



# St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043  
(504) 278-4228 Fax (504) 278-4209  
[www.sbpg.net](http://www.sbpg.net)

**#14**

**Kerri Callais**  
*Councilmember  
at Large*

**Richard "Richie" Lewis**  
*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
District A*

**Nathan Gorbaty**  
*Councilmember  
District B*

**Howard Luna**  
*Councilmember  
District C*

**Wanda Alcon**  
*Councilmember  
District D*

**Manuel "Monty" Montelongo III**  
*Councilmember  
District E*

**Roxanne Adams**  
*Clerk of Council*

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, AUGUST 15, 2017 AT THREE O'CLOCK P.M.

On motion of Mr. Montelongo, seconded by Mr. McCloskey, it was moved to adopt the following ordinance:

## ORDINANCE SBPC #1992-08-17

### Summary No. 3511

Introduced by: Administration on 8/1/17  
Public hearing held on 8/15/17

AN ORDINANCE TO AMEND THE ST. BERNARD PARISH GOVERNMENT PERSONNEL PLAN.

### ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

**SECTION 1.** That St. Bernard Parish Government Personnel Plan is hereby amended as per attached in Exhibit "A".

**SECTION 2.** Effective Date. This Ordinance shall become effective immediately upon authorizing signature by the Parish President. In the event of a presidential veto, this Ordinance shall become effective upon a two-thirds favorable vote of the total membership of the Council pursuant to Sections 2-11 and 2-13 of the St. Bernard Parish Home Rule Charter.

**SECTION 3.** Severability. If any section, clause, paragraph, provision or portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this Ordinance, the St. Bernard Parish Council hereby expresses and declares that it would have adopted the remaining portion of this Ordinance with the invalid portions omitted.



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Extract #14 continued  
August 15, 2017

**Richard "Richie" Lewis**  
Councilmember  
at Large

**Gillis McCloskey**  
Councilmember  
District A

**Nathan Gorbaty**  
Councilmember  
District B

**Howard Luna**  
Councilmember  
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District E

**Roxanne Adams**  
Clerk of Council

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:** McCloskey, Luna, Montelongo, Callais

**NAYS:** None

**ABSENT:** Gorbaty, Alcon

The Council Chair, Mr. Lewis, cast his vote as **YEA**.

And the motion was declared adopted on the 15<sup>th</sup> day of August, 2017.

ROXANNE ADAMS  
CLERK OF COUNCIL

RICHARD LEWIS  
COUNCIL CHAIR

Delivered to the Parish President

8/17/2017 2:35pm

Date and Time

Received by

Approved

Vetoed

Guy McInnis

Parish President

Returned to Clerk of the Council

8/17/2017 2:40pm

Date and Time

Received by



**St. Bernard Parish, Louisiana  
Classification Specification**

**TOURISM MANAGER**

**Purpose of Classification:**

The purpose of this classification is to actively promote and enhance tourism, film and cultural affairs to St. Bernard Parish, coordinate all advertising, assist with St. Bernard Parish Government events and manage all tourism facilities. The Tourism Coordinator promotes the film organization's mission and incentive program and acts as the official spokesperson for St. Bernard Film and Television.

The Tourism Coordinator is responsible for four (4) direct reports.

**Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Oversees daily operations of visitor center, including visitor inquiries, greeting visitors and guests, answering daily calls and emails; monitoring tourism, film and cultural affairs website and Facebook pages; oversees staff's daily job functions.

Researches which advertising will be most effective for St. Bernard Parish; tracks advertising results and monitors Google analytics to understand the target audience and to capture the number of people viewing the [www.visitstbernard.com](http://www.visitstbernard.com) website.

Writes grants and handles administration for the Cooperative Marketing Grant Program which is part of the Louisiana Office of Tourism and grants through the Department of Culture, Recreation & Tourism.

Monitors the budget in conjunction with Finance Department; approves invoices and monthly billing for all tourism facilities; determines expenditures for departmental advertising and promotional materials for tourism and events.

Attends meetings with Administration and delivers an oral report of the important happenings in tourism.

Attends and participates in monthly meetings for St. Bernard Parish Tourist Commission, St. Bernard Parish Film Review Panel, St. Bernard Commission on Cultural Affairs, St. Bernard Parish Economic Development Foundation, Battle of New Orleans Bicentennial Commission, New Orleans Metropolitan Convention and Visitors Bureau, and the Louisiana Association of Convention and Visitors Bureau.

Supervises, approves billing and handles maintenance issues at the following Parish facilities: Aycock Barn, Sugar Museum, and the Los Islenos Complex.

### **Additional Functions:**

Attends the annual Lieutenant Governor's Tourism Summit and participates in National Tourism Week and various trade shows to promote tourism, film and culture.

Performs other related duties as required.

Develop and maintain relationships and communications with a variety of constituents and constituencies; such as the media production industry, Louisiana Legislature, the funding community and individual funding organizations, press and media.

### **Minimum Qualifications:**

Bachelor's degree with a minimum of 5 years of experience in the hospitality/tourism/film industry or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Louisiana driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.*

**ST. BERNARD PARISH GOVERNMENT**

**\*UNCLASSIFIED PERSONNEL PAYSCALE\***

**Adopted January 17, 2017; Effective January 1, 2017 as of August 1, 2017**

<b>Paygrade 9</b>		<b>Paygrade 10</b>		<b>Paygrade 11</b>		<b>Paygrade 12</b>	
Asst. Housing Coord. Diversion Assistant Grant Accountant II Program Specialist	CDBG Recovery Mgr.		Auditorium Manager			Asst. Recovery Super.	
	Executive Asst. to Pres./Adm.		Superintendent W/S			Court Reporter	
	Grant Writer		Tourism Coordinator			GIS Manager	
	PPM Facilities & Operations Manager					Judicial Secretary	
	Internal Auditor						
	Program Property Manager						
	Project Inspector						
<b>Steps</b>		<b>Steps</b>		<b>Steps</b>		<b>Steps</b>	
1	41,713.44	1	44,350.05	1	46,986.66	1	49,623.26
2	42,458.32	2	45,142.01	2	47,825.70	2	50,509.38
3	43,203.21	3	45,933.98	3	48,664.75	3	51,395.52
4	43,948.07	4	46,725.93	4	49,503.78	4	52,281.63
5	44,692.99	5	47,517.93	5	50,342.87	5	53,167.80
6	45,437.85	6	48,309.87	6	51,181.89	6	54,053.90
7	46,182.75	7	49,101.86	7	52,020.96	7	54,940.06
8	46,927.63	8	49,893.82	8	52,860.01	8	55,826.19
9	47,672.52	9	50,685.79	9	53,699.06	9	56,712.31
10	48,417.40	10	51,477.75	10	54,538.10	10	57,598.44
11	49,162.25	11	52,269.69	11	55,377.12	11	58,484.54
12	49,907.16	12	53,061.68	12	56,216.19	12	59,370.70
13	50,652.02	13	53,853.62	13	57,055.22	13	60,256.80
14	51,396.91	14	54,645.59	14	57,894.27	14	61,142.94
15	52,141.81	15	55,437.57	15	58,733.33	15	62,029.09
16	52,837.02	16	56,176.72	16	59,516.43	16	62,856.12
17	53,532.24	17	56,915.89	17	60,299.54	17	63,683.18
18	54,227.47	18	57,655.06	18	61,082.65	18	64,510.23
19	54,922.72	19	58,394.26	19	61,865.79	19	65,337.32
20	55,617.93	20	59,133.41	20	62,648.89	20	66,164.36
21	56,313.15	21	59,872.58	21	63,432.00	21	66,991.41
22	57,008.40	22	60,611.77	22	64,215.13	22	67,818.49
23	57,703.61	23	61,350.93	23	64,998.24	23	68,645.54
24	58,398.83	24	62,090.08	24	65,781.34	24	69,472.58
25	59,094.07	25	62,829.26	25	66,564.46	25	70,299.65
26	59,789.25	26	63,568.39	26	67,347.53	26	71,126.65
27	60,484.48	27	64,307.56	27	68,130.64	27	71,953.71
28	61,179.69	28	65,046.71	28	68,913.74	28	72,780.75
29	61,874.93	29	65,785.90	29	69,696.87	29	73,607.83
30	62,570.16	30	66,525.07	30	70,479.99	30	74,434.89
31	63,273.20	31	67,272.55	31	71,271.90	31	75,271.24
32	63,984.13	32	68,028.42	32	72,072.71	32	76,116.99
33	64,703.06	33	68,792.79	33	72,882.52	33	76,972.24
34	65,430.06	34	69,565.75	34	73,701.43	34	77,837.10
35	66,165.24	35	70,347.39	35	74,529.54	35	78,711.67

**ST. BERNARD PARISH GOVERNMENT**

**\*UNCLASSIFIED PERSONNEL PAYSCALE\***

**Adopted January 17, 2017; Effective January 1, 2017 as of August 1, 2017**

Paygrade 13		Paygrade 14		Paygrade 15		Paygrade 16	
Compli. Officer/Investigator		None		Transit Manager		Chief Security Officer	Housing Coordinator
Grants Manager							
Special Events Manager							
Tourism Manager							
<b>Steps</b>	<b>Steps</b>			<b>Steps</b>		<b>Steps</b>	
1	52,259.87	1	54,896.48	1	57,533.09	1	60,169.70
2	53,193.07	2	55,876.77	2	58,560.46	2	61,244.15
3	54,126.29	3	56,857.07	3	59,587.84	3	62,318.62
4	55,059.49	4	57,837.34	4	60,615.20	4	63,393.05
5	55,992.74	5	58,817.68	5	61,642.62	5	64,467.57
6	56,925.92	6	59,797.94	6	62,669.96	6	65,541.98
7	57,859.16	7	60,778.27	7	63,697.37	7	66,616.48
8	58,792.37	8	61,758.56	8	64,724.75	8	67,690.93
9	59,725.58	9	62,738.85	9	65,752.12	9	68,765.39
10	60,658.80	10	63,719.15	10	66,779.50	10	69,839.85
11	61,591.97	11	64,699.40	11	67,806.84	11	70,914.27
12	62,525.21	12	65,679.73	12	68,834.24	12	71,988.76
13	63,458.40	13	66,660.00	13	69,861.60	13	73,063.19
14	64,391.62	14	67,640.30	14	70,888.98	14	74,137.66
15	65,324.85	15	68,620.61	15	71,916.37	15	75,212.14
16	66,195.82	16	69,535.53	16	72,875.24	16	76,214.94
17	67,066.83	17	70,450.48	17	73,834.13	17	77,217.78
18	67,937.83	18	71,365.42	18	74,793.01	18	78,220.60
19	68,808.86	19	72,280.39	19	75,751.93	19	79,223.47
20	69,679.84	20	73,195.32	20	76,710.80	20	80,226.28
21	70,550.84	21	74,110.26	21	77,669.69	21	81,229.11
22	71,421.86	22	75,025.23	22	78,628.60	22	82,231.96
23	72,292.85	23	75,940.16	23	79,587.47	23	83,234.78
24	73,163.83	24	76,855.09	24	80,546.34	24	84,237.60
25	74,034.85	25	77,770.05	25	81,505.25	25	85,240.44
26	74,905.79	26	78,684.93	26	82,464.07	26	86,243.21
27	75,776.80	27	79,599.88	27	83,422.97	27	87,246.05
28	76,647.78	28	80,514.80	28	84,381.83	28	88,248.86
29	77,518.80	29	81,429.77	29	85,340.74	29	89,251.72
30	78,389.80	30	82,344.72	30	86,299.63	30	90,254.55
31	79,270.59	31	83,269.94	31	87,269.30	31	91,268.65
32	80,161.28	32	84,205.56	32	88,249.85	32	92,294.14
33	81,061.97	33	85,151.70	33	89,241.43	33	93,331.16
34	81,972.78	34	86,108.46	34	90,244.15	34	94,379.83
35	82,893.83	35	87,075.98	35	91,258.13	35	95,440.28