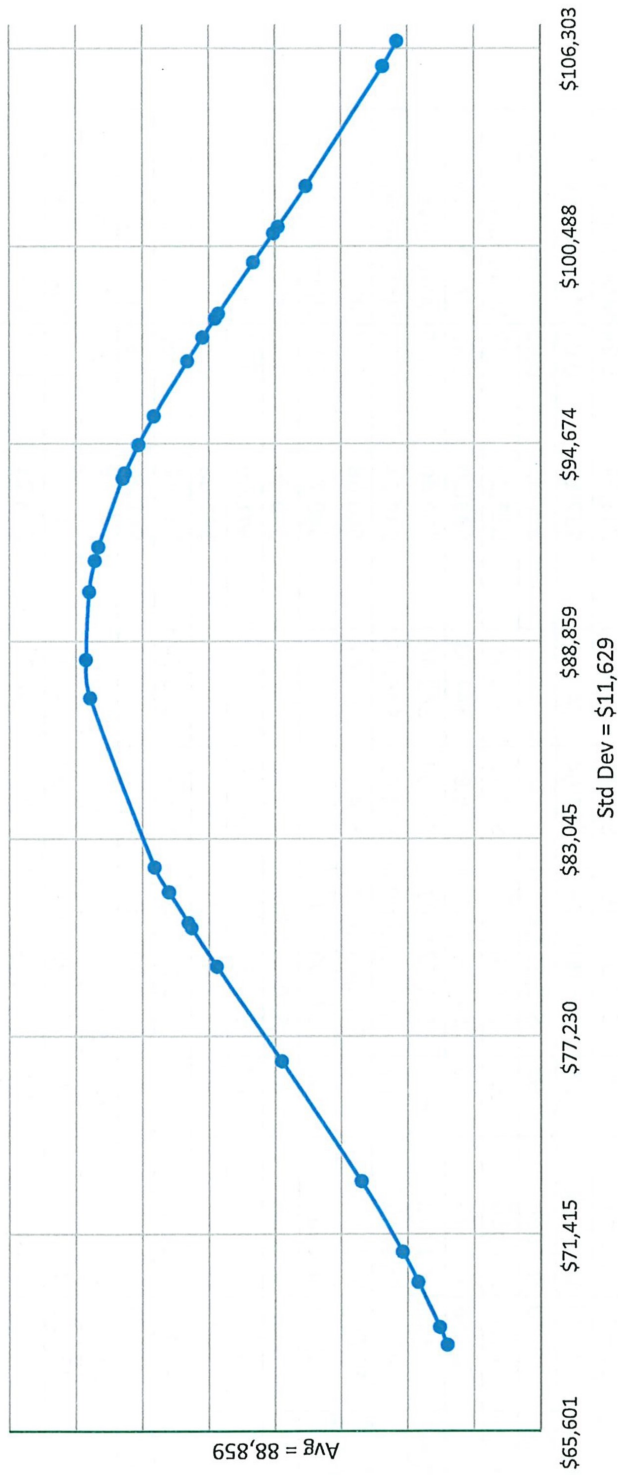


Chief of Police	
	Annual
Average	\$113,800
Median	\$113,554
Standard Deviation	\$20,253
Current	\$ 95,000.00
Z-Score	-0.93

Lieutenant - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min Annual	Max Annual	Midpoint	Z- Score	Source
Overland	16,062	St. Louis	86.45	\$9,275,500	\$58,128.00	\$78,175.00	\$68,151.50	-1.78	MML Survey
Bellefontaine Neigh	10615	St. Louis	43	\$6,902,600			\$68,672.75	-1.74	Stl Post Dispatch
Berkeley	8148	St. Louis	87	\$ 10,408,635			\$70,000.00	-1.62	Stl Post Dispatch
Pagedale	2542	St. Louis	26	\$2,156,368			\$70,893.00	-1.54	Stl Post Dispatch
Pacific	7,002	St. Louis	51.5	\$9,200,000	\$72,969.00	\$	\$72,969.00	-1.37	MML Survey
St. John	6,517	St. Louis	40	\$4,534,233	\$68,000.00	\$85,000.00	\$76,500.00	-1.06	MML Survey
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$71,590.00	\$86,982.00	\$79,286.00	-0.82	MML Survey
Eureka	12154	St. Louis	66	\$15,085,542			\$80,423.67	-0.73	Stl Post Dispatch
Glendale	5,925	St. Louis	32	\$5,949,300	\$80,569.00	\$	\$80,569.00	-0.71	MML Survey
Rock Hill	4718	St. Louis	32	\$7,020,380			\$81,475.50	-0.63	Stl Post Dispatch
Manchester	18240	St. Louis	93	\$25,514,817			\$82,200.50	-0.57	Stl Post Dispatch
Ellisville	9942	St. Louis	64	\$11,761,803			\$87,190.00	-0.14	Stl Post Dispatch
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$78,630.00	\$98,000.00	\$88,315.00	-0.05	MML Survey
Shrewsbury	6332	St. Louis	69	\$10,528,122			\$90,322.00	0.13	Stl Post Dispatch
Wentzville	29,070	St. Charles	326	\$105,886,176	\$77,645.00	\$104,821.00	\$91,233.00	0.20	MML Survey
Creve Coeur	17,833	St. Louis	116.9	\$26,953,094	\$80,448.00	\$102,828.00	\$91,638.00	0.24	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$84,000.00	\$103,320.00	\$93,660.00	0.41	MML Survey
Des Peres	8,373	St. Louis	143.7	\$16,837,615	\$78,259.00	\$109,359.00	\$93,809.00	0.43	MML Survey
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$81,162.00	\$108,118.00	\$94,640.00	0.50	MML Survey
Florissant	52,158	St. Louis	285	\$40,000,000	\$92,664.00	\$98,321.60	\$95,492.80	0.57	MML Survey
Sunset Hills	9099	St. Louis	79	\$13,322,251			\$97,106.00	0.71	Stl Post Dispatch
Ladue	8,969	St. Louis	87	\$14,122,838			\$97,807.50	0.77	Stl Post Dispatch
Maryland Heights	27,472	St. Louis	244	\$31,500,000	\$78,612.00	\$118,117.00	\$98,364.50	0.82	MML Survey
Town and Country	10,815	St. Louis	48	\$15,813,872	\$90,500.00	\$106,505.00	\$98,502.50	0.83	MML Survey
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$88,902.00	\$111,127.00	\$100,014.50	0.96	MML Survey
Frontenac	3690	St. Louis	53	\$12,910,448			\$100,875.25	1.03	Stl Post Dispatch
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$91,397.00	\$110,732.00	\$101,064.50	1.05	MML Survey
Clayton	15,939	St. Louis	185	\$34,323,325	\$92,729.00	\$111,801.00	\$102,265.00	1.15	MML Survey
St. Peters	52,575	St. Charles	446	\$107,217,410	\$100,630.40	\$110,947.20	\$105,788.80	1.46	MML Survey
Maplewood	8188	St. Louis	67	\$18,737,170			\$106,535.00	1.52	Stl Post Dispatch

Police Lieutenant Regional Salary Distribution

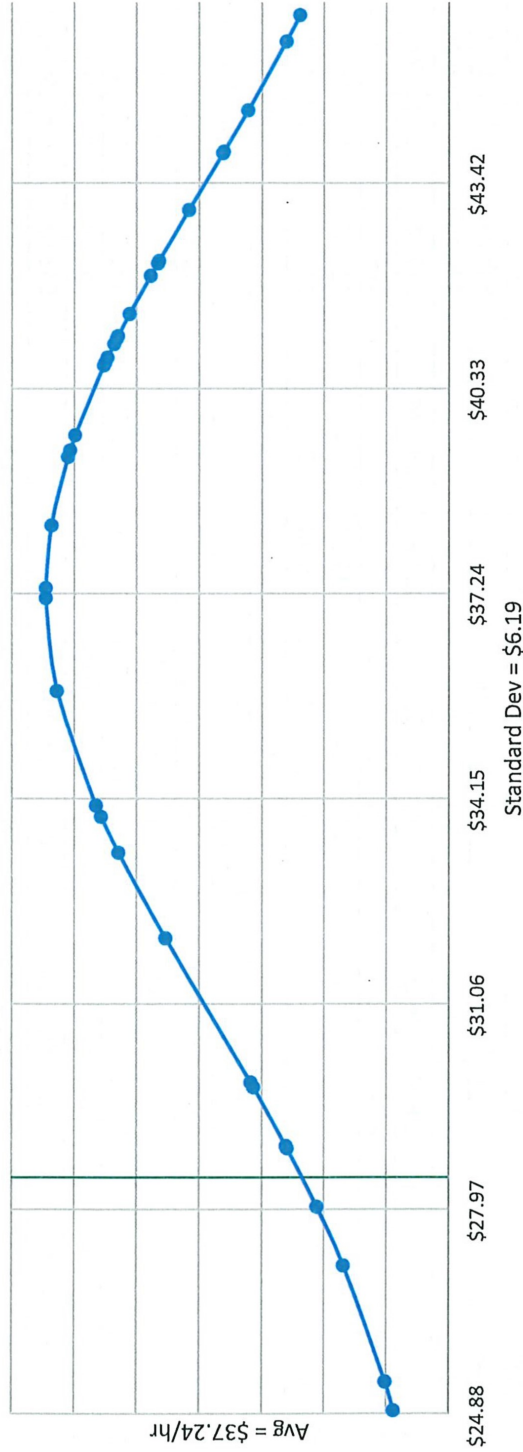


Lieutenant	
Annual	\$88,858.81
Average	\$91,435.50
Median	\$ 11,629.22
Std Dev	Unfilled
Current	n/a
Z-Score	

Police Sergeant - Regional Pay in St. Louis Area

Municipality	Pop.	County	FTE's	Budget	Min Hourly	Max Hourly	Mid Hourly	Z-Score	Source
Rock Hill	4,718	St. Louis	32	\$7,020,380			\$24.93	-1.99	Stl Post Dispatch
Northwoods	4,227	St. Louis	25.5	\$1,901,825			\$25.36	-1.92	Stl Post Dispatch
Pagedale	2,542	St. Louis	26	\$2,156,368			\$27.12	-1.64	Stl Post Dispatch
Lakeshire	1,432	St. Louis	4	\$485,301	\$28.01	\$	\$28.01	-1.49	MML Survey
Pacific	7,002	St. Louis	51.5	\$9,200,000	\$27.50	\$30.28	\$28.89	-1.35	MML Survey
Bellefontaine N	10615	St. Louis	43	\$6,902,600			\$28.92	-1.34	Stl Post Dispatch
Berkeley	8,978	St. Louis	120	\$15,000,000	\$28.37	\$31.25	\$29.81	-1.20	MML Survey
Woodson Terra	3925	St. Louis	43	\$4,759,108			\$29.88	-1.19	Stl Post Dispatch
Overland	16,062	St. Louis	86.5	\$9,275,500	\$27.33	\$36.76	\$32.05	-0.84	MML Survey
Glendale	5,925	St. Louis	32	\$5,949,300	\$31.92	\$34.75	\$33.34	-0.63	MML Survey
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$30.59	\$37.17	\$33.88	-0.54	MML Survey
St. John	6,517	St. Louis	40	\$4,534,233	\$28.85	\$39.25	\$34.05	-0.52	MML Survey
Festus	11,602	Jefferson	99	\$15,002,693	\$31.41	\$40.14	\$35.78	-0.24	MML Survey
Wentzville	29,070	St. Charles	326	\$105,886,176	\$31.64	\$42.71	\$37.17	-0.01	MML Survey
Manchester	18,240	St. Louis	93	\$25,514,817			\$37.33	0.01	Stl Post Dispatch
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$33.25	\$43.29	\$38.27	0.17	MML Survey
Florissant	52,158	St. Louis	285	\$40,000,000	\$36.97	\$41.63	\$39.30	0.33	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$35.34	\$43.46	\$39.40	0.35	MML Survey
Heights	8,603	St. Louis	107	\$24,000,000	\$34.09	\$45.17	\$39.63	0.39	MML Survey
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$34.89	\$46.47	\$40.68	0.56	MML Survey
Eureka	12,154	St. Louis	66	\$15,085,542			\$40.72	0.56	Stl Post Dispatch
Shrewsbury	6,332	St. Louis	69	\$10,528,122			\$40.80	0.58	Stl Post Dispatch
Des Peres	8,373	St. Louis	144	\$16,837,615	\$34.20	\$47.80	\$41.00	0.61	MML Survey
Ellisville	9,942	St. Louis	64	\$11,761,803			\$41.08	0.62	Stl Post Dispatch
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$36.90	\$45.34	\$41.12	0.63	MML Survey
Sunset Hills	9,099	St. Louis	79	\$13,322,251			\$41.45	0.68	Stl Post Dispatch
St. Peters	52,575	St. Charles	446	\$107,217,410	\$34.97	\$49.09	\$42.03	0.77	MML Survey
Creve Coeur	17,833	St. Louis	117	\$26,953,094	\$37.32	\$47.12	\$42.22	0.81	MML Survey
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$38.21	\$46.29	\$42.25	0.81	MML Survey
Brentwood	8,055	St. Louis	140	\$54,500,000	\$38.60	\$47.45	\$43.02	0.94	MML Survey
Heights	27,472	St. Louis	244	\$31,500,000	\$38.71	\$49.04	\$43.88	1.07	MML Survey
Clayton	15,939	St. Louis	185	\$34,323,325	\$39.81	\$47.99	\$43.90	1.08	MML Survey
Ladue	8,969	St. Louis	87	\$14,122,838			\$44.52	1.18	Stl Post Dispatch
Country	10,815	St. Louis	48	\$15,813,872	\$43.94	\$47.17	\$45.56	1.35	MML Survey
Maplewood	8,188	St. Louis	67	\$18,737,170			\$45.95	1.41	Stl Post Dispatch

Police Sergeant Regional Salary Distribution



Police Sergeant	
	Hourly
Average	\$37.24
Median	\$39.40
Std Dev	\$ 6.19
Current Mid	\$ 28.59
Z- Score	-1.4

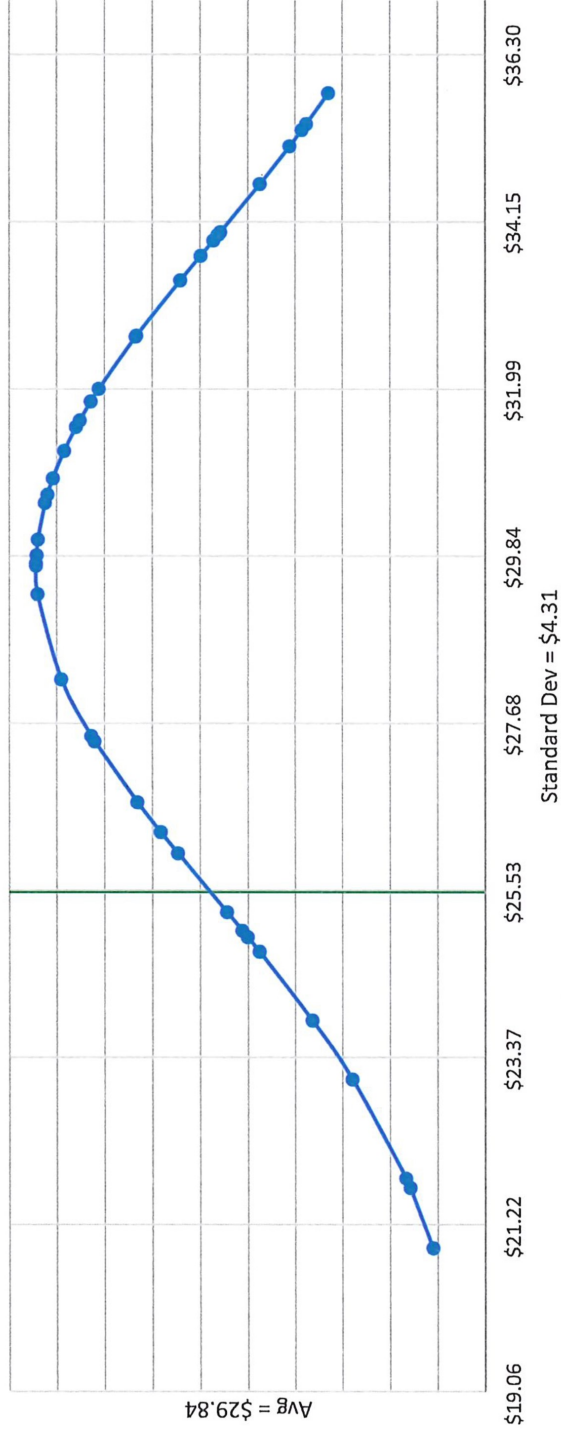
Police Officer Regional Pay in St. Louis Area

Municipality	Population	County	FTE's	Budget	Min Hour	Max Hourly	Hourly Mid	Z-Score	Source
Rock Hill	4,718	St. Louis	32	\$7,020,380			\$20.91	-2.07	St Post Dispatch
Northwoods	4,227	St. Louis	25.5	\$1,901,825			\$21.69	-1.89	St Post Dispatch
New Haven	2,089	Franklin	18	\$4,140,857	\$20.24	\$23.38	\$21.81	-1.86	MML Survey
Pacific	7,354	St. Louis	53	\$2,697,821			\$23.09	-1.56	St Post Dispatch
Woodson Terrace	3,925	St. Louis	43	\$4,759,108			\$23.84	-1.38	St Post Dispatch
Pagedale	2,542	St. Louis	26	\$2,156,368			\$24.73	-1.17	St Post Dispatch
Bellefontaine Neighbors	10,615	St. Louis	43	\$6,902,600			\$24.92	-1.13	St Post Dispatch
St. Clair	4,724	Franklin	30	\$6,503,801	\$23.00	\$27.00	\$25.00	-1.11	MML Survey
Berkeley	8,978	St. Louis	120	\$15,000,000	\$24.04	\$26.44	\$25.24	-1.05	MML Survey
Lakeshire	1,432	St. Louis	4	\$485,301	\$25.15	\$26.85	\$26.00	-0.87	MML Survey
St. John	6,374	County	48	\$4,819,590			\$26.28	-0.80	St Post Dispatch
Pacific	7,002	St. Louis	51.5	\$9,200,000	\$24.12	\$29.20	\$26.66	-0.71	MML Survey
Glendale	5,925	St. Louis	32	\$5,949,300	\$24.65	\$30.24	\$27.44	-0.53	MML Survey
Overland	16,062	St. Louis	86.45	\$9,275,500	\$23.46	\$31.56	\$27.51	-0.51	MML Survey
Shrewsbury	6,332	St. Louis	69	\$10,528,122			\$28.24	-0.34	St Post Dispatch
Eureka	12,154	St. Louis	66	\$15,085,542			\$29.35	-0.08	St Post Dispatch
Festus	11,602	Jefferson	99	\$15,002,693	\$22.68	\$36.74	\$29.71	0.01	MML Survey
Manchester	18,240	St. Louis	93	\$25,514,817			\$29.74	0.02	St Post Dispatch
St. John	6,517	St. Louis	40	\$4,534,233	\$25.08	\$34.62	\$29.85	0.04	MML Survey
Crestwood	11,912	St. Louis	91.5	\$13,524,241	\$25.48	\$34.62	\$30.05	0.09	MML Survey
Hazelwood	25,703	St. Louis	175	\$27,532,271	\$27.56	\$33.49	\$30.52	0.20	MML Survey
Ferguson	18,343	St. Louis	120	\$14,775,607			\$30.63	0.23	St Post Dispatch
Ellisville	9,942	St. Louis	64	\$11,761,803			\$30.84	0.27	St Post Dispatch
Olivette	8,452	St. Louis	70	\$14,003,927			\$31.19	0.36	St Post Dispatch
O'Fallon	87,000	St. Charles	482	\$103,492,664	\$26.48	\$36.52	\$31.50	0.43	MML Survey
Florissant	52,158	St. Louis	285	\$40,000,000	\$26.93	\$36.24	\$31.59	0.45	MML Survey
Richmond Heights	9,201	St. Louis	108	\$26,995,131			\$31.83	0.51	St Post Dispatch
Wentzville	29,070	St. Charles	326	\$105,886,176	\$25.33	\$34.19	\$31.99	0.55	MML Survey
Chesterfield	47,484	St. Louis	229	\$38,000,000	\$28.13	\$37.21	\$32.67	0.71	MML Survey

Police Officer Regional Pay in St. Louis Area Cont...

Town and Country	10,815	St. Louis	48	\$15,813,872	\$23.20	\$42.15	\$32.68	0.71	MML Survey
St. Peters	52,575	St. Charles	446	\$107,217,410	\$28.62	\$38.16	\$33.39	0.88	MML Survey
Olivette	7,737	St. Louis	75.5	\$10,500,000	\$28.56	\$38.85	\$33.71	0.95	MML Survey
Richmond Heights	8,603	St. Louis	107	\$24,000,000	\$29.17	\$38.65	\$33.91	1.00	MML Survey
Maryland Heights	27,472	St. Louis	244	\$31,500,000	\$28.85	\$39.11	\$33.98	1.02	MML Survey
Creve Coeur	17,833	St. Louis	116.9	\$26,953,094	\$29.56	\$38.40	\$33.98	1.02	MML Survey
Brentwood	8,055	St. Louis	140	\$54,500,000	\$29.24	\$38.78	\$34.01	1.02	MML Survey
Kirkwood	27,540	St. Louis	310	\$84,791,197	\$31.32	\$37.94	\$34.63	1.17	MML Survey
Clayton	15,939	St. Louis	185	\$34,323,325	\$31.84	\$38.39	\$35.12	1.29	MML Survey
Des Peres	8,373	St. Louis	143.7	\$16,837,615	\$29.47	\$41.18	\$35.33	1.34	MML Survey
Frontenac	3,690	St. Louis	53	\$12,910,448			\$35.40	1.35	St/ Post Dispatch
Maplewood	8,188	St. Louis	67	\$18,737,170			\$35.80	1.45	St/ Post Dispatch

Police Officer Regional Salary Distribution



Police Officer	
	Annual
Average	\$61,728
Median	\$63,488
Std Dev	\$ 8,795
Current Mid	\$53,310
Z-Score	-0.96

PW Foreman - Regional Pay in St. Louis Area

Municipality	Pop.	Class	County	FTE's	Budget	Midpoint/Reported	Mid Point	Source
Northwoods	4,227	4th Class	St. Louis	25.5	\$1,901,825	\$ 41,466.00	\$19.94	Post Dispatch
Glendale			St. Louis	28		\$ 44,992.00	\$21.63	Post Dispatch
Rock Hill	4718		St. Louis	32	\$7,020,380	\$ 45,404.00	\$21.83	Post Dispatch
Jennings	12886	3rd Class	St. Louis	32	\$12,592,307	\$ 48,214.40	\$23.18	Post Dispatch
Bellefontaine Neighb	10615		St. Louis	43	\$6,902,600	\$ 48,290.00	\$23.22	Post Dispatch
Overland	15775		St. Louis	103	\$12,474,163	\$ 48,435.00	\$23.29	Post Dispatch
Sunset Hills	9099		St. Louis	79	\$13,322,251	\$ 51,166.00	\$24.60	Post Dispatch
Hazelwood			St. Louis			\$ 52,032.00	\$25.02	Post Dispatch
Town and Country	10,815	4th Class	St. Louis	48	\$ 15,813,872	\$ 52,101.50	\$25.05	MML Survey
Pacific	7354		St. Louis	53	\$2,697,821	\$ 52,548.00	\$25.26	Post Dispatch
Valley Park	6826		St. Louis	41	\$11,302,133	\$ 52,666.00	\$25.32	Post Dispatch
Richmond Heights	9201		St. Louis	108	\$26,995,131	\$ 53,349.00	\$25.65	Post Dispatch
Brentwood	8,055	4th Class	St. Louis	140	\$ 54,500,000	\$ 54,772.00	\$26.33	MML Survey
Creve Coeur	17,833	Rule	St. Louis	116.85	\$ 26,953,094	\$ 55,458.00	\$26.66	MML Survey
St. John	6374		St. Louis	48	\$4,819,590	\$ 57,829.00	\$27.80	Post Dispatch
Clayton	15,939	Rule	St. Louis	185	\$ 34,323,325	\$ 58,623.50	\$28.18	MML Survey
Olivette	7,737	Rule	St. Louis	75.5	\$ 10,500,000	\$ 60,673.50	\$29.17	MML Survey
Crestwood	12338		St. Louis	86	\$ 13,515,265	\$ 60,850.00	\$29.25	Post Dispatch
Florissant	52,158	Rule	St. Louis	285	\$ 40,000,000	\$ 61,058.40	\$29.36	MML Survey
Ellisville	9942		St. Louis	64	\$11,761,803	\$ 61,932.00	\$29.78	Post Dispatch
Shrewsbury	6332		St. Louis	69	\$10,528,122	\$ 65,517.00	\$31.50	Post Dispatch
Des Peres			St. Louis			\$ 68,293.00	\$32.83	Post Dispatch
Ladue	8,969		St. Louis	87	\$14,122,838	\$ 69,040.50	\$33.19	Post Dispatch
Frontenac	3690		St. Louis	53	\$12,910,448	\$ 69,195.00	\$33.27	Post Dispatch
Maryland Heights	27,472	3rd Class	St. Louis	244	\$ 31,500,000	\$ 70,112.50	\$33.71	MML Survey
Kirkwood	27,540	Rule	St. Louis	310	\$ 84,791,197	\$ 71,045.00	\$34.16	MML Survey
Bridgeton	11380		St. Louis	121	\$25,131,475	\$ 75,710.00	\$36.40	Post Dispatch

PW Laborer	
Annual	Hourly
average	\$ 57,436 \$27.61
Median	\$ 55,458 \$26.66
Std Dev	\$9,133 \$4.39
Current	n/a n/a

	Start	Proposed
Mid	\$	\$ 23.03
End	\$	\$ 24.50
Mid Z	\$	\$ 25.97
Mid %		-0.71
		25%

Summary of All Positions

	City Admin	City Clerk	Code Enforcer	PW Director	PW Laborer	Court Admin
Average	\$130,993	\$70,786.81	\$52,168.26	\$91,345.16	\$41,558.29	\$63,124.35
Median	\$130,000	\$74,712.00	\$52,780.00	\$97,878.50	\$42,015.38	\$63,151.00
Std Dev	\$ 37,854	\$ 15,556.82	\$ 7,320.61	\$ 29,076.46	\$ 5,926.00	\$ 13,617
Current Pay	\$ 70,000.00	\$65,000	\$ 39,520.00	\$ 65,000.00	\$35,360.00	\$ 57,200.00
Z-Score	-1.61	-0.37	-1.73	-0.91	-1.05	-0.44

	Court Clerk	Chief of Police	lieutenant	Sergeant	Police Officer	Police Clerk
Average	\$44,252.23	\$113,800	\$88,858.81	\$77,618.23	\$62,073.14	\$44,687.86
Median	\$43,680.00	\$113,554	\$91,435.50	\$63,599.38	\$63,599.38	\$45,332.00
Std Dev	\$ 8,501	\$20,253	\$ 11,629.22	\$ 12,901.71	\$ 8,971.49	\$ 7,793
Current Pay	\$ 41,600.00	\$ 95,000.00		\$ 59,461.63	\$ 53,310.43	\$ 45,760.00
Z-Score	-0.31	-0.93		-1.4	-0.98	0.14

Z-Scores by Position

